

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
April 20, 2018

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on April 20, 2018 by teleconference at 3pm Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present. FAC members were also invited to the meeting and Elizabeth West and Kevin Holbrook attended. Associate members present: William Batchelet, Tracy Szerszen, Pamela Hamlett, John Moorman and Marlene Moore.

There was no meeting in March.

2. Nominating Committee

Tracy reported that there is an excellent slate of candidates. She still needs to formulate the Nominating Committee so they review the slate and determine the voting slate. She will meet with Ilona next week to discuss next steps.

3. ISO/IEC 17025:2017

Justin invited all the ABs and Marlene to provide insight on ISO/IEC 17025:2017 and the impact on NEFAP.

Michelle from A2LA spoke first. She collaborated with Chris Gunning (A2LA) in preparing her report today. She noted that A2LA supports continuing NEFAP.

She feels the new ISO/IEC 17025 standard does not take everything into account as it relates to sampling and this is why the TNI FSMO Standard is still needed.

What is not covered by ISO/IEC 17025 - aspects of reporting, sample preservation, sample prep, unique identifiers, chain of custody is not rigorous, etc. There are FSMO's that appreciate the specificity of the NEFAP recognition rather than just a reference to ISO/IEC 17025.

Doug reported from PJLA. He took the NEFAP Standard and looked at those items added to the original language of the 2005 version. He looked at them relative to the new ISO/IEC Standard. There are quite a few things that are very specific in the TNI FSMO Standard that are not addressed in the ISO/IEC 17025 Standard. These things include information on data integrity, reporting, sampling records, etc. He thinks much of the

current additional language in the TNI FSMO Standard can be transferred into the new ISO/IEC Standard unless the FAC decides to eliminate some of it. Ilona asked that Doug email his more detailed list to she and Kirstin. This information will be especially useful to the FAC and the Strategic Planning/Marketing Subcommittee. Each of the ABs will send this info for inclusion in the minutes.

Keith from ANAB noted that he did not have anything to add to the information shared above.

Michelle has been looking at the old ISO/IEC 17025 Standard to see what needs to be added back into the 2017 version if the requirements are to remain similar in the new TNI FSMO Standard. She asked if TNI is taking this into account. Ilona noted that this will be something TNI will do. This is already being done with the lab Standard by the Quality Systems Expert Committee. Michelle will send this information to Ilona too.

Marlene provided her perspective. The new ISO/IEC 17025:2017 addresses sampling and testing and so there is more potential for overlap between the Lab and FSMO TNI Standards. The AB Standard needs updating too and she thinks it would be appropriate to only have one TNI AB Standard applicable to all of TNI.

Marlene is questioning whether we still need a FSMO and Lab TNI Standard or should there be only one. If sampling is covered under NELAP, what is the difference between NELAP and NEFAP? She doesn't know. NELAP is more proscriptive because it is regulatory driven. Perhaps NEFAP could be considered for non-regulatory and NELAP for regulatory.

Justin asked if the additional specificity in the FSMO TNI Standard adds enough value for it to continue to stand-alone. What would be duplicated in the NELAP Standard?

Ilona reminded everyone that this is the type of conversation that will happen in New Orleans when the LASEC, Quality Systems, NELAP AC, PTPEC and FAC meet on Wednesday afternoon. The FAC will need some idea of what they think is needed before this meeting. Is there a need for governmental and non-governmental recognition process? Etc ... The ISO/IEC 17011:2017 may also be discussed briefly.

Justin agreed that the committee needs to be thinking about what things should look like. He is glad that there is a combined meeting planned in New Orleans.

Kirstin asked if the sampling and testing aspect of ISO/IEC 17025:2017 can be considered separately. Marlene said no. Kirstin still thinks that the Field Program has a great opportunity to build a Standard that is appropriate for FSMOs. The new ISO/IEC Standard shifts focus to risk management.

Marlene noted that there are three ways that sampling gets done:

1. Sampling with testing – like Stack Sampling. Can't separate it.
2. Collect the sample and bring it back to the lab for testing.
3. The sample is collected and then analyzed in the field – like pH, chlorine residual, etc.

When the NEFAP Standard was written it was written for all three of these types of sampling. She said the ISO/IEC community has said the new language is relevant whenever the sampling and testing is done by the laboratory. She confirmed this with Tracy. Tracy formally requested clarification and was told ISO/IEC 17025:2017 can be used to accredit to sampling alone. A sampling organization can be accredited to ISO/IEC 17025:2017.

Marlene thinks the NEFAP direction needs to be changed. She thinks its work would be relevant to organizations that are not regulatory driven. An example would be DoD. She said representativeness will need to be clearly defined in the new TNI FSMO Standard.

Marlene commented that even the 2005 version of ISO/IEC 17025 had a reference about sampling. Some NELAP ABs use this to include sampling in their recognition programs. It was not as complete as what is in the FSMO Standard. There are labs that are both NELAP and NEFAP.

Justin commented that he is concerned that separating it into non-regulated and regulated would not be successful based on his experience with encouraging FSMOs to become accredited or for clients to demand that samples be accredited to the FSMO Standard. He emphasized again the committee needs to look at the value of the NEFAP Standard. Kirstin thinks the FSMO Standard needs to be revised to add more value. She quoted from a document Jerry Parr sent her a document that emphasized the importance of sampling in measurement results. It's a waste to analyze a sample that was poorly taken. She thinks this is the value of a Sampling Standard.

