

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
May 20, 2020

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on May 20, 2020 at 1pm Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present and 4 Associate members present.

The Committee reviewed the extra May minutes by email. A motion was made by Paul to approve the May 6, 2020 minutes as written with the addition of Attachment D. The motion was seconded by Geneva and unanimously approved.

2. SOP 5-104: Complaint, Reconsideration, and Dispute

The Policy Committee received the final version of SOP 5-104. They should be able to start reviewing it in June. It was also sent to Shawn Kassner (Chair, PTPEC) and Eric Smith (Chair, PT SOP Subcommittee). They will review it on an upcoming call to see if the PT Program wants to implement similar procedures.

3. Strategic Planning for TNI Board of Directors

Justin distributed a Final DRAFT recommendation (Attachment D). He will start by reviewing the changes and addressing comments.

He reviewed Table 1.3 from TNI's Strategic Plan so that people could see the format needed for this table.

Sections 5 and 6 were added based on the last meeting. There was general agreement for the addition of both of these.

Add "training tracks" term to training discussion.

Paul, Kevin and Marlene provided email comments. Paul emphasized that NEFAP needs to work with NELAP.

Ilona asked if the additions should be housed under their own Goal. She does not think the NELAP stuff belongs under #2. Elizabeth agrees this is another initiative. Need to look at how NEFAP can help NELAP. There are labs that are struggling what to do with sampling.

Ilona suggested that NEFAP needs to look at the Task Force report and see if anything else needs to be added to the bullets.

Paul – The Task Force came up with proposed language for the TNI Standards. Paul would need more time to see if any of the Task Force recommendations need to be included in this BoD recommendation.

The topics cannot be ignored going forward ... so this needs to be captured. There is a marketing element to some of this too.

There is a big market of samplers that don't do any lab work. They like the stand alone aspect of NEFAP. There are also labs that do sampling and need help.

Tracy thinks that it is important to work with States to do something like Louisiana (using NEFAP to help determine mobile lab's accreditation). This would be part of the marketing initiative. Could pull this out of the additions and put in marketing section (Bullet 2) and the other falls under new information.

The following language was added to Bullet 2:

- Outreach with accrediting organizations, both NELAP and non-NELAP, to identify possible opportunities to support their programs.

Justin added Bullet 7 with the language added after the last few day. The Committee reviewed and worked on the language.

- Added to review the Standard language supplied by the Field Activities Accreditation Task Force.

Bullet “a” under 7: There is not full agreement that NEFAP accreditation should not include the measurement side. Need to delete this point or rewrite. Decided to rewrite and add in Bullet 2 instead.

Scott Haas thinks there are tests that a field sampler would want to do in the field testing.

Ilona reminded everyone about an action item Tyler brought up about NEFAP accepting parts of his NELAP accreditation, so the entire audit doesn't need to be re-done.

b): Add: Explore accepting NELAP accreditation as meeting requirements of NEFAP where possible.

c) Participate ... it is a stretch having this in this section, but it would often be related to laboratory accreditation in NELAP and non-NELAP states.

d) OK

e) OK

Justin asked for any final comments.

Justin asked everyone to review the priorities in Table 1.3 from TNI's DRAFT Strategic Plan.

Developing training needs and classes for field – changed.

A motion was made by Paul Bergeron to accept the strategic plan recommendations (as sent by email and changed as discussed above) and advance it to the TNI Board of Directors. The motion was seconded by Elizabeth. Unanimous approval.

Very solid work product and Justin thinks the product came out better through all the discussion.

He will clean it up and send a follow-up email to the Committee when he sends it to Jerry Parr. Ilona can help with editorial review too.

Justin plans to start setting up subcommittees assuming the TNI Board accepts the plan.

4. New Business

None.

5. Action Items

Action items can be viewed in Attachment B.

6. Next Meeting

The next meeting will be on Wednesday, June 17, 2020 at 1pm Eastern by teleconference. (*Addition: Meeting rescheduled for 6/24/20.*)

Action Items are included in Attachment B.

The meeting was adjourned at 2:34pm Eastern. (Motion: Suzie Second: Paul Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) Chair Present	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair Absent (joined in for a short time)	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020) 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*) 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*) Present	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Present	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.com
Patrick Selig (AB) Present	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Present	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*) Present	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
Janis Roux		janis.laroux@handpmg.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Beth Durman	X	bdurman@aiha.org
Carl Kircher Added 1:50pm Eastern	X	Carl.Kircher@flhealth.gov
Kirstin Daigle		
Kieth Klemm	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.
252	DRAFT COI SOP using NELAP SOP as a starting point.	Geneva	October 2019	Review DRAFT.
257	Ilona will provide a Word version of SOP 5-103 to update the SOP. Ilona will forward this to Keith to make a DRAFT update before the next meeting.	Ilona/Keith	10/14/19	SOP to be reviewed.

