

**NEFAP Executive Committee (NEFAP EC)
Meeting Summary
December 27, 2019**

1. Roll call:

Kristin Daigle, Chair, called the NEFAP Executive Committee to order on December 27, 2019 at 1pm Eastern. Attendance is included in Attachment A - there were 4 NEFAP EC committee members present. Associates: Carl Kircher, Shawn Kassner, Shannon Swantek, John Moorman, and Calista Daigle.

Though there are only 4 Committee members on the call, Kirstin decided to proceed with the meeting since the agenda topic is review of the FSMO Standard and there are 5 additional associate members on.

A motion was made by Tracy to accept the November 20, 2019 minutes as written. The motion was seconded by Suzie. It was approved by Kirstin, Paul, Suzie and Tracy. The vote will be completed by email.

(Addition: From the 1/15/20 NEFAP EC Minutes: Tracy asked that members who were not on the November call vote for those minutes. Seven additional votes of "For" were received (Geneva, Jeff, Elizabeth, Keith, Stephanie, Ryan and Norman) and the minutes were approved. This information will be added to the December minutes.)

2. Winter Conference

Kirstin reminded people to register for the conference in Newport Beach. A new block of hotel rooms was just added, and the hotel is filling up. People expecting to attend: Kirstin, Shannon, Calista, Tracy, Shawn. The NEFAP EC meeting is Thursday, 2-6-20, from 8-12am Pacific. She expects the agenda will include work with the Strategic Planning Subcommittee and continued review of the FSMO Standard.

3.. SOPs

Policy Committee has started review of the SOPs we submitted. We received a message from Policy with some editorial changes suggested for SOP 5-107 (Conflict of Interest):

Lynn Bradley, 12-14-19:

Policy reviewed this document at its December 6 meeting and because the recommended edits were minor, went ahead and approved the document contingent on the EC's acceptance of the edits, which are as follows:

§5.1 – a colon is needed after the word "stakeholders".

§5.3 – the opening phrase of the first paragraph, “The Chair will ask individual committee members to” should be replaced with “Committee members shall declare”. Also, in the second parenthesis, both standards and FoPT tables should be included in the category of “operational documents”.

This document will not be offered to the Board for its endorsement until the NEFAP EC indicates its acceptance of the edits.

The December Board meeting was completely occupied by review of the updated TNI Strategic Plan, and that will probably carry over through most of its January meeting, so the NEFAP EC should have ample time to assent to the edits recommended.

Kirstin does not think this requires further review by the Committee. Kirstin will take a further look and get back to Ilona. *(Addition: Kirstin let Ilona know by phone on 12-27-19 to accept the Policy Committee comments. Ilona notified the Policy Committee during their meeting on 1/3/20).*

4. Strategic Planning Subcommittee

Justin is finishing up development of this Subcommittee that will be making recommendations for the future of NEFAP. They plan to meet every other week starting in January. More information will be provided as the Subcommittee begins meeting.

5. Review of 2014 FSMO Standard

The Committee will review the 2014 FSMO Standard in order to provide feedback to the Field Activities Committee to help them with the update of this Standard.

Shannon (Vice-Chair, FAC) and Ilona (Program Administrator, FAC) noted that the FAC has finished merging the Standard (2014 FSMO Standard with ISO/IEC 17025:2017). They are getting up to speed on DMS and assigning the different sections to FAC members to review and comment on needed updates.

Kirstin thinks what was heard in Jacksonville is that there needs to be more technical content added to the quality systems focus currently in the FSMO Standard.

Shannon noted that they are trying to make the Standard more helpful. They have pulled back at looking at the other sampling communities and are focusing on environmental. This does not mean that the FSMO Standard can be only used for environmental, but the FAC will not be reaching out to other sampling communities at this time to add content specifically relevant to other sampling communities. Shannon noted they are planning to add more on sampling and analysis plans, equipment cleaning, validation, etc. They will try to make the FSMO Standard as comprehensive as possible. The technical information could be applied across a broad range of sampling industries.

