

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**February 21, 2018**

1. Roll call:

Kirstin Daigle, Vice-Chair, called the NEFAP Executive Committee to order on February 21, 2018 by teleconference at 1pm Eastern. Attendance is included in Attachment A - there were 4 NEFAP EC committee members present. Associate members present: William Batchelet, Kim Watson, Kevin Holbrooks and Marlene Moore.

The next meeting agenda will include a discussion on meeting time to try to pick a better schedule so that more members can attend. There were not enough members on the call today to vote on minutes.

The minutes from the January 17<sup>th</sup> and 24<sup>th</sup> meetings were reviewed. Russell made a motion to accept the January 17, 2018 minutes as written, but with a spelling correction to his name. The motion was seconded by Morgan. Vote: Kirstin, Morgan, Zaneta, and Russell. The vote will be completed by email before the next meeting.

*(Additional votes:*

*Nilda – For (3/9/18)*

*Seb – For (3/9/18)*

*Michelle – For (3/9/18)*

*Calista – For (3/9/18)*

*Doug Berg – For (3/9/18)*

*Shawn – For (3/9/18)*

*Janis – For (3/9/18)*

*Justin – For (3/11/18)*

*The motion passed.)*

Kirstin made a motion to accept the January 24, 2018 minutes as written. The motion was seconded by Morgan. Vote: Kirstin, Morgan, Zaneta, and Russell. The vote will be completed by email before the next meeting.

*(Additional votes:*

*Nilda – For (3/9/18)*

*Seb – For (3/9/18)*

*Michelle – For (3/9/18)*

*Calista – For (3/9/18)*

*Doug Berg – For (3/9/18)*

*Shawn – For (3/9/18)*

*Janis – For (3/9/18)*

*Justin – For (3/11/18)  
The motion passed.)*

## 2 Membership

Tracy is working on establishing the Nomination Committee. Kirstin will forward some names for possible membership. Ilona is following up on a candidate from ESI.

Keith Klemm from ANAB will be taking Zaneta's place as the primary NEFAP EC member starting soon. She will remain the back-up member.

## 3. Leadership

Justin will be leading the meeting in March and April. Elections for chair and vice-chair will be in April as new membership steps in.

## 4. Task Force

Paul and Kirstin have started reaching out to candidates. Kirstin has one confirmed person and still has more to contact.

## 5. Strategic/Marketing Planning Subcommittee

Justin is excited about Strategic/Marketing Planning. Justin is planning to take the lead in the committee. Marlene is waiting for him to contact her so she can pass the baton.

## 6. Albuquerque, NM Meeting

There will be a joint session between NEFAP, NELAP, FAC, LASEC, and the Quality Systems Expert Committee at the New Orleans meeting in August.

The use of Webex to include people in the Albuquerque meeting didn't work as well as hoped due to some equipment/technical issues. If we need people to participate by phone in New Orleans we will plan to request a phone ahead of time.

Marlene asked that the committee consider whether there could be only one AB Standard for all the TNI Programs. Could we think about an ISO/IEC 17011 meeting? We could talk about having one combined Standard for ISO/IEC 17011. ISO/IEC 17025 portions of the standards would need to stay separate.

Marlene noted that LAB Expert Committee is not thinking about the field, yet the lab is involved in field work. They need to add sampling to lab accreditation. Carl (Chair of LAB) didn't think about field.

Justin is planning to invite all our NEFAP ABs to the next meeting so the committee can begin talking about how the new ISO/IEC 17025: 2017 Standard will affect our Standard. We will invite FAC members to this meeting too. If this does not work for the next meeting because of conflicting schedules, this will be planned as a separate meeting.

#### 7. Combined Evaluation SOP

Kirstin asked people to look at the possible new language for the combined SOP that was distributed by email. People are asked to comment by email by next Wednesday so Ilona can share the information with the Policy Committee (meeting the following Friday).

#### 8. Scope Guidance Document

Kirstin distributed the DRAFT Scope Guidance Document by email. Kevin (Chair of FAC) noted that FAC wants NEFAP EC input on this document before they finalize it. The subcommittee working on this document tried to keep it at a higher level. Is it enough? Or is more needed? This will be further discussed at the next meeting.

#### 9. New Business

- None

#### 10. Action Items

Action items can be viewed in Attachment B.

