

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
May 22, 2019

1. Roll call:

Tracy Szerszen, Vice-Chair, called the NEFAP Executive Committee to order on May 22, 2019 at 1pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present. Associates: Scott Haas, Marlene Moore and Shannon Swantek.

The April minutes will be reviewed and approved by email.

2. SOP 5-104 (TNI NEFAP Complaint, Appeal and Dispute Resolution Procedures)

This SOP was sent to the Policy comments and the following comments were returned:

- §2 – *add “appeal” to the first line and change the close of the paragraph to say “address the issue” rather than repeating the three possibilities.*
- §3 – *add reference to the NEFAP Voting SOP*
- §4 – *in the definition of complaint, change the reference to “field activities program” to NEFAP, and add a definition of the NEFAP Executive Committee.*
- §5.1.2 – *add reference to the location of a definition for “conflict of interest.” Participants recommended splitting the paragraph into two (or more) parts (however numbered) and including more explanation about retaining balance in the subcommittee and avoiding multiple uses of the term, complaint, in the same sentence.*

Tracy noted that lines items 1-4 appear to be editorial changes that are simple corrections that can be made, but she wanted to discuss line item 5.1.2. The comment was presented to the committee in regard to Conflict of Interest (COI). Members were asked for suggestions to address this concern. Marlene noted that this may not be something our committee should define and if it's something we will be required to do then all of the TNI committees should do the same to have a similar definition. Shannon gave a few examples of how we can define this as well as Carl.

Tracy will email Carl and share with Ilona to see if our group can agree on his simplified definition and submit to the policy committee. Perhaps it can be used broadly through TNI. *(Addition from Ilona: Ilona forwarded an example to Tracy and Kirstin of a COI SOP developed by the LASEC this last year. The Policy Committee has asked each program to develop a COI SOP. This NELAP SOP (SOP 3-113) can be a starting point.)*

The Committee also discussed the second comment about ensuring we make mention of retaining balance of the members. The committee reviewed the first few sentences of

5.1.2 and felt that this was addressed. Tracy stated that perhaps the Committee just needs to actually state that it ensures this.

*(Addition from Tracy: Proposed change : 5.1.2 The NEFAP Executive Committee Chair reviews the complaint, **dispute and/or appeal** and assigns three NEFAP Executive Committee members, one from each stakeholder group to a complaint, **dispute and or/appeal** subcommittee to **ensure the subcommittee retains a representative balance.**)*

3. FSMO Standard Update

Scott Haas (Chair, FAC) gave an update to progress being made with the FSMO Volume 1 Standard. The Standard format is almost completed and he is hoping to work with Ilona to get the draft moving along in the DMS system to be discussed at the August Jacksonville meeting. Also, work still needs to be done on the 17011 portion which is progressing but not as quickly as the 17025 changes.

4. Nominating Committee Update

Jeremy gave an update that he has formed his nomination committee 1) Kevin Holbrook and 2) Sharon Mertens. He is working on replacing two NELAP EC members and has one nominee. He needs to work with Ilona to see if any new nominations have been sent it. Another update will be provided for the June meeting.

5. Scope of Accreditation Guidance Document

Tracy provided an update. During the last meeting the Committee discussed forming a subcommittee to discuss scope of accreditations. PJLA (Tracy) volunteered to provide 3 different scopes (cannabis, food, environmental) to align with Paul's recommended scope excel sheet. This is still in progress. Paul emailed Tracy additional information just last week. Tracy will reach out to Paul about his submission and possibly set up a conference call to finalize the proposed scope document. Also, Tracy mentioned that other members or interested parties will be reached out to ensure that what the Subcommittee comes up with will be valuable to them as regulators.

6. New Business

- Marlene mentioned the need to discuss where the evaluation procedure is for PTPAs and NEFAP ABs. Evaluations are past due and we need to get overdue evaluations completed. Tracy commented that she believes the SOP has been completed based on prior comments from the Policy Committee but we need Ilona to let us know where it is. Also, Tracy mentioned that she worked with Maria Friedman to complete the AB application in Milwaukee in January. Comments /mark ups were emailed to Ilona with items that they could not answer to finalize the application. It was recommended that the AB Evaluation Progress should be added to the agenda monthly until completion. It should

include: progress with the SOP and support documents and AB evaluation schedules.

7. Action Items

Action items can be viewed in Attachment B. The Committee reviewed these during the meeting and updates were noted in the table.

8. Next Meeting

The next meeting will be June 19, 2019 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 1:41pm Eastern. (Motion: Jeremy Second: Jeff Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Absent	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*) Absent	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) Absent	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019) Absent		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*) Present	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	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB) Absent	ANAB	AB	kklemm@anab.org
Janis La Roux (2021) Present	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) Recorded. Tracy helped take notes.	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	Work with Carl and Ilona on next steps to address COI.	Tracy	6/15/19	
251	Continue work on Scope Guidance document to present to the Committee in June.	Tracy and Scope Guidance Subcommittee	6/18/19	

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	