

**NEFAP Executive Committee
Meeting Summary
February 4, 2015**

1. Roll call:

Kim Watson, Chair, called the NEFAP Executive Committee meeting to order on February 4, 2015 at 10:35 pm ET. Attendance is included in Attachment A. There were 9 committee members present. Associate Members present: Mike Miller and Marlene Moore.

Kim reviewed the Program's mission statement and the NEFAP EC's mission statement.

Kim suggested that labs need to start encouraging their clients to require accredited samplers. She would also like to see the title of the winter meeting include "Field".

See Attachment E for a copy of the PowerPoint presented during the meeting.

2. FSMO Tools Documents

Three new FSMO Tool documents were approved by email and will be sent for posting to the website today. Doug Leonard had expressed concerns about whether the documents are using "should", "must", etc., appropriately. He volunteered to review these documents and propose changes that will be considered by the committee for an update.

4. AB Recognition Letter

The committee received the Recognition letter from the Recognition Committee (see Attachment D). The committee reviewed the letter and no comments were made.

The committee was asked to vote for the purpose of acknowledging/accepting the document and making everyone aware of the recognition.

A motion was made by Keith to accept the Recognition letter from the Recognition Committee. The motion was seconded by Cheryl and unanimously approved by all members in attendance. The motion passed.

Marlene said the committee will receive a letter with additional recommendations for the evaluation process by 2/19/15.

Marlene let the committee know that one of their committee members resigned and they will need a new member. She also asked if it was time to look at the membership of the committee because they will be coming up on 4 years. Ilona will look into this, but thought it was 2016.

Doug Leonard thanked everyone involved in the evaluation process. He asked whether there is a list of qualified evaluators (Yes – maintained by Evaluation Coordinator) and emphasized the need for the committee to keep qualified people available. He would like the committee to look at training needs and when training is needed.

4. NEFAP Advocacy

See Attachment E.

Kim is concerned that another agency will develop another standard for FSMOs. How do we promote the TNI standard over everything else?

Kim asked about advocacy needs:

- the number of presentations at conferences was low this last year.
- Lobbying with EPA, DoD. Kim's concern is that the DoD wants to use the TNI standard, but they want to do it on their own.
- Many large corporations are using ISO standards, how do we get them to know about NEFAP and use it?

Comments/Discussion:

Marsha – People need to know that the program exists.

David Spies – He thinks ABs need to do more marketing. He does not think this committee will be able to get enough of the word out. If there were going to be regulatory drivers, they would already be there.

Harry – TNI needs to be out at conferences and have a booth to talk to people. He feels his FSMO accreditation is a great marketing tool for his company. There are some big conferences that stakeholders attend – look for FSMOs and ABs in the area to go to these conferences to handle a booth. The consultants know there is a process for labs – they need to know there is a process for samplers.

Carl Kircher (through Kim): When we get audited by ABs – they ask if the lab's vendors are accredited. Are the labs asking the samplers about their technical competency?

Doug L:

1. There is a sister partner in TNI – require accredited labs to seek the service of accredited samplers.
2. NEFAP ABs should write a guidance document that their labs only use accredited samplers. He will be doing this.

3. Work with ACIL. Great lobbying organization. Work with ESS (Chair – Judy Morgan) as it relates to lobbying. He would like to see some of his AB fees go towards lobbying.

Kim: Kim was talking to people doing CLP. They are talking about labs getting back into the same room with the samplers. We need to take advantage of this and make sure they know NEFAP exists.

Mike Miller: The labs have been battling the same issues. Need to get a list of conferences that the stakeholders go to. Mike is also concerned that we are not seeing brochures where they should be. It needs to get out there. He also thinks TNI needs to use more social media.

Justin commented that there is a difference. The labs have a driver. NEFAP does not. There is no requirement. There needs to be an organized effort to work through this.

Marlene – She worked with DoD and EPA to help drive this through contracts. There has not been a concerted effort to work with EPA since the beginning. In the beginning TNI met with EPA – now they don't. This needs to change. The Task Force needs to be developed quickly. She feels getting it into contracts is still the method needed to drive this program. Someone needs to initiate it.