#### 11. Next Meeting

Kirstin would like to meet sooner than the next scheduled meeting on March 21, 2018 since hardly anyone could make this meeting. The committee could meet twice in March. An email will be sent out to pick the next meeting time or the committee will meet on March 21, 2018.

Action Items are included in Attachment B.

The meeting was adjourned at 1:48pm Eastern. (Motion: Russell, Second – Kirstin. Unanimous)

## Attachment A

### TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) <b>Chair</b> <b>Absent</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Kirstin Daigle (2020*) Vice-Chair <b>Present</b>	Stone Environmental, Inc.	Other	802-778-0423	<a href="mailto:kdaigle@stone-env.com">kdaigle@stone-env.com</a>
Doug Berg (AB) <b>Absent</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglasberg@gmail.com">douglasberg@gmail.com</a>
Paul Bergeron (2019) <b>Absent</b>	LELAP	Other	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Michelle Bradac (AB) <b>Absent</b>	A2LA	AB	301-644-3227	<a href="mailto:mbradac@A2LA.org">mbradac@A2LA.org</a>
Nilda Cox (2019) <b>Absent</b>	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2019) <b>Absent</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Seb Gillette (2018) <b>Absent</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Morgan Greenwald (2020*) <b>Present</b>	Cascade	FSMO	802-229-2197	<a href="mailto:mgreenwald@cascade-env.com">mgreenwald@cascade-env.com</a>
Shawn Kassner (2020*) <b>Absent</b>	Neptune and Company, Inc.	Other	303-981-2780	<a href="mailto:skassner@neptuneinc.org">skassner@neptuneinc.org</a>
Carl Kircher (2019) <b>Absent</b>	Florida DOH	Other	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Janis La Roux (2018*) <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.laroux@handpmg.com">janis.laroux@handpmg.com</a>
Cheryl Morton (2018) <b>Absent</b>	AIHA	Other	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Harry O'Neill (2018*) <b>Absent</b>	Beacon Environmental Service, Inc.	FSMO	410-688-4762	<a href="mailto:Harry.ONeill@beacon-usa.com">Harry.ONeill@beacon-usa.com</a>
Zaneta Popovska (AB) <b>Present</b>	ANAB	AB	(260)637-2705 c: 260-446-4807	<a href="mailto:zpopovska@anab.org">zpopovska@anab.org</a>
Richard Rago (2018*) <b>Absent</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Russell Schindler (2020*) <b>Present</b>	SampleServe.com	FSMO	231-218-7955	<a href="mailto:schindler@sampleserve.com">schindler@sampleserve.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
124	Send Presentation slides to committee members for review and comment. The slides will be used for future presentations about NEFAP.	John	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.
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.	Doug Leonard	<del>3/5/15</del> Tulsa Meeting	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	May 2016	On hold until PTP/NEFAP Evaluation Workgroup completes its work.
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting. 12/11/15: Kim will talk to Marlene and find out when this can be expected. REMINDER SENT
164	Review White Paper.	Kim Justin	4/30/15	12/11/15: Justin will review it and send it to

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				Kim working on for something in 2017. 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.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Justin	TBD	
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Kirstin	10/17/17	
223	Update Strategic Plan document for review by committee.	Kirstin / Marlene / Ilona/Justin	10/17/17	Plan to review in November.
224	Contact possible Task Force members and confirm their desire to serve.	Paul, Justin, Kirstin	<del>11/25/17</del> Postponed to January 2018	
226	Review NEFAP Evaluation SOP for	TBD	TBD	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	updates based on SOP 7-101 Rev 0.			
227	Provide comments on the 2014 Standard to FAC.	TBD	TBD	
228	Check with Michelle on how many FSMOs are accredited by A2LA or are applying to A2LA.	Kirstin	1/19/18	
229	Share view on impact of Sampling on ISO/IEC 17025 update with Kevin Holbrooks (FAC, Chair).	Tracy	2/20/18	
230	Form task force and send recommendation to TNI Board.	Justin, Paul and Kirstin	2/28/18	
231	Finish review of NEFAP Evaluation SOP and propose update to committee.	Kirstin	2/20/18	Note: New language in combined SOP may eliminate the need for this SOP.
232	Review possible language to Combined Evaluation SOP and send comments to Ilona by Wed, 2-28-18.	All	2/28/17	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2017	
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	