259	Complete DRAFT of SOP 5-104	Tracy	10/14/19	Needs to be reviewed. 3/25/20: Subcommittee formed to update this SOP based on SOP 7-101. Review update in April 2020.
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	
266	Work on SOP to decouple NEFAP AB Certificates from evaluations.	Ilona	TBD	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
268	Review SOP 5-104 and send comments by 5/1/20.	All	5/1/20	
269	Prepare DRAFT NEFAP EC Strategic Plan Recommendation and send to Committee before next meeting.	Justin	5/1/20	
270	Share SOP 5-104 with the PTPEC.	Ilona	5/19/20	
271	Send comments on the Strategic Plan DRAFT sent out 5/5/20 to Justin.	All	5/8/20	

272	Prepare new Strategic Plan DRAFT to Committee.	Justin	5/15/20	
273	Send recommendation to the TNI Board of Directors and send a copy to Committee members.	Justin	6/6/20	

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	

NEFAP Strategic Plan Recommendations

Background and Scope:

NEFAP has existed as an operational program in TNI for over six years. During that period we have seen limited growth of the program with a limited number of field sampling and measurement organization's (FSMOs) accredited and supporting activities (e.g., presentations, white papers, development of tools and resources, etc.) have diminished. Interest in the program appears to have stagnated and we recognize the prospect for growth under the current direction is questionable.

The TNI Board of Directors conducted a strategic planning session during 4th Quarter 2019. The future of NEFAP was discussed extensively, but ultimately deferred to the NEFAP Executive Committee (EC) to develop recommended changes to the program. The EC established a subcommittee; with members representing all the NEFAP recognized Accreditation Bodies (ABs), as well as representative stakeholder groups throughout TNI (Board of Directors, Executive Committee, Quality Systems, CSDEC, FAC, NEFAP, Accreditation Task Force, and NELAP among others). The subcommittee reviewed several options and ultimately submitted four recommendations to the EC for consideration.

The EC reviewed the recommendations and while in agreement with the four subcommittee recommendations in principal, the EC has added three recommendations (numbers 5, 6, and 7 below). After significant discussion reviewing the merits of each individually as proposed as well as together in a cohesive strategic plan, we believe the recommendations below are achievable and the best approach for NEFAP at this time.

The NEFAP Executive Committee respectfully submits the following recommendations for the NEFAP Strategic Plan;

TNI Strategic Plan - Goal 1.3 Maintain and expand an effective national program for the accreditation of field sampling and measurement organizations (FSMOs).

Streamline Program/EC operations to minimize resources required to maintain program based on size and need.	NEFAP EC	Medium
Focus available resources and efforts towards marketing the program.	NEFAP EC	High
Establish subcommittee dedicated to evaluating training needs and developing classes related to field measurement and sampling.	NEFAP EC	High
Establish metrics and timeline for evaluation of success measures and impact on program.	NEFAP EC	High
Maintain a respected and efficient system for recognizing field Accreditation Bodies using a combined evaluation program with other TNI programs.	NEFAP EC	Ongoing
Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth.	NEFAP EC	Medium
Determine a path forward regarding its interaction with the National Environmental Laboratory Accreditation Program (NELAP).	NEFAP EC	Low

Recommendations:

1. Streamline Program/EC operations to minimize resources required to maintain program based on size and need.

We recommend the EC evaluates the program structure and operations to identify opportunities to reduce the resources required and scale the program to the current community need.

Considerations:

Look at reducing the operation to the minimum core requirements to keep the program running such as:

- Reduce to core functions of AB oversight (recognition and evaluation), maintenance of SOPs after current SOP updates are complete (not actively revise or develop unless warranted), handle SIR requests, etc.
- Reduce meetings to every other month, quarterly and/or 'as needed' to lessen resource requirements (both reduce volunteer resources and TNI staff resources). It may take 6-12 months to accomplish this due to outstanding program activity and need to implement the strategy recommendations.
- Reduce committee size to appropriate level for current program operation (this is based on EC chair comments that they have hard time getting quorums for meetings – possibly reduce the size of committee to smaller and less burdensome schedule as appropriate to current activities). Due to the proposed current workload this likewise would not take effect until likely the 2021 election cycle.
- Establish subcommittee(s) to pursue marketing and training endeavors.
- Maintain ability to revamp and scale up the committee for if/when the program grows.

2. Focus available resources and efforts towards marketing the program.

We recommend the EC directs available resources to implementing direct marketing campaign to target potential clients of the program.