Kim –

We do get inquiries – but we need to have ways to direct. (Ilona noted that we need to have documents and information they can be directed to. The new tools will be a help, but more are needed.)

Shannon –

She thinks we need to keep an eye out for a sampling that was held up in court that was NEFAP accredited. This would give credibility to the program.

Dave S – there could be the opposite. Point to a case thrown out because there were problems with the sampling. Need an FSMO success story as to why they are accredited. How they benefit.

Paul B.: Need to remind the environmental media that we are around.

- Trade journal ads strategically placed.
- Booth at regional conferences.
- States have a contracts and grants department and the FSMOs need to get on the list so the state agencies know who we are.

Tracy S: Ford witnessed one of their FSMO assessments. He was waiting to see if more ABs would come into the program. We need to contact him again. Tracy will follow-up with him.

Mike M.: Wants to solicit to WEF.

Marlene: There are examples in the newspaper about sampling issues being raised and leading to investigations. There was something recently where someone was taking samples in wrong locations. Neighboring cities and towns are seeing this and they don't want the same publicity. There are a lot of people in municipalities that are looking for accreditation to give them credibility. NEFAP needs to get their name out there so people know the program exists and it can give that credibility. Marlene will be giving a talk at TCEQ.

Other examples include the issue in Massachusetts, the DW sampling issue in the Chicago Tribune, the Delaware lab dealing with sample custody, etc ... There are also examples of forensic issues that come up in the news.

Justin - The promotion of this program is at a critical stage. Presentations at conferences is not the prime need. A marketing effort needs to be made to the people that need to be targeted. If this does not happen there will be issues maintaining this program.

Shannon – Most of the interest in Oregon is through municipalities. They need help writing their justifications for accreditation. This tool would be very helpful. The current brochure does not help. They need something they can send.

In summary –

The NEFAP EC is going to need to work on advocacy/marketing this next year. This is an area that has been given a high priority in the TNI strategic plan that will be distributed in the next month. NEFAP is a true national program and we need to formulate a plan to get the word out.

5. Accomplishments

See Attachment E.

6. SOPs

There are 3 SOPs in Policy for review (5-103 - Nominating, 5-105 – Evaluation, and 5-105 – SIRs).

SOP 5-102 (Voting) is being worked on by Cheryl for committee review.

7. Nomination Committee

Nilda has volunteered to Chair this year's Nominating Committee. Justin motioned that Nilda be the Chair of the 2015 Nominating Committee. The motion was seconded by Cheryl and unanimously approved.

Kim has confirmation that two FSMO's will not be seeking a second term. She still as two more members that are rotating off that she has not spoken with. She will follow-up and provide Nilda with the number of vacancies and candidates that will be seeking a second term.

Ilona will provide Nilda with a copy of the new SOP that she can follow through the process.

8. Training Review

The committee discussed training needs for the upcoming couple of years. It was asked whether retraining is needed.

Marlene is planning to propose a one-day refresher training based on the 2014 Standards. It will be given over 2 days – 4 hours each day. This will be for assessors, but it will also be open to FSMOs.

Marlene has done FSMO training in the past, but usually finds that they are not well attended. She will be giving a training in Chicago at the NEMC meeting – we need to get the word out.

The NEFAP Evaluator training will also need to be redone with the 2014 Standard. Ilona will summarize the anticipated time frames for AB renewals and then a date will be chosen for this training.

The committee has not finalized a training SOP. Does training still need to be reviewed? This will be discussed in a future meeting.

9. Mobile Lab Subcommittee

The subcommittee is working on a survey to collect information that will be used to begin working on this issue. Paul will let Ilona know when the survey goes out so it can be posted on the TNI website NEWS.

10. Scopes of Accreditation

The FAC will be submitting the request to develop a guidance document for preparing Scopes of Accreditation. Justin expects this to be sent to the Policy Committee in the next couple of weeks.

11. New Business

- FSMOs need to be put on the NEFAP website.

Shannon – Need to have the Scopes on the website with the FSMO.

Dave – How about including the FSMOs in the brochure?

Brochure – need to figure out where the design issues are.

