

**NEFAP Executive Committee**  
**Meeting Summary**  
**March 11, 2016**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on March 11, 2016 by teleconference. Attendance is included in Attachment A - there were 9 committee members present. Associates: William and Kevin Holbrooks (Chair – FAC).

The minutes from the February 12, 2016 minutes were reviewed. A motion was made by Justin to approve the February 12, 2016 minutes as written. The motion was seconded by Janis and unanimously approved.

2. Nomination Committee

Cheryl will be chairing this committee this year. She is waiting for the new Nomination SOP to get started.

3. Nomination SOP (SOP 5-103)

Ilona summarized the comments to look at in the SOP.

There was discussion on whether to move Carl and Paul (NELAP ABs) into the AB category or leave them in Other. It was decided that they should be left in the Other category and the Board of Directors should be petitioned to approve the NEFAP ECs definition of the AB category (NEFAP ABs only).

Kim will incorporate the changes in the SOP and send it out for final comment next week. It will then be issued for an email vote on Monday, March 21, 2016.

4. Strategic/Marketing Subcommittee

The Subcommittee is meeting next Monday.

Kim asked who is keeping track of conferences and potential conferences to present at? The subcommittee will have to further discuss this.

Justin and Kim will be doing the Workshop in Orange County, CA in August. Ilona noted she was able to make some changes to the conference schedule and this training

will now take place on Wednesday. It will be free to all conference attendees and \$25 for people who not attending the conference.

Brochures should be sent to the ABs, Marlene and Justin.

## 5. Flow Charts

Doug completed the requested updates to the flow charts. They will be posted on the TNI website under "How to be an AB". They may also be incorporated into the next update of the Evaluation.

## 6. New Standard Implementation

There were not many changes to the Standard. Kim does not think it is necessary for the ABs to make many changes and she does not think implementation in April needs to be delayed.

There has been some confusion on implementation steps. One AB thought all certificates needed to be updated by the implementation date. There was agreement that certificates should be updated in the normal course of business. Kim will follow-up with Zaneta, Tracy and Michelle this week to find out if there is still confusion and to confirm there are no issues. ABs do not need to do any special assessments or surveillances to issue new certificates. ABs should confirm the Standard was implemented on the correct date when they do their assessments.

Justin noted that some FSMOs commented that they were concerned about updating their documents for the April implementation date.

Justin is concerned that contract agencies will specify which version of a standard must be used. This could cause problems when standards are updated. We need to do more education in the community. People need to be encouraged not put Standard versions into the contracts and any regulations.

## 7. Action Items

See Attachment B.

## 8. New Business

- None.

## 9. Next Meeting

The next meeting of the NEFAP Executive Committee will be on April 8, 2016.  
*(Addition: Next meeting to be April 29, 2016.)*

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

The meeting was adjourned at 12:09am Eastern. (Motion: Tracy Second: Rich Unanimously approved.)

**Attachment A**

**Participants  
TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Kim Watson (2017) (Chair) <b>Present</b>	Stone Environmental, Inc	FSMO	(802)229-2196	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Keith Greenaway (AB) (Vice-Chair) <b>ZAneta - absent</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Doug Berg (AB)  <b>Tracy - Present</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 (2016*)  <b>Absent</b>	LELAP	AB	225-219-3185	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Justin Brown (2018) <b>Vice-Chair Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Troy Burrows (2017*)  <b>Andora - Present</b>	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	<a href="mailto:TBurrows@goldenspecialty.com">TBurrows@goldenspecialty.com</a>
Nilda Cox (2016*)  <b>Absent</b>	Eurofins Eaton Analytical Inc	Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2016)  <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>Present</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Carl Kircher (2016*)  <b>Present (until 11:40)</b>	Florida DOH	AB	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Kevin Holbrooks  Present	LAB	AB	260-637-2705	<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
Cheryl Morton (2018)  <b>Absent</b>	AIHA	AB	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>
Richard Rago (2018*)  <b>Present</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Lauren Smith (AB)  <b>Absent - Michelle</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Janis Villarreal (2018*)  <b>Present</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.villarreal@handpimg.com">janis.villarreal@handpimg.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
81	Prepare NEFAP Timeline	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. 4/10/15: Kim will add to next agenda. 12/11/15: Doug will review and it will be looked at during the early January meeting. <b>COMPLETE</b>
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, Mike, Paul and Marlene.	Ongoing	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.
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	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week.
158	Review new FSMO Tool documents for	Doug	<del>3/5/15</del>	12/11/15: Ilona

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	issues with “should”, “shall”, confirm that additional requirements are not being imposed and look for possible AB conflicts.	Leonard	Tulsa Meeting	will resend them to Doug so he can prepare comments by Tulsa.
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	May 2016	Ilona will put the actual dates for AB renewals on the back burner.
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.
164	Review White Paper.	Kim Justin	4/30/15	12/11/15: Justin will review it and send it to Kim for finalization in the next month.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
179	Send Standard update documents to ABs (Tracy and Doug Leonard asked for them, but should probably send to all.)	Justin	12/10/15	Justin still needs to send.
181	Update Nomination SOP.	Kim	3/4/16	Complete
182	Forward Scope of Mobile Laboratory Subcommittee.	Ilona	3/10/16	Complete
183	Update Nomination SOP and send out for email vote.	Kim	3/21/16	
184	Contact ABs to check on implementation of the new Standard.	Kim	3/20/16	
185				

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	
10	Complete DRAFT Training SOP for EC review.	n/a	