

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
March 3, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on March 3, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and 1 Associate Member present – Scott Haas.

There was not a quorum so no official Committee business could be done. Updates were provided.

The February 17, 2021 meeting was canceled because there were only 2 members available. The storms across the country made it difficult to attain quorums in meetings. The Committee met March 3, 2021 instead.

(Addition: Meeting minutes were reviewed by email. A motion was made by email by Tracy on February 17, 2021 to approve the September 24, 2020, October 13, 2020, October 28, 2020, November 5, 2021, January 20, 2021 and January 26, 2021. The motion was seconded by Elizabeth and there was no further discussion by email.

Vote:

Justin (For – 2/17/21)

Jeremy (For-2/18/21)

Norman (For – 2/18/21)

Pamela (For – 2/18/21)

Tracy (For – 2/18/21)

Elizabeth (For – 2/18/21)

Patrick (For – 2/18/21)

David (For – 2/19/21)

Paul (For – 2/24/21)

The motion passed.)

2. Nominations

The posting has gone up in NEWS on the TNI website and applications are due 3/15/21. The nominating Committee is Stacie Crandall (Lab – HRSD) and Mohan Sabaratnam (NGAB – IAS).

There are a number of Committee members that are eligible for a second term. Tracy will be reaching out to these people to get an accurate count of available spots.

Jeff Buystedt would like to serve a second term.

3. Subcommittee Updates

Marketing (Tracy): Looked at Strategic Plan. Worked on a survey and came up with 6 questions. They are waiting for feedback. They are starting to work on the website. They are looking at it and sharing thoughts. Will work on this at the next meeting.

Training (Ilona): Long term vs short term. They are focusing on short term this month and then getting back to setting longer term processes in place. They worked on their charter and discussed options for developing a class in the next month. Each person is submitting 3 training ideas and then the Workgroup will pick their favorites and work with Ilona as the TNI Training Coordinator on an RFP to find trainers. The Workgroup will meet this Friday to pick at least one class to develop this month and then meet again to develop language.

Ilona shared thoughts on giving the Training Workgroup a few weeks to focus back on what needs to go out in a survey to help the Training Workgroup determine training needs. The Marketing Workgroup will consider whether they want to hold on their survey or focus the survey on another need for information. The Workgroups don't want to overdue the surveys.

The two groups are responsible for executing the strategic plan. Need to communicate between the groups.

Ilona commented that any work the Workgroups do ... needs to go through the NEFAP EC. The Workgroups report to the NEFAP EC.

4. Metrics

Justin wants to preface the table with a paragraph that NEFAP is currently doing groundwork and you are not going to really see progress in the metrics table in less than 3 months.

Justin shared the table and started entering numbers based on input from the Committee. He will follow-up on some of the questions and get an update to the entire Committee for comment by this Friday. The table will be submitted to the TNI Board on Monday.

Ilona noted that the extra interest in FAC has been because of the public webinar.

5. New Business

None.

6. Action Items

Action items can be viewed in Attachment B.

7. Next Meeting

The next meeting will be on Wednesday, March 17, 2021 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 2:33pm Eastern. (Motion: Tracy Second: Elizabeth 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) Absent	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Present	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*) Present	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Absent	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		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas	X	shaas@etilab.com
Kevin Holbrooks		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
Kieth Klemm		ANAB
Kim Watson		

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	
275	Send final draft of plan to Committee for email comment.	Justin	11/6/20	Complete
276	Update Policy 7-100.	Ilona	TBD	
277	Establish first meeting for Subcommittees.	Justin	2/16/21	Complete
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	

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	