Marlene suggested linking to the FSMO website, but Kim noted that not all FSMOs have this capability.

There is already a link to all 4 AB sites where FSMO's can be found, but many people commented that they cannot find the information easily on the AB websites.

Each of the ABs needs to give Ilona a list of their accredited FSMOs that includes:
Organization Name
Accreditation ID
Contact Phone Number
Website

The ABs are asked to forward this information to Ilona whenever they have a newly accredited FSMO. They are also asked to let her know if an accreditation is not renewed or is revoked. She will use this information to keep the information on the website current.

Ilona will check with Jerry to confirm there is no problem posting a contact phone number and the website. *(Addition: There will be no problem posting these two items.)*

The committee talked about providing a link to each FSMO's scope of accreditation, but not all ABs could conveniently do this. The FSMO will likely have the Scope posted on their website if they have one.

- Harry mentioned Brazil is trying to start a field program.
- The committee needs to follow-up on the status of the brochure so that copies are available to FSMOs to use at conferences and for speakers to use when attending conferences. They can also be put out at the TNI meetings. Kim will talk to Jerry.

12. Next Meeting

The next meeting of the NEFAP Executive Committee will be planned by email.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 2:28 pm EST. (Motion: Justin Second: Paul Unanimously approved.)

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (AB) (Vice-Chair) Present	ACCLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Calista Daigle (2016) Absent	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Troy Burrows (2017*) Absent	STAC (Entec Services, Inc.)	AB	(800) 429-8445	TBurrows@entecservices.com
John Moorman (2015*) Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton (2015*) Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard (AB) Present	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg (AB) Present -Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2016*) Present - Phone	LELAP	AB	225-219-3247	Paul.bergeron@la.gov
Carl Kircher (2016*) Absent	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith (AB) Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette (2015*) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin. Brown (2015*) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell (2015*) Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
81	Prepare NEFAP Timeline Agenda next month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda.
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John and Marlene. Mike to help through 3/13. 3/28/13: Paul has been added.	TBD	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	
116	Update Evaluation SOP and distribute to committee.	Marlene Carl Justin	5/2/13	6/12/13: Still in progress. 7/15/13: Still in progress. 12/17/13: Kim will help with this. 1/29/14: Kim will update language. Ilona will update attachments. 4/2014: Ilona

	Action Item	Who	Expected Completion	Actual Completion
				updated SOP and distributed for review. See Action Item 141 for further progress on this item. Complete
119	Update “Guidance for ABs on the Suggested Content for the Scope of Accreditation” by adding comments received by e-mail to Scope inquiry. Distribute to committee.	Kim	Next meeting	A guidance document outline will be discussed at the January meeting. 5/29/14: This will be added to the June 2014 agenda.
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	
130	Prepare DRAFT outline for Scope Guidance Document	Kim	1/24/14	
135	Add Mobile Lab issue to charter.	Kim	3/15/14	
145	Check-in with Dane regarding membership.	Kim	7/15/14	
149	Complete application to work on Scope of Accreditation Guidance and send to FAC for comment.	Kim	7/31/14	10/10: Kim will ask Justin.
153	Review documents coming from the FSMO Tools Subcommittee.	All	12/1/14	1/12: Continued
154	Send out FSMO Tools (Priority Checklist and Standard Comparison) to committee for email review and voting.	Ilona	1/16/15	Complete
155	Contact rotating members to see if they would like to apply for renewal. Let Ilona and Chair of Nominating Committee know results.	Kim	1/16/15	Complete

	Action Item	Who	Expected Completion	Actual Completion
156	Send request for volunteer for Policy Committee and Nominating Chair.	Ilona	1/16/15	Complete
157	Finalize SOPs 5-103 and 5-106 and send to Policy Committee.	Ilona	1/14/15	Complete
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	3/5/15	
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	2/28/15	
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	All	2/19/15	
161	Check on brochure status.	Kim	2/28/15	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2014	
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	

Attachment D: Recognition Letter

February 2, 2015

Ms. Kim Watson
Chair, NEFAP Executive Committee

National Environmental Field Activities Program Recognition Committee Recommendation

The National Environmental Field Activities Program (NEFAP) evaluation team assigned to the evaluation of Accreditation Services Bureau (A-S-B) doing business as Laboratory Accreditation Bureau (L-A-B) has completed its evaluation of this Accreditation Body (AB).