FAC is still struggling with what is the driver for the FSMO Standard.

John Moorman thinks there still needs to be some sort of marketing to other industries because they don't know we exist. Ilona commented that this part of what the Strategic Planning Subcommittee will look at. (John expressed interest in participating on this Subcommittee. Ilona will email Justin to let him know so he can reach out to John.)

Kirstin brought the 2014 FSMO Standard up on Webex and asked, "How can we improve the Standard?"

Introduction

It was asked if are we only limited to ISO? Should there be other documents added to the Introduction as references?

Shannon noted that some of the other sampling documents are copyrighted. Carl noted that the Florida has sampling SOPs that are publicly available. They could be used as an example.

Shawn noted EPA has public documents on sampling design. FDA would have examples too. GSA too.

Kirstin thinks adding these documents could be value added.

Kirstin asked about notes. They are for clarity and not enforceable. Did FAC handle this correctly. Be sure to review.

SCOPE

Add some language to clarify how the scope applies to FSMO's or labs doing sampling. There has been some confusion on calibration. Suzie is an FSMO and sampling lab and commented that it would be good to make it clear that this applies to anyone doing sampling.

Kirstin asked about timing for the updated FSMO Standards. Ilona responded that FAC is hoping to do a public meeting in Spring, have a Voting DRAFT Standard (VDS) in summer and then complete the Standard by the end of the year. The Field AB Standard was started, but it still needs to go through the merging process that the FSMO Standard went through.

Shannon asked if field sampling needs to be specifically stated. Aren't there other types of applicable sampling?

Definitions will be reviewed at the end of this review process.

Section 4: Management Requirements

Kirstin asked if any of the current language doesn't apply? Or should something be added? This is mainly ISO/IEC language.

Shannon commented that a lot of sampling labs don't follow this section when it comes to sampling. This is viewed as something for the lab. She thinks this is why the Field Standards came into place ... it was something field could use.

Kirstin noted that Pace has a field division that operates independently from the lab side.

Should the NEFAP EC make a suggestion on keeping Quality Manager and Technical Manager? This will be considered at the end of the review process.

Kirstin thinks the current FSMO Standard is lab centric ... so FAC needs to clarify how this applies to field work. Some FSMO's think that maybe some of it doesn't apply.

Shawn commented that management system language in ISO/IEC 17025 is not that different than ISO/IEC 9001. Whether you are a lab or an FSMO you still need to have the quality management system piece. ISO/IEC 9001 has more focus on software than ISO/IEC 17025. He knows that organizations that have both lab and sampling wrestle with whether each needs its own quality management system. Kirstin's comment is an example of this.

Shannon mentioned if the lab's quality management system doesn't fit with what the field side is doing, this could be a driver for the FSMO Standard. She is not aware that audits are reflecting this though.

Suzie commented that often it is a sampling company (environmental consultant) that takes care of sampling – not the lab. A lot of the engineering firms hiring samplers have not heard of NEFAP or the FSMO Standard. She noted many sampling companies have no SOPs for sampling or a true quality management system.

Kirstin noted that the labs don't hire the samplers, so they can't require the sampling be done under ISO/IEC 17025. Labs have no say in who the client uses as the sampler.

In conclusion, additional content needs to be added to the ISO/IEC language in the Standard to make it make sense to an FSMO.

It has been a long-standing issue to find a way to make industries related to sampling aware of NEFAP and the FSMO Standard.

6. New Business

- The Committee needs to appoint a new member for the Policy Committee.
- The Committee needs to take a look at membership. Need to work through any balance issues and committee leadership. Need to form Nomination Committee. *(Addition: Kirstin and Ilona met on January 2, 2020 to finish up the Committee internal audit and it was noted that formation of the Nomination Committee should wait until after the Strategic Planning Subcommittee makes its recommendation.)*

7. Action Items

Action items can be viewed in Attachment B.

