

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
May 19, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on May 19, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present and 1 Associate Member present – Katie Strothman.

There was no meeting in April.

The March 3, 2021 and March 17, 2021 minutes were sent by email for review. The March 3, 2021 minutes were originally voted on by email, but there were not enough votes to complete the vote. A motion was made by Paul to approve the March 3, 2021 and March 17, 2021 minutes as written. The motion was seconded by David and unanimously approved.

2. Charter

The Charter was updated in 2017, but since that time TNI updated their Strategic Plan and the Committee needs to review and update their Charter to reflect the new plan.

Ilona asked if the Mission should now include something on Training or is this just an objective because it is expected to help with the development of the program.

Tracy suggested including references to the Training Subcommittee and Marketing Subcommittee. Justin thinks this should be covered in the Objectives section.

Ilona asked if the Committee thinks the membership needs to be 18 or could it move back in line with the rest of the TNI Committees and have 15 members. The Committee will leave it as it is now.

Justin had everyone read through the Charter and then review the strategic plan.

An objective will be added about increasing visibility of NEFAP through training and marketing.

Include metrics as part of the success measure under Objective 1.

Reword the success measure related to NELAP to fit better with the objective.

Justin will finish updating the Charter so the Committee can review the Charter for finalization during their June meeting. Ilona will let the Policy Committee know that the NEFAP Charter will not be complete until later in June.

3. Voting SOP

TNI updated their voting SOP and asked the Programs to review it so they can update their Program SOPs as needed. The PT Program will be making their voting SOP obsolete and they plan to just use the new TNI voting SOP. For NEFAP, the two main differences between our SOP and TNI's SOP are that our procedures allow for Veto and alternate voting. Do we still need these two procedures.

Ilona noted that maybe the veto option needs to stay since NEFAP left the door open for state ABs to become NEFAP ABs.

Justin asked everyone to digest the information he sent with the agenda. Ilona will pull together a DRAFT NEFAP Voting SOP update that still includes the two requirements so the Committee can make a final decision next month. A new voting SOP needs to be implemented by August.

4. Nomination Committee

Tracy, Ilona and Justin will meet offline regarding nomination status due to meeting time constraints.

(Addition:

- *Three applications were received.*
- *Jacob, Jeremy, Pamela and Jeff would like to service a second term on the Committee.*
- *Norman is looking to see if he can find another EPA candidate to join the Committee. Tracy will follow-up with him.*
- *Justin will check in on Stephanie and Suzie to see whether an associate membership might work better for them at this time.*
- *Ilona will check with Jerry about Jacob's stakeholder status. Other or FSMO?*
- *Tracy will check with people that have expressed an interest in joining the Committee, but have not turned in an application.)*

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, June 16, 2021 at 1pm Eastern by teleconference.

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) Present	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Absent	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*) Present	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Present	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Present	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2021*) Present	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@dhsaha.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		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
Kim Watson		Stone Environmental
Katie Strothman	X	

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	Complete
281	Review FAC Handout for Public Webinar – Proposed Changes to Standard	All	3/22/21	Complete
282	Complete Charter for Committee Review.	Justin	5/14/21	
283	Update NEFAP Voting SOP to incorporate new TNI Voting SOP.	Ilona	5/14/21	

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	