

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
March 20, 2019

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on March 20, 2019 at 1:05pm Eastern. Attendance is included in Attachment A - there were 5 NEFAP EC committee members present. Associates: Justin Brown, Scott Haas, Marlene Moore, John Moorman and Kevin Holbrooks.

Kirstin reviewed the meeting minutes from January 16th and 28th using Webex. There was no meeting in February.

A motion was made by Paul and seconded by Jeremy to approve the 1/16/19 minutes with a year correction and typo correction and the 1/28/19 minutes as written.

Vote:

For – Kirstin, Shawn, Jeremy, Paul

Against – None

Abstain – Geneva

The vote will be completed by email or at the next meeting.

(Addition: The vote was completed during the 4/17/19 meeting: For – Tracy, Geneva, Jeff, Andora, Calista. Against – 0 Abstain – 0. The motion passed.)

2. Milwaukee Meeting

While FAC is updating the Standard, there are things this committee can do to support their work. FAC has accepted the Committee's offer to work on the Scope Guidance Document. In combination with the Marketing/Strategic Planning Subcommittee – the Committee will look at options for FSMOs to pick-up NEFAP if they are already NELAP accredited.

The Committee reviewed its action items and this showed work that was completed and work that still needs to be completed. The open items will be considered in planning this next year.

3. FAC

Scott Haas (Chair, FAC) provided an FAC update. The committee is working on eliminating duplicate language in the DRAFT of the FSMO Standard where the 2014

Standard was inserted into the new ISO/IEC 17025:2017. They are hoping to have it finished in April.

4. Nomination Committee Report

Jeremy reported that he has received the names of 2 candidates – Suzie Malekis and Halley Hasting. He still needs to form the Nomination Committee.

Potential members were discussed: Judy Morgan, Sharon Mertens, Stacie Crandall and Kevin Holbrooks.

Kirstin will help Jeremy reach out to the possible Nomination Committee members. She can help introduce people to Jeremy.

5. Nomination SOP

TNI would like the Program to add to the language in Section 5.4. They want it to be clear that no more than 2 members from an organization can be on the committee without prior approval.

Kirstin reviewed the new language with the Committee. A change also needs to be made to Section 6 to make some allowances to extend membership under special circumstances. Ilona noted that she can add some language from another SOP for the Committee to look at.

6. Marketing/Strategic Planning Committee

Shawn developed a template to look at marketing and which markets make sense to get involved in. Justin will try to use it and then they will make adjustments. Justin will complete this in the next week. The goal is to have something soon.

The TNI Board of Directors will have a Strategic planning meeting in October. Ilona noted that the Subcommittee needs to work on the strategic plan to help the NEFAP EC have a good feel for what NEFAP plans to do going forward.

Justin will take a look at what the actions items from the last TNI Strategic Planning meeting 5 years ago. He'll put together an initial status update. Something solid will be needed for review by August at the latest.

Shawn noted that they need to know what types of resources are available. This is discussed in the Strategic Planning.

Ilona noted that the NGAB accreditations have been moved into one TNI budget item.

Kirstin commented that we have new members and maybe a meeting could be dedicated to the Program. Look at the strategic goals, background, operations, etc . Jeremy thought

it would be helpful, but only needs to be a portion of the call. This will be discussed in an upcoming meeting. Ilona mentioned that TNI is going to do some committee training. Paul Junio and Bob Wyeth will be reaching out to the other Program committees to see if there is something they want added.

John Moorman is trying to get plugged back into the committee. John would like to be involved with the Strategic Planning Committee. He would like to know if there can be a NEFAP Forum with ABs? Could there be a training session at NEMC in Jacksonville? John could resurrect the training they did in California. He will continue to discuss this with Kirstin after the call. Classes in Jacksonville are already scheduled, so this would need to come from NEFAP EC and FAC meeting time.

7. Scope Guidance Document

Kirstin shared the DRAFT Scope Guidance document and comments the NEFAP EC previously provided. Over time there was feedback given that the NEFAP ABs needed a consistent approach to preparing Scopes.

Marlene noted that David Speis developed the original Scope for field and gave a historical perspective on this topic.

Kirstin, Paul and John Moorman will get together to complete a new DRAFT of the re-write on the Scope Guidance document.

Kirstin asked Kevin Holbrooks and Scott Haas if there is any specific guidance or instructions for the NEFAP EC in working on this document. Scott was hoping to get more input, so he thinks the NEFAP EC is on the right track. Kirstin is committed to an due date, but Scott mentioned early May would also work if there are any delay

8. New Business

- Silky Labie will be doing a GLP Sampling class that starts April 8th. Scott Haas volunteered to comment on the training and John Moorman is already working with Silky on this. Ilona will send Scott a confidentiality agreement and links to the training.
- Marlene asked about timing needed for the training of the new evaluation teams that will assess the PTPAs and NEFAP ABs. This will be discussed in an upcoming meeting.

9. Action Items

Action items can be viewed in Attachment B. The Committee reviewed these during the meeting and updates were noted in the table.

10. Next Meeting

The next meeting will be April 17, 2019 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 2:40. (Motion: Paul Second: Jeremy Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present	Stone Environmental, Inc.	FSMO/Lab	kdaigle@stone-env.com
Tracy Szerszen (AB) Vice-Chair Absent	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019) Present	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*) Present	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
Nilda Cox (2019) Absent	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019) Absent		FSMO	calista.daigle@gmail.com cdaigle@amrad.com
Jeremy Driver (2021*) Present	Alabamba Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	gruzalski@envstd.com
Pamela Hamlett (2021*) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Shawn Kassner (2020*) Present	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019) Absent	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB) Absent	ANAB	AB	kklemm@anab.org
Janis La Roux (2021) Absent	H&P Mobile Geochemistry, Inc.	FSMO	janis.laroux@handpmg.com
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

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing TBD
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. Leave on list.
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 Leave on list.
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. 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.

	Action Item	Who	Expected Completion	Actual Completion
				Kirstin will reach out to Kim.
172	Talk to Loretta about setting up a meeting.	Shawn	TBD	12/11/15: Justin will reach out. Leave on.
195	Re-do "Why NEFAP?" videos.	Shawn	TBD	Look at Janis video.
200	Contact Harry about committee membership.	Kim	2/9/17	Complete
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.
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 April Meeting	
227	Provide comments on the 2014 Standard to FAC.	TBD	April 2019	In Progress
244	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	
246	Review possible impact/opportunity of the America's Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.	Norman	March Meeting	
247	Redraft Complaint Information if Carl and Cheryl don't have a copy.	Kirstin Carl	February Meeting	
248	Pull together Paul and John to work on new DRAFT of Scope Guidance document. Send to Committee.	Kirstin	4-16-19	

	Action Item	Who	Expected Completion	Actual Completion
249	Prepare and send introductory letter about NEFAP Nomination Committee and Jeremy.	Kirstin	3/31/19	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2018	
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	