8. Next Meeting

The next meeting will be on Wednesday, January 15, 2020 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 2:15pm Eastern. (Motion: Suzie Second: Tracy Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

| Members | Affiliation | Balance | Contact Information |
|--|--|----------|--|
| Kirstin Daigle (2020*) Chair Present | Pace Analytical Services | FSMO/Lab | Kirstin.daigle@pacelabs.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 |
| Geneva Bowman (2021*) Absent | AIHA | Other | gbowman@aiha.org |
| David Fricker (AB) Absent | A2LA | AB | dfricker@A2LA.org |
| Jeff Buystedt (2021*) Absent | 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*) Absent | US Air Force/DoD | Other | pamela.hamlett@us.af.mil |
| Halley Dunn Hastings (2022*) Absent | NV5 | Other | Halley.dunn@nv5.com |
| Suzie Nawikas (2022*) Present | H&P Mobile Geochemistry, Inc. | FSMO | Suzie.nawikas@handpmsg.com |
| Keith Klemm (AB) Absent | ANAB | AB | kklemm@anab.org |
| Stephanie Sparkman (2022*) Absent | CS Laboratories, Inc. | FSMO | ssparkman@cslaboratories.com |
| Ryan Pangelinan (2022*) Absent | 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 | | marlenemoore@advancesys.com |
| John Moorman (left call 11:40am Eastern) | X | jmoorma@sfwmd.gov |
| Justin Brown | | jbrown@emt.com |
| Scott Haas | | shaas@etilab.com |
| Kevin Holbrooks | | holbke@jea.com |
| Shannon Swantek | X | shannon@enlightenedquality.com |
| Calista Daigle | X | cdaigle@aaanalytical.com |
| Janis Roux | | janis.laroux@handpmg.com |
| Shawn Kassner | X | shawn.kassner@pacelabs.com |
| Tyler Sullen | | tasullen@southernco.com |
| Nilda Cox | | nildacox@eurofinsus.com |
| Beth Durman | | |
| Carl Kircher | X | |
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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. |
| 172 | Talk to Loretta about setting up a meeting. | Shawn | TBD | 12/11/15: Justin will reach out. Leave on. - DELETE |
| 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 |

| | Action Item | Who | Expected Completion | Actual Completion |
|-----|--|------------|----------------------------|---|
| | | | | Standard more value added. Scott will 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 |

| | Action Item | Who | Expected Completion | Actual Completion |
|-----|--|---------------------------------------|----------------------------|---|
| | | | | decide how to make it happen. Ilona will send reminder to Norman. |
| 251 | Continue work on Scope Guidance document to present to the Committee in June. | Tracy and Scope Guidance Subcommittee | 6/18/19 | See # 244. Close this action item. |
| 252 | DRAFT COI SOP using NELAP SOP as a starting point. | Geneva | October 2019 | Review DRAFT. |
| 257 | Ilona will provide a Word version of SOP 5-103 to update the SOP. Ilona will forward this to Keith to make a DRAFT update before the next meeting. | Ilona/Keith | 10/14/19 | SOP to be reviewed. |
| 258 | Prepare first DRAFT of COI SOP. | Geneva | 10/14/19 | SOP to be reviewed in November. COMPLETE |
| 259 | Complete DRAFT of SOP 5-104 | Tracy | 10/14/19 | Needs to be reviewed. |
| 261 | Update COI SOP and send to Kirstin and Ilona. | Geneva | No later than 11/19/19 | COMPLETE |
| 262 | Present Status of New Standard in November. See action item 227. | Scott | 11/20/19 | COMPLETE |
| 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 | COMPLETE |
| 264 | Prepare role sheet for associate members similar to Committee members. | Ilona | 12/17/19 | |
| 265 | Appoint Committee member to Policy Committee. | Kirstin | 1/15/20 | |

Attachment C

Backburner / Reminders – NEFAP Executive Committee

| | Item | Meeting Reference | Comments |
|----|--|--------------------------|------------------------|
| 4 | Review Charter. | October 2019 | Pending Strategic Plan |
| 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 | |
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