

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
December 2, 2020

1. Roll call:

Tracy Szerszen, Vice-Chair, called the NEFAP Executive Committee to order on December 2, 2020 at 11am Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and 5 Associate Members present.

Minutes will be reviewed and voted on by email or at the next meeting since there was no quorum. No business decisions can be made without a quorum.

2. Update on Strategic Plan

Justin will be reaching out to the Marketing and Training Workgroup chairs to continue the work they started.

Ilona commented that the Board did accept the proposal, but emphasized the need to do updates each month. Ilona will need an update to include in her report by 10am EST on the Monday before the second Wednesday of each month.

3. SOPs and Policies

Voting SOP

Ilona let the group know that Policy is looking at dispute and voting procedures. They are hoping to expand TNI's voting SOP (SOP 1-102) to include procedures for all TNI programs and committees so separate procedures will not be needed.

Policy 7-100

All the NEFAP AB certificates are expired due to the delays in combining the programs and completing evaluation procedures. This policy would allow us to issue a new certificate to each AB each year. The DRAFT SOP was reviewed by the Committee.

Comments:

- Update language in Section 6 – in some cases it is appropriate to go to a NELAP AB.
- May need to do more to extend a certificate when a certificate is already expired. For example, our current ABs have expired certificates. Perhaps they should submit

copies of their current records to get the extension. Should this be a procedure and not just a policy? Could it be added to an SOP already in place.?

- Need language for how this policy can be implemented.
- Ilona will review options and prepare updated document(s) for further review.

Kim asked when the new evaluations are expected to start. She would be interested in being part of an evaluation team. The expectation is that applications could go out as soon as February/March. Audits could start this summer. Will need to evaluate the need to do audits remotely. This will require an update of SOP 7-100 (Evaluation Procedure SOP), but the NGAB and NELAP AB evaluations have been updated for remote evaluations and the changes to SOP 7-100 should be similar.

4. Nomination Committee:

Tracy is preparing a Draft that she will share with Justin and Ilona by email.

5. FAC Update

Scott Haas (Chair, FAC) could not attend today's meeting. Ilona noted that the Committee is completing their Recommended Changes Summary table so they can set-up a public webinar to get stakeholder feedback before beginning the actual rewrite of the 2014 FSMO Standard. The public webinar is being planned for early February. All NEFAP EC members will receive an automatic invitation.

6. New Business

NEFAP needs to review and update their Charter by March 30, 2021. The TNI Strategic Plan needs to be reviewed to help with this effort.

The Internal Audit is being delayed 5 months and will begin in Spring. Ilona will work on updating the NEFAP Internal Audit Checklist to reflect updated SOPs.

7. Action Items

Action items can be viewed in Attachment B.

8. Next Meeting

The next meeting will be on Wednesday, January 20, 2021 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 2:30pm Eastern. (Motion: Paul Second: Halley
Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Chair Present	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020) Present	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Present	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*) Absent	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Absent	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2021*) Present	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) Present	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Patrick Selig (AB) Absent	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Absent	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*) Present	Oregon Health Authority	Other	Ryan.pangelinan@dhsosha.state.or.us
Norman Rodriguez-Iglesias (2021*) Absent	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*) Absent	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore	X	mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Kevin Holbrooks		holbke@jea.com
Shannon Swantek	X	shannon@enlightenedquality.com
Calista Daigle		cdaigle@aaanalytical.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher	X	Carl.Kircher@flhealth.gov
Kirstin Daigle		PACE
Kieth Klemm		ANAB
Katie Strothman	X	katie@sanderslabs.net
Kim Watson	X	kwatson@stone-env.com

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
39	Give Alternate name to Ilona.	All	Ongoing	Ongoing Continue to give to Ilona.
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	Kirstin	10/15/13 Ilona forward by 5/2/17	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week. 4/24/17 – Ilona will forward Jerry’s presentation for review to the committee. 6/19/19 – John will send his presentation to Kirstin and this will be discussed in July and possibly shared in Jacksonville.
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Kirstin	3/5/15 TBD	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER 6/19/19: Schedule time to look at these documents.
164	Review White Paper.	Kirstin/Tracy	4/30/15 TBD	12/11/15: Justin will review it and send it to Kim working on for something in 2017.

	Action Item	Who	Expected Completion	Actual Completion
				4/24/17: Kim rewrote it and will send it to Justin for final review before sending to the committee. 9/20: Kim will look for it and send to Kirstin. Kirstin will reach out to Kim. 6/19/19: Kirstin will reach out to Justin to get a copy.
195	Re-do "Why NEFAP?" videos.	Shawn	TBD	Look at Janis video.
207	Call Zaneta and Michelle about need and process for testimonials.	Shawn/Tracy	TBD	Shawn
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Kirstin	TBD	Kirstin will look at Jerry's version and the old presentation. See #124
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Shawn	TBD	
223	Update Strategic Plan document for review by committee.	Shawn	10/17/17 9/19 Meeting	6/19/19: Shawn and Justin expect to have a strawman in August.
227	Provide comments on the 2014 Standard to FAC.	TBD	April 2019	In Progress 10/15/19: Scott – How do we make the Standard more value added. Scott will

	Action Item	Who	Expected Completion	Actual Completion
				present status next meeting. Kirstin will add a review of 2014 Standard to December meeting.
244	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	In Progress 10/15/19: FAC is waiting for this before they decide how it will fold into the new Standard. Paul will be asking the NEFAP EC to review a spreadsheet on their next call to address Scope – they are coming at it from a different direction. They are moving forward without the input, but would rather have this. Kirstin noted that there has been feedback that we were getting too detailed. Focus during November call. Kirstin will recirculate it before next call.
246	Review possible impact/opportunity of the America’s Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.	Norman	June 2020	Kevin – most effective dates are 2020/2021. EPA has to decide how to make it happen. Ilona will send

	Action Item	Who	Expected Completion	Actual Completion
				reminder to Norman.

262	Present Status of New Standard in November. See action item 227.	Scott	11/20/19	
263	Present Scope ideas from the Task Force. Kirstin will distribute current version of Scope document before the next meeting. See action item 244.	Paul, Kirstin	11/19/19	
266	Work on SOP to decouple NEFAP AB Certificates from evaluations.	Ilona	TBD	Complete – see #274.
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
275	Send final draft of plan to Committee for email comment.	Justin	11/6/20	
276	Update Policy 7-100.	Ilona	2/17/21	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2020	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	
11	Form transition plan for implementation of new Field Standard when it is approved.	1/17/18	