

NEFAP Executive Committee
Meeting Summary
June 12, 2015

1. Roll call:

Kim Watson, Chair, called the NEFAP Executive Committee meeting to order on June 12, 2015 at 11 am ET. Attendance is included in Attachment A. There were 7 committee members present. Associate Members present: William Batschelet and Michael Miller (11:30 am).

There was no meeting in May 2015.

The meeting minutes were distributed by email. A motion was made by Paul to approve the April 10, 2015 meeting minutes as written. Calista seconded the motion and it was unanimously approved.

2. Nomination Committee

Kim thanked Nilda for her work in pulling the nominations together.

Nilda noted that originally they thought there were only 2 positions open, but Ilona pointed out there were three members that needed to be replaced. Nilda commented that the DRAFT announcement should clearly state that 6 people need to be voted in.

Ilona had pointed out that the nominations are in conflict with the Nomination SOP. There will be more FSMOs than what the SOP allows. Ilona checked with Jerry and it is not in conflict with any of the other TNI policies. Eight FSMOs still does not give the FSMOs dominance. Kim felt more FSMO participation now is good because she and Justin will be rotating off the committee next year.

There were no negative views expressed by the members on the call.

Section 5.4.2.2 states there should be a maximum of 6 members. Kim asked Nilda to work with Ilona to propose an update to the SOP that can be reviewed at an upcoming meeting.

There is no requirement that the NEFAP EC vote on the slate of candidates.

Kim encouraged everyone to vote.

3. Marketing and Advocacy Subcommittee

TNI published the strategic plan for the next 5 years. Kim highlighted sections of the plan and pointed out action items related to NEFAP. Kim has been working on pulling a group (subcommittee) together that will look at ways to build NEFAP and market it more effectively to a broader range of users. Kim reminded everyone of TNI's mission statement: To be a leader in providing systems and processes to foster the generation of environmental data of known and documented quality through an open inclusive and transparent process that is responsive to the needs of the community. TNI's vision is: All entities generating environmental data will be uniformly accredited to the TNI Standards.

Tracy is still interested in helping on the Strategy/Marketing Subcommittee. Paul and Mike are also willing to help. Kim thinks Marlene wants to participate too. *(Addition: Harry would also like to participate on this subcommittee.)*

Nilda commented that users and FSMOs are still asking why NEFAP is needed. She believes the Field Standard needs to become a requirement in some program. What is the reason for an FSMO to become accredited if another FSMO isn't? Mike commented that the Standard gives the FSMO a better product. They should have copies of the brochure to communicate what NEFAP is. Mike also commented that NEFAP cannot wait for regulations to catch up.

Nilda noted that it has taken her 7 years to convince a client that they want to work with accredited FSMOs. What finally convinced them was another FSMO that got accredited and they wanted the same credibility. She would like to see the process expedited.

Kim noted that she uses the Program to put more emphasis on training in her organization.

Marlene and Kim are giving talks at NEMC that relate to NEFAP. Kim will be talking about how to get accreditation.

Kim could not find NEFAP easily on the AB's websites. The emphasis was more on ISO 17025. She asked that NEFAP be equally prominent.

5. Mobile Laboratory Subcommittee

Paul commented that the Mobile Laboratory Subcommittee did finish up the survey and he asked Jerry to put a link on the TNI website. Paul will be giving a presentation on Mobile Laboratory Assessments during the next NELAP assessors teleconference. The subcommittee is helping with topics for this presentation. He has 1 ½ hours to give the presentation and he will be doing this with one of his assessors. They will be highlighting the differences assessing mobile labs verses stationary labs. He will be doing this in early August.

Paul noted that half the ABs are not offering secondary accreditation for Mobile Labs. You have to be assessed by the state you are seeking to do work in.

Kim reviewed some of the accreditation challenges that have come out of some fee changes in NJ. Paul noted that they have been contacted by a number of mobile labs that have started shopping accreditation – also a result of the changes in NJ. He expects that there will be additional strain put on other ABs. This might make NEFAP more viable.

6. NEFAP Charter

Kim asked that everyone review the Charter that was distributed. She knows that the Charter needs to be updated to include information on the work being done by the Mobile Laboratory Subcommittee. She asked everyone to send her comments on the Charter so she can bring a DRAFT revision to Chicago.

7. Chicago

- Kim asked who will be in Chicago: Doug Berg, Kim, Randy, William. Nilda, Calista and Carl are not sure yet. Paul will not be attending. Kim will ask about the possibility of a conference call line.
- Kim expects most of the conversation will center around strategies for the upcoming years.

8. New Business

None.

9. Next Meeting

The next meeting of the NEFAP Executive Committee will be in Chicago on July 16th.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 12:04 pm EST. (Motion: Paul Second: Nilda Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Keith Greenaway (AB) (Vice-Chair) Absent	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Calista Daigle (2016) Present	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Troy Burrows (2017*) Absent	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
John Moorman (2015*) Absent	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton (2015*) Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Doug Leonard (AB) Absent	LAB	AB	260-637-2705	dleonard@l-a-b.com
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Doug Berg (AB) Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Lauren Smith (AB) Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Seb Gillette (2015*) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Justin. Brown (2015*) Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Jack Farrell (2015*) Absent	AEX	Other	(407)331-5040	aex@ix.netcom.com
Ilona Taunton (Program Administrator) Recorded	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
81	Prepare NEFAP Timeline Agenda next month	Doug L.	4/22/13	4/22/13: It has been distributed and needs to be put on agenda for review. 5/29/14: Will be on June 2014 agenda. 4/10/15: Kim will add to next agenda.
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John, Mike, Paul and Marlene.	Active	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people.
110	Complete DRAFT Training SOP for EC review.	Scott, Lauren, Ilona	