The NEFAP Recognition Committee has completed the review of the Evaluation Team's objective evidence of findings. We find the following as required by TNI SOP 5-105 Evaluation Procedure:

- (1) the process was unbiased
- (2) the process demonstrated a consistent interpretation of the standard (by the accreditation body)
- (3) the process was complete (demonstrated all elements of TNI FSMO Volume 2 were performed by the AB for assurance of the FSMO implementation of TNI FSMO Volume 1.)

The evaluation consisted of the following: 1) a technical review of the L-A-B application for recognition and its supporting documentation and 2) a witness evaluation of an FSMO assessment. The Recognition Committee reviewed the following documentation.

- 1) The evaluation team's document review report completed on August 5, 2011 and Preliminary Recognition letter dated August 11, 2011.
- 2) The ILAC and APLAC recognition documentation as meeting ISO/IEC 17011 signed March 13, 2013 and December 5, 2007 respectively. (The APLAC evaluation report from the visit conducted July 14-18 2014 was also provided to the recognition committee. An EPA observer attended the opening meeting of the evaluation)
- 3) The witness assessment of an FSMO performed on July 16-17, 2014 and reported July 25, 2014.
- 4) Evaluations team records on the L-A-B evaluation submitted by the lead evaluator on January 4, 2015.
- 5) Application, evaluator training records, conflict of interest forms and examples of Scope and FSMO certificates provided by the TNI Evaluation Coordinator and sent to the Recognition Committee Chair on January 4, 2015 and to the committee members on January 5, 2015.

The Evaluation Team members are:

- Bill Hirt, Lead Evaluator
- Jan Wilson, Technical Evaluator

The evaluation teams records of qualifications meet the requirements of the TNI SOP 5-105 Evaluation Procedure.

Conclusion

In accordance with SOP-5-105-Rev 2-NEFAP-Evaluation-Procedure, we have reviewed copies of the evaluation team's document review report, Accreditation Services Bureau (A-S-B) doing business as Laboratory Accreditation Bureau's (L-A-B) document review report corrective action response, the evaluation team's onsite evaluation report (ILAC/APLAC Evaluation Report) including the witness evaluation of L-A-B's assessment of an applicant conformity assessment body (CAB), and documentation of L-A-B's corrective action implementation. We have reviewed the evaluation team's objective evidence of findings and are assured that it is 1) unbiased, 2) demonstrates a consistent interpretation of the standard, and 3) is complete (demonstrates that all elements of TNI FMSO Volume 2 are performed by L-A-B for assurance of the CAB's implementation of TNI FMSO Volume 1).

The Recognition Subcommittee recommends recognition of L-A-B for conformance to the TNI NEFAP requirements effective February 2, 2015 and expiring on February 3, 2019.

The Committee would also like to commend the work of the Evaluation Team on the details in the records and thoroughness of the evaluation process.

