

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
March 17, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on March 17, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 5 NEFAP EC committee members present and 4 Associate Member present – Scott Haas. Marlene Moore, Katie Strothman and Kevin Holbrooks.

There was not a quorum so no official Committee business could be done. Updates were provided. The March 3, 2021 minutes will be distributed for email vote. Justin will send an email to the Committee to see if there is a better consistent meeting time since meeting attendance has been down.

(Addition: A motion was made on 3/18/21 through email by Elizabeth to approve the March 3, 2021 minutes as written. The motion was seconded by Paul by email on 3/18/21. Vote: For (Tracy (3/18/21), Elizabeth (3/18/21), Pamela (3/18/21), Paul (3/18/21), Patrick (3/19/21), Jeremy (3/19/21), David (3/22/21)). Against – 0. Abstentions – 0. There were not enough votes cast through email, so the minutes will be voted on again during the April meeting.)

Change to Agenda: Will work on comments to the FAC on the changes to the FSMO Standard instead of working on SOPs.

2. Nominations

We have received 3 applications.

Russell – Rotating off

Jeremy – renew

Pamela – renew

Jacob – Not sure yet. Tracy will reach out.

Jeff - renew

There are currently 8 FSMOs, 3 ABs and 5 Others.

Norman will need to step down due to a new position and Russell is stepping off. This will put the Committee at 7 FSMOs, 3 ABs and 4 Others.

The Nominating Committee will look for a few more candidates.

3. Subcommittee Updates

Training Subcommittee (Paul): Adam and Marlene are working on an Internal Audit training class. Ilona noted that the class will be included in the overall TNI Training RFP that will be going out late March / early April.

Marketing Subcommittee (Tracy):

Ilona suggested copying Mei Beth Shepherd (Chair, IT Committee) when pursuing answers to the IT related questions.

They are working on videos. Tracy received a client testimonial earlier today. Some will be put on the website and some will be part of the marketing material.

They are going back to the drawing board to see where NEFAP is now accepted. They will pursue other states to encourage use of NEFAP.

Training on what NEFAP is could be helpful. John Moorman is working on a course description, but Ilona is not sure if it will work for this purpose. He is also talking about taking snippets out the Scared Straight training and putting them out there to encourage people to get involved in training.

Marlene thinks we should be working more with Advocacy. NEFAP needs to meet with Advocacy leaders and tell them what the NEFAP Marketing Subcommittee is doing. Do they have resources we could work with too? Robin Cook has been doing quite a bit of social media with the Small Lab Advocacy Group (SLAG). We should be able to do something similar. Would it be possible to meet with Ambassadors to teach them about NEFAP so they can encourage that in addition to NELAP?

4. Metrics

The metrics were shared with the TNI Board. There were good comments from the TNI Board. We hope the numbers will start coming up in the 3rd and 4th quarter.

Program Metrics

Metric	Target by December 2021	Current
Increase number of FSMO applications	8	0
Increase in FSMO membership within TNI	10% Increase	TBD
Develop revenue generating training sessions	3	0
Develop multiple non-revenue generating training clips or informational media to promote paid sessions	2	0
Increase in number of people completing NEFAP/Field training courses in TNI	10	0

Increase in number of FSMO Standard Purchases	11	0
Increase NEFAP related revenue	\$1,500 increase	0
Increase in presentations given external to TNI	3	0
Increase in published promotions (articles/white paper)	1	0
Increase in social media presence	20 posts on various formats	0
Increase in web traffic to NEFAP page	?	TBD
Increase in participation in EC meetings	75% attendance	54%
Increase in associate members (NEFAP EC & FAC)	6 new associates (there are 12 existing)	3
Inquiries from stakeholders into program (NEFAP EC & FAC)	3	3

5. Charter

Justin will send it out with the email vote email so people that can start thinking about what needs to change. This will be an agenda item for April.

6. FAC Public Webinar – Comments

The NEFAP EC is a stakeholder in using the FAC Standard.

Justin pulled up the handout from the public webinar and went through items 1-14. He asked if anyone had comments:

#5 – Justin encouraged people to read through this carefully and respond to FACs request for input. Is it too detailed? Just right?

Jeremy asked why adding all this language is important. What are they trying to improve upon? The justification column didn't have enough information to understand why this is being recommended.

Scott noted that they were looking at what you can do to ensure the sample is collected correctly. Section 12 looked at some of this. What is your FSMO process to know how to collect the sample? What should be in the sampling plan? This may be overkill for some sampling events? FAC wants to make the Standard more robust, but they don't want to make it unusable.

What does FAC need comment on? Scott noted sample planning and #12. In general, confirm that 1-14 are the right changes to make. Give FAC your ideas on 15 -19. Unless FAC gets comments, these are our marching orders. This is what we will be working on.

Justin would like to allocate time in each NEFAP meeting for FAC to come with questions. Justin will also be trying to attend the FAC meetings.

7. New Business

None.

8. Action Items

Action items can be viewed in Attachment B.

9. Next Meeting

The next meeting will be on Wednesday, April 21, 2021 at 1pm Eastern by teleconference. *(Addition: Meeting changed to April 28, 2021 at 11am Eastern. There were not enough voting members available on April 28th, so the meeting was canceled.)*

Action Items are included in Attachment B.

The meeting was adjourned at 2:33pm Eastern. (Motion: Tracy Second: Jeremy 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*) Absent	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*) Absent	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Present	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*) On Leave	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Patrick Selig (AB) Present	ANAB	AB	pselig@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	X	mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas	X	shaas@etilab.com
Kevin Holbrooks	X	holbke@jea.com
Shannon Swantek		shannon@enlightenedquality.com
Calista Daigle		cdaigle@aaanalytical.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Beth Durman		bdurman@aiha.org
Carl Kircher		Carl.Kircher@flhealth.gov
Kirstin Daigle		PACE
Kim Watson		Stone Environmental

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	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
276	Update Policy 7-100.	Ilona	TBD	
278	Update Charter – review TNI Strategic Plan and 2021 Goals	Justin All	3/30/21	
279	Determine candidates and establish Nominating Committee	Tracy	2/28/21	Nominating committee formed and application due 3/15/21.
280	Submit updated metrics table to Committee for review for submission the TNI Board.	Justin	3/5/21	
281	Review FAC Handout for Public Webinar – Proposed Changes to Standard	All	3/22/21	

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	