

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
April 17, 2019

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on April 17, 2019 at 1:05pm Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present. Associates: Scott Haas, Kevin Holbrooks, John Moorman (joined late) and Shannon Swantek.

The Committee reviewed the March 2019 minutes. A motion was made by Jeremy to approve the minutes as written. The motion was seconded by Calista and approved by all on the call: Jeff, Kirstin, Andora, Calista, Tracy, Jeremy, Geneva. Norman also sent an email vote on 4-17-19. The vote will be finished by email or at a future meeting.

A vote was started last month for the two sets of January minutes. Additional votes are needed to approve these minutes. The following votes will be added to the March 2019 meeting minutes: For – Tracy, Geneva, Jeff, Andora, Calista. Against – 0 Abstain - 0

2. Scope Guidance Document

Paul and Kirstin met to discuss format of the Scope. They put together a tabular format of the original document received from FAC. She sent 3 documents by email to the Committee to review and discuss today – an Excel Scope Paul and Kirstin prepared, a summary of suggested changes to the original Scope Guidance document and the Scope Guidance document with track changes turned on that the committee received from FAC.

Kirstin started by having the group look at the original document received from the FAC. There is an introduction and then it breaks out into general categories of matrices, then general categories of sampling technologies and then categories of measurement technologies. They took all these categories and put them in the Excel spreadsheet provided.

She then had the Committee open the Excel spreadsheet. Kevin commented that one of the issues FAC ran into on sampling technologies is that it is a never-ending listing. There are so many options. There has to be a general category as well.

Kirstin noted they looked at whether there is a way to translate some of this into a form that NELAP is familiar with. They discussed having a master matrix, a matrix grouping, matrix subtype, technology and method. Ground water would be a subtype under non-potable water under master matrix of water. There can be different technologies to

sample the subtype. Paul thought there is some method basis for each technology. Tracy thought this might be possible, but sometimes an FSMO might have an SOP they ask to have on their Scope and other times there is a well established method. The yellow columns – if this tabular format is used – could be used to denote which ABs offer this accreditation. The table could become part of the application.

There is a separate tab for field measurements. This might follow a structure more similar to NELAP: matrix – analyte group – technology – method.

She opened things up for discussion:

Carl thought the Scope document looks good.

Tracy commented that NEFAP accreditation started without a lot of guidance on Scope. Under matrix PJLA has DW, NPW – not just water. They don't use all the subtypes. She is curious why it was broken up the way it was in the Excel table. Kirstin noted that they took what was in the Scope document received from FAC. It is open for debate.

Tracy would like to see things combined – perhaps combine Matrix and Group.

Andora mentioned they don't separate bottled water and tap water. They consider both Drinking Water. Kirstin noted these were distinguished in the original document.

Do you need as many distinctions in Non-Potable Water? Is this technology driven in the original document?

Scott Haas noted that there is an unlimited list of technologies. As new technologies are developed ... is this a problem? How do you add it to the list? Or does it need to be added to the list?

The guidance document went beyond just helping with Scope. It got into how ABs should assess different technologies, how labs should write SOPs, etc ... Didn't seem to fit with the initial goal of just looking at Scope.

It seems like technology does need to be considered. Just stating DW or NPW is not enough.

Kirstin asked what do the Scopes look like today. Calista likes the level of detail Paul and Kirstin got into. It makes it clear. Just stating matrix is not enough. She does not think the document has to encompass all technologies ... it is only guidance. The ABs would follow the basic idea and create what they need.

Kirstin asked if the Committee would like to see Matrix – Technology. NPW – Passive Diffusion. Drinking Water – Grab, etc ... Tracy doesn't think the sub-type is a bad idea and would like to keep the method. Kirstin asked if the method defines the technology. It does sometimes, but not always.

Scott asked how specific does it need to be for an AB to put it on a Scope. Technique and training for each technology is significantly different. The granularity is important. This gives value to the data at the end of the day.

There are currently a limited number of ABs ... is there concern that we want this level of detail if we expand into other areas?

Tracy reminded everyone that this is guidance. These are not set in stone. NEFAP can be used for things beyond environmental.