Considerations:

- Evaluate components from previous strategic plan relating to marketing that was not completed and implemented. Determine if plan is still applicable and what is needed to effectively execute and develop an active marketing campaign. Revise plan and submit for EC approval/direction.
- Establish group of committed volunteers to conduct marketing activities in accordance with written plan. Utilize additional volunteer effort made available by reducing EC efforts/requirements (as outlined in recommendation above) to help with marketing campaign.
- Evaluate the need for resources and develop plan for funding additional marketing efforts internally using training as primary potential source of income if needed.
- Potentially conduct survey of trade organizations to identify needs, possibly lead to partnership or training opportunities.
- Potentially target direct marketing activities to organizations that contract FSMOs, evaluate approach and resources needed to succeed in this effort.
- Outreach with accrediting organizations, both NELAP and non-NELAP to identify possible opportunities to support their programs.
- As the NELAP standard is revised to accommodate the awareness of accreditation for sampling as indicated in ISO 17025 (2017), look for ways promote use of NEFAP as opportunity to meet competency requirements.

3. Training

We recommend the EC establish a subcommittee (can be combined with marketing if appropriate) to evaluate potential market for training opportunities. Should it be determined the market exists and is worth pursuing, develop and implement plan to provide training to FSMOs.

Considerations:

- Training serves as additional marketing for TNI and NEFAP.
- Training can generate revenue to be used for marketing efforts.
- Training can be organizational (i.e. NEFAP elements or systematic training) or individual/technical in nature depending on market demand.
- Training efforts can be sustained despite potential future changes in program.
- Evaluate the market for technical training, possible webinars or videos available for sale to help generate revenue.
- Evaluate the market for technical guidance documents on topics of interest to the field community (i.e. writing sampling plans, sampling and measurement technical guidance, etc.).
- Additional outreach and training will expose the untapped field industry to TNI and lead to potential new members if successful.
- Explore training tracks, specifically course or training program completion certificates (rather than 'credentialing') is a possibility to add legitimacy to the program.
- Explore introductory (possibly free) trainings to spread work about NEFAP training program and lead into paid training sessions.
- Explore collaboration opportunities; joint training sessions with ABs, other organizations.

4. Establish metrics and timeline for evaluation of success measures and impact on program.

We recommend the EC establish a specific timeline and metrics in order to evaluate the changes impact on the program.

- The program and the changes made should be evaluated periodically in a specified timeframe.
- Specific metrics for training and marketing to be established and evaluated in a specified amount of time.
- Specific metrics should be established in order to objectively evaluate the program during this time period (Recommend 18 months or other reasonable period between 1-2 years). Possible metrics to consider;
 - Growth in number of participants (FSMO, AB)
 - Growth in number of TNI members from FSMO community
 - Number of training courses available
 - Number of people that have completed training courses
 - Increase in standard purchases
 - Increase in revenue to program
 - Tangible increase in exposure to market via marketing efforts (i.e. number of presentations, articles published, white papers published, etc.)

The EC should evaluate progress on performance metrics and inform the TNI Board of Directors regularly through the Program Administrator report and through a more formal update at specified mile markers (Recommend 6 months, 12 months and 18 months.)

5. Maintain a respected and efficient system for recognizing field Accreditation Bodies using a combined evaluation program with other TNI programs.

We recommend the EC implement and maintain a combined evaluation program with the TNI PT program.

- Finalize harmonizing the procedure for evaluation across TNI programs (PTPEC and NEFAP).
- Implement during current cycle of AB evaluations.
- Ensure all future AB evaluations are conducted in accordance with new procedure on timeline specified.

6. Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth.

We recommend the EC identify sources of revenue to support the program and potential growth (marketing) initiatives.

- Training/marketing subcommittee should identify possible sources of revenue through sale of training materials.
- Explore additional sources of revenue such as tools or templates (i.e. sampling plan template, field quality manual template, etc.).
- Additional funds generated can be used to fund marketing and further growth initiatives.

7. Determine a path forward regarding its interaction with the National Environmental Laboratory Accreditation Program (NELAP)

- Identify any needs of NELAP-recognized accreditation bodies with dual programs—e.g. what support, if any, can NEFAP provide to the non-NELAP part of the accreditation program.
- Explore accepting NELAP accreditation as meeting requirements of NEFAP for FSMOs where possible.
- Identify opportunities to participate in rule making processes where there is evidence that NEFAP accreditation could help improve field data and promote data integrity.
- Develop NEFAP scopes of accreditation which facilitate secondary recognition by NELAP and/or other accreditation programs (i.e. AASHTO's AMRL).
- Review standard language suggestions supplied by field activities accreditation task force.