Sincerely,

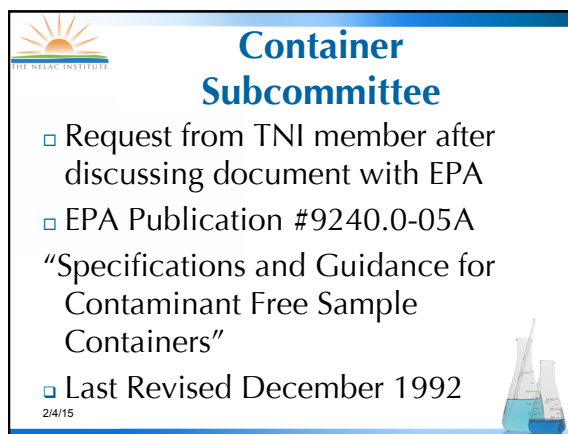
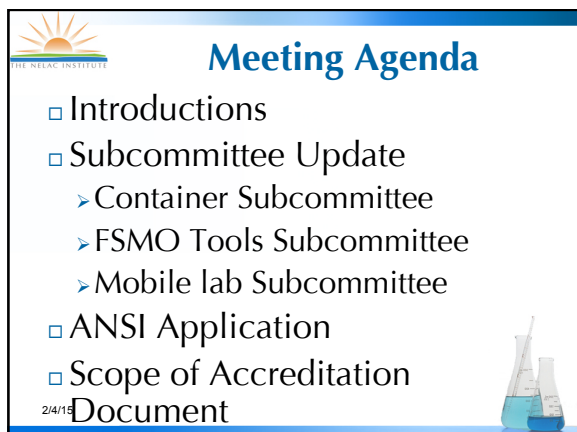
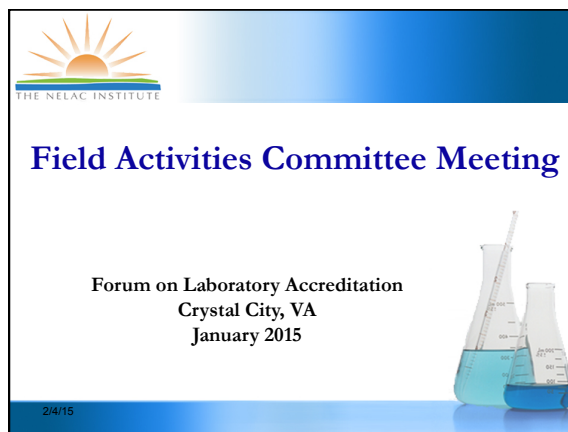
Recognition Committee Members:


Marlene Moore, Advanced Systems, Inc., Chair
William Batschelet, US EPA Region 8 Laboratory
Paul Bergeron, Louisiana Department of Environmental Quality
John Moorman, South Florida Water Management District

Copied:

Accreditation Services Bureau (A-S-B) doing business as Laboratory Accreditation Bureau (L-A-B)
NEFAP Evaluation Coordinator
TNI Board of Directors


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Container Subcommittee

- Investigate whether to address
- Formation of subcommittee
 - Need members from other stakeholder groups!
- Review need with EPA and what format to address
- More to come at NEMC




2/4/15




Mobile Labs

- Working on Surevey Monkey Survey to solicit further input from community
- More discussion/update at NEFAP EC Meeting




2/4/15




2014 Standard

- Process began in 2011
- Voted to approve final version on January 29th, 2014
- NEFAP EC Approved and established implementation date of April 1, 2016
- Posted on website in very near future along with 'Tools'




2/4/15



2014 Standard

- Apply for ANSI Recognition:
 - Submit PINS form to ANSI notifying of request for review of Standards for each volume
 - Upon completion further work necessary on history of Standard, revision, voting, documentation, etc....
 - Rely upon historical knowledge of previous members
- Application submitted by end of 2015



2/4/15




Scopes of Accreditation



2/4/15

Accreditation is granted to the facility to perform the following field sampling:

FIELD OF SAMPLING/TEST	ITEMS, MATERIALS OR PRODUCTS SAMPLED/TESTED	SPECIFIC TESTS OR PROPERTIES MEASURED	SPECIFICATION, STANDARD METHOD OR TECHNIQUE USED	RANGE (WHERE APPROPRIATE) AND DETECTION LIMIT
Groundwater Sampling-Waterloo Profiling	Groundwater	NA	SEI-SOP-6.43.3 Ground water Profiling and K-Pro Testing	NA
Troll 9000/9500-Multiparameter Water Quality Sonde		pH, Temperature, Specific Conductance, ORP, Dissolved Oxygen	SEI-SOP-5.25.1 Use, Maintenance, and Calibration of the Multiparameter Troll 9000 and 9500	Physiochemica 1 to support Waterloo and MIP field work
Hydrolab MS5-Multiparameter Water Quality Sonde			SEI-SOP-5.27.1 Use, Maintenance, and Calibration of the Hydrolab MS5 Water Quality Multiprobes	
YSI 699xi-Multiparameter Water Quality Sonde			SEI-SOP-5.30.2 Use, Calibration and Maintenance of the YSI Model 699xi Multiparameter Water Quality Monitoring System	
Membrane Interface Probe (MIP)	Subsurface	Organics	SEI-SOP-10.12.2 Use, Calibration, and Maintenance of the Membrane Interface Probe (MIP)	NA