Kirstin commented that she has a limited amount of experience in sampling and the original document was confusing. Looking at in the Excel format helped her understand all the different pieces and how it was put together. She thinks the document should only deal with Scope and the other assessor stuff could be another guidance document or perhaps information for the Standard update.

Kirstin now directed everyone toward the Field measurement tab. There are general categories of field measurement technologies. They also thought you are dealing with an analyte group. Tracy thinks the Committee needs to be sure that whatever is in this tab follows ISO/IEC 17025. Could be similar to NELAP. Paul thinks it should be similar to NELAP in order for NELAP to accept it.

Kevin noted that when FAC looked at this they were cautious about matrix because they didn't want someone to look at the list and think their matrix isn't on the list so it doesn't apply, and they can't get accredited. It needs to be clear that the list is just an example.

Kirstin asked if it needs to go to analyte group – is just method more appropriate. Scott reminded people that more detail can sometimes be helpful when data needs to be defensible.

Different technologies can be used to sample or analyze the same analyte.

Kristin noted that once the structure is decided on, it should be relatively easy to finish up the Scope document. Its guidance intended for the ABs.

Kristin noted that Paul's intention is to figure out how can this be structured so that FSMO/Labs don't need both NELAP and NEFAP accreditation. Shannon thinks trying to stay aligned with NELAP could push NEFAP backwards.

Kristin asked if there are FSMOs that would be willing to take these spreadsheets and look at them. Tracy volunteered to look at it from an AB perspective. She will also try to plug in Cannabis and Food. She will provide some examples.

Analyte is a TNI requirements – not ISO/IEC 17025. There was concern expressed about going to the analyte level on NEFAP Scopes. There were also concerns about Analyte Groups. Shannon commented that from a sampling standpoint it is difficult to verify accuracy.

John Moorman asked about accuracy for field measurement. Is analyte and analyte group appropriate for field measurement, but not sampling? Perhaps.

Shannon asked if there could be a list of Analyte Groups for those that need more specificity? It could be in an Appendix to make it easier to work with NELAP?

Kirstin asked for volunteers to pull an update to the Scope Guidance document together based on today's conversation and concepts. Tracy Szerszen volunteered to help as the AB participant. Jeremy and Jeff can help as FSMOs. Kirstin will facilitate the meeting, but she is not as familiar with field and sampling details. Kirstin will send out an email to pull more FSMOs into the process. Tracy thinks it is important to involve a user in the work group too and she will reach out to Norman to see if he can participate.

The NEFAP EC is behind in this project and the goal to have this to the FAC by May. Shannon and Scott said this is OK because they are not ready to receive the information yet either.

3. Nomination Committee

Jeremy, Kirstin and Ilona will meet after the call to discuss possible members. The current members that have completed their second terms are Nilda (FSMO), Calista (FSMO), Carl (Other) and Paul (Other). The NEFAP EC can have up to 18 members. The Committee needs to formally decide whether to request an extension of Paul's term because he is chairing the Task Force.

4. New Business

Ilona provided an update on the availability of time to do an AB forum as suggested by John Moorman. It is not possible to do this as a separate event, but if there is time within the NEFAP EC and/or FAC meeting times – it is fine. Perhaps a condensed version is possible? Kirstin will check in with John Moorman.

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5. Action Items

Action items can be viewed in Attachment B.

6. Next Meeting

The next meeting will be May 15, 2019 at 1pm Eastern by teleconference. *(Addition: The meeting was rescheduled to 5/22/19.)*

Action Items are included in Attachment B.

The meeting was adjourned at 2:28. (Motion: Jeremy Second: Andora Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present	Pace Analytical Services	FSMO/Lab	kirstin.daigle@pacelabs.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019) Absent	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*) Present	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019) Andora Present	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019) Present		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	jgruzalski@envstd.com
Pamela Hamlett (2021*) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Shawn Kassner (2020*) Absent	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019) Present until about 2:15	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	
250	Setup meeting for Tracy, Jeremy and Jeff to meet and update Scope Guidance document.	Kirstin	4/30/19	

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	