Marlene does not think sampling is as big an issue as it has been in the past because there is much more documentation on proper sampling. Much of this information is not known to the labs. John Moorman commented that there is still a need for better training particularly with regards to representativeness.

Ilona commented that Jerry noted that there is much more TNI language added in the NELAP Standard compared to the amount of addition found in the FSMO Standard. With less additions, what is the value of using the FSMO Standard verse straight ISO/IEC 17025.

Tracy thinks we need to continue to support NEFAP because it is more focused on FSMOs. It needs to be marketed more. John Moorman agreed with Tracy's comment. He has concerns about how different departments in a company will be looked at with regards to whether it is all under one recognition or separate recognitions.

Kirstin asked if Quality Systems is far enough ahead that it makes sense to invite someone from the committee to an upcoming meeting. Ilona noted that the committee has not started working on any language. They are only trying to organize transference of current language into the new format before they go out to the public for comment on the pending update. She also noted that the Field Standards are being updated before the NELAP Standards, so the committee can't wait and see what the lab side is doing first. Or ... we need to decide it is OK for the process to take a lot longer. FAC is hoping to get the big picture view in New Orleans.

Ilona suggested keeping this topic as an agenda in all meetings leading up to New Orleans. This may help the FAC better prepare for the meeting in New Orleans.

Marlene asked that NEFAP consider pushing for one AB Standard between all the TNI Programs. This will need to be further discussed. Marlene has raised this in the LAB meetings.

Justin asked that everyone continue to think about this topic and be prepared for more discussion next month.

4. Additional Considerations

The call needed to be wrapped up but Justin asked everyone to review the Policy Committee comments on SOP 5-103 before the next meeting so this SOP can be finalized and returned to the Policy Committee.

Justin also asked people to look at the flow chart for discussion by email and at the next meeting.

5. New Business

- None

6. Action Items

Action items can be viewed in Attachment B.

7. Next Meeting

The next meeting is scheduled for May 16, 2018 at 1pm Eastern. (*Addition: The meeting was rescheduled for 5/30/18 at 1pm Eastern.*)

Action Items are included in Attachment B.

The meeting was adjourned at 4:11pm Eastern. (Motion: Doug Second – Michelle Unanimously approved.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Present	EMT	FSMO/Lab	(847)324 3350	jbrown@emt.com
Kirstin Daigle (2020*) Vice-Chair Present	Stone Environmental, Inc.	FSMO/Lab	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2019) Absent	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Present	A2LA	AB	301-644-3227	mbradac@A2LA.org
Nilda Cox (2019) Present	Eurofins Eaton Analytical Inc	FSMO/Lab	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2019) Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Seb Gillette (2018) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Morgan Greenwald (2020*) Present	Cascade	FSMO	802-229-2197	mgreenwald@cascade-env.com
Shawn Kassner (2020*) Absent	Neptune and Company, Inc.	Other	303-981-2780	skassner@neptuneinc.org
Carl Kircher (2019) Absent	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Janis La Roux (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
Cheryl Morton (2018) Absent	AIHA	Other	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Keith Klemm (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@anab.org
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Russell Schindler (2020*) Present	SampleServe.com	FSMO	231-218-7955	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
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.
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.	Doug Leonard	3/5/15 Tulsa Meeting	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	May 2016	On hold until PTP/NEFAP Evaluation Workgroup completes its work.
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. REMINDER SENT
164	Review White Paper.	Kim Justin	4/30/15	12/11/15: Justin will review it and send it to

	Action Item	Who	Expected Completion	Actual Completion
				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.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	Expired. Harry will be moving off the committee next month.
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Justin	TBD	
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Kirstin	10/17/17	
223	Update Strategic Plan document for review by committee.	Kirstin / Marlene / Ilona/Justin	10/17/17	Plan to review in November.
224	Contact possible Task Force members and confirm their desire to serve.	Paul, Justin, Kirstin	11/25/17 Postponed to	

	Action Item	Who	Expected Completion	Actual Completion
			January 2018	
226	Review NEFAP Evaluation SOP for updates based on SOP 7-101 Rev 0.	TBD	TBD	
227	Provide comments on the 2014 Standard to FAC.	TBD	TBD	
228	Check with Michelle on how many FSMOs are accredited by A2LA or are applying to A2LA.	Kirstin	1/19/18	
229	Share view on impact of Sampling on ISO/IEC 17025 update with Kevin Holbrooks (FAC, Chair).	Tracy	2/20/18	
230	Form task force and send recommendation to TNI Board.	Justin, Paul and Kirstin	2/28/18	
231	Finish review of NEFAP Evaluation SOP and propose update to committee.	Kirstin	2/20/18	Note: New language in combined SOP may eliminate the need for this SOP.
232	Review possible language to Combined Evaluation SOP and send comments to Ilona by Wed, 2-28-18.	All	2/28/17	
233	NEFAP ABs provide information on Standard comparison for addition in Attachment D of the minutes.	Keith, Tracy, Michelle	5/16/18	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2017	
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	