2/4/15

Accreditation is granted to the facility to perform the following field sampling:

FIELD OF SAMPLING/TEST	ITEMS, MATERIALS OR PRODUCTS SAMPLED/TESTED	SPECIFIC TESTS OR PROPERTIES MEASURED	SPECIFICATION, STANDARD METHOD OR TECHNIQUE USED	RANGE (WHERE APPROPRIATE AND DETECTION LIMIT)
Groundwater Sampling (SOP # FS-7) Field Sampling Procedure Manual	Groundwater	pH	SOP # FS-05	0 std pH Units to 14 std pH Units
		Temp	SOP # FS-03	0 °C to 100 °C
		Conductivity	SOP # FS-04	0 umhos/cm to 1 999 umhos/cm
		ORP	SOP # FS-06	-999 mV to 999 mV
		Residual Chlorine	SOP # FS-11	0 mg/L to 2 mg/L
Surface Water (SOP #FS-09)	Surface Water	Dissolved Oxygen	SOP # FS-16	0 mg/L to 2 mg/L
		pH	SOP # FS-05	0 std pH Units to 14 std pH Units
		Temp	SOP # FS-03	0 °C to 100 °C
		Conductivity	SOP # FS-04	0 umhos/cm to 1 999 umhos/cm
		ORP	SOP # FS-06	-999 mV to 999 mV
Grab Sample from Tap or Faucet (SOP # FS-10)	Grab Water	Residual Chlorine	SOP # FS-11	0 mg/L to 2 mg/L
		Dissolved Oxygen	SOP # FS-16	0 mg/L to 2 mg/L
		pH	SOP # FS-05	0 std pH Units to 14 std pH Units
		Temp	SOP # FS-03	0 °C to 100 °C
		Conductivity	SOP # FS-04	0 umhos/cm to 1 999 umhos/cm
		ORP	SOP # FS-06	-999 mV to 999 mV
		Residual Chlorine	SOP # FS-11	0 mg/L to 2 mg/L
		Dissolved Oxygen	SOP # FS-16	0 mg/L to 2 mg/L

2/4/15

Accreditation is granted to the facility to perform the following field sampling:

FIELD OF SAMPLING/TEST	ITEMS, MATERIALS OR PRODUCTS SAMPLED/TESTED	SPECIFIC TESTS OR PROPERTIES MEASURED	SPECIFICATION, STANDARD METHOD OR TECHNIQUE USED
Passive Soil Gas Sampling	Air	Organics	Beacon SOP 10 – Collection and Return Shipment of Passive Soil Gas Samplers SOP 1 PSG Sampler Manufacturing SOP 4 PSG Sampler Shipment
Passive Indoor/Ambient Air Sampling	Air	Organics	Beacon SOP 11 - Passive Diffusion Samplers with Sorbent Tubes SOP 6 Sorbent Tube Shipment SOP 16 Sorbent Tube Preparation
Soil Gas and Indoor/Ambient Air Sampling with Pumps	Air	Organics	EPA Method TO-17

2/4/15

In addition, in recognition of the successful completion of the A2LA evaluation process, including an evaluation of the organization's compliance with The NELAC Institute Field Sampling and Measurement Organization Volume 1 (TNI FSMO V1 2007 Rev 0.1), accreditation is granted to this organization to perform recognized methods using the following testing technologies and in the analyte categories identified below:

Technology: XRF

Sampling:

Matrix	Equipment	Procedure
Paint Chips	N/A	HUD Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing, Chapter 7, Lead-Based Paint Inspection, Appendix 13.2
Soil	N/A	HUD Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing, Chapter 7, Lead-Based Paint Inspection, Appendix 13.3
Dust Wipes	N/A	HUD Guidelines for the Evaluation and Control of Lead-based Paint Hazards in Housing, Chapter 7, Lead-Based Paint Inspection, Appendix 13.1
Air	Sampling pump	NIOSH Method 7300

2/4/15

Questions or Comments?

2/4/15

