

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
May 6, 2020

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on May 6, 2020 at 1pm Eastern. Attendance is included in Attachment A - there were 12 NEFAP EC committee members present and 3 Associate members present.

The Committee reviewed the April minutes by email. A motion was made by Tracy to approve the April 22, 2020 minutes as written. The motion was seconded by Paul and unanimously approved.

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

TNI Policy 1-101 needs to be added to related documents.

A motion was made by Tracy to approve SOP 5-104 with the addition of TNI Policy 1-101 to the related documents section. The was seconded by Elizabeth and unanimously approved.

Justin thanked Tracy, Paul, Elizabeth, Carl and Ilona for their efforts to update this SOP.

Ilona noted she will share the SOP with Shawn Kassner (Chair, PTPEC) in case the PT Program is interested in implementing similar procedures.

3. Strategic Planning for TNI Board of Directors

Justin distributed a DRAFT recommendation (for the TNI Board of Directors) to the committee last night for discussion today (Attachment D).

Ilona noted that there needs to be something in the Goal 1.3 Table in TNI's Strategic Plan about still accrediting NGABs. NEFAP is starting a new combined evaluation process with PT Program, so there may be some goals related to that too.

Justin reviewed the document to expand on the list of recommended Strategic Plan objectives for the new TNI Strategic Plan.

Training will help NEFAP raise funding to do additional marketing. It will also build up NEFAP's reputation and presence in the community. Collaboration with other training would be a good activity to do with all our ABs that already have training programs. Training tracks may be a better process than certifying or credentialing someone. The committee really liked this idea. John Moorman expressed interest in working with the training subcommittee. Tracy suggested offering a free "Why NEFAP" training. Ilona noted that NEFAP can work on a listing of what classes they think should be developed and start developing these classes. There is an application on TNI website to recommend training.

Training and marketing will work together.

Tracy suggested a metric: Are we measuring the number of specifiers/people mandating the program? There was general agreement to add it.

John Moorman asked if NELAP has specifications? Ilona noted they are in each committee Charter that can be found on the TNI website. Perhaps we should look at them and see if we need to add anything. Ilona noted that NEFAP will be redoing their Charter and this is where the metrics will come in and be detailed. Need measurable metrics that help us succeed. John wouldn't want the metrics to be nails in the coffin. Justin doesn't expect this to be an issue.

Ilona commented that the board might like seeing a specific bullet for looking at funding for the program.

Justin will work on this document and send it to the Committee for review by email with the goal to finalize the plan at the next May meeting. Ilona noted that we need to prioritize the goals too – High, Low, etc ... Justin will take the Goal 1.3 table from the TNI Strategic Plan and include it in the next DRAFT.

Justin asked people to take a look at this DRAFT look closely and send him comments. Justin asked to be emailed or called. He thanked everyone for the excellent attendance on the call today. Initial comments need to be given to Justin by Friday.

The next step will be to begin working on these activities. The NEFAP EC will start discussing this on the next call.

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, May 20, 2020 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 2:16pm Eastern. (Motion: Tracy Second: Jeff 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 Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020) Present	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*) Beth xxx 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*) Present	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*) Present	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@handpimg.com
Patrick Selig (AB) Absent	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Absent	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*) Present	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		marlenemoore@advancedsys.com
John Moorman	X	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@handpmsg.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Beth Durman		bdurman@aiha.org
Carl Kircher	X (at 1:45pm)	Carl.Kircher@flhealth.gov
Kirstin Daigle		

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	

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	

Attachment D.

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 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.

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 EC to develop recommended changes to the program. The EC established a subcommittee; with members representing all the NEFAP recognized 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 determined TO BE DETERMINED...

The EC respectfully submits the following recommendations for the NEFAP Strategic Plan:

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

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Deleted: The subcommittee was tasked with reviewing options for the future direction of NEFAP and making a recommendation back to the EC for potential changes we believe may benefit the program and TNI. In discussing the breadth of potential changes, it is clear to the subcommittee that we have several committed volunteers willing to work on the endeavors listed below. Active new membership on the EC appears to be willing to work with some of the more experienced members to shoulder the sizeable workload we are proposing. We believe based on those commitments of time and effort that the recommendations are achievable.

Deleted: **Scope:** ¶
The subcommittee was tasked with evaluating the following four options as well as any additional considerations we deemed appropriate:¶
Eliminate NEFAP as a program in TNI and continue with standards development activities only.¶
Move the standard into the NELAP program as a 'module 8' and incorporate the NEFAP responsibilities under NELAP.¶
Modify the program to become a credentialing or certification program for individuals rather than organizational/systems accreditation. Change focus to training as a way to impact field work instead of accreditation. ¶
Make a formal request for funds to be allocated for marketing and business development activities¶
Initial discussions made it clear to the group that the likely outcome would include a combination of recommendations including some not originally under consideration. The subcommittee respectfully submits the following recommendations:¶

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 FSMO's, evaluate approach and resources needed to succeed in this effort.
- Determine a path forward regarding its interaction with the National Environmental Laboratory Accreditation Program members
 - As the TNI standard is revised to accommodate the awareness of accreditation for sampling as indicated in ISO 17025 (2017), cede the accreditation of purely analytical methods to the NELAP-recognized accreditation bodies and NGABs and maintain development of sampling accreditation
 - Focus on the 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
 - 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 promote secondary recognition by NELAP (and for that matter, other accreditation programs such as AASHTO's AMRL)
 - Develop a standard for mobile laboratories that will be accepted by NELAP-recognized accreditation bodies

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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.
- Certification is an option to evaluate, 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 in a specified amount of time
- 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.)
- EC to evaluate progress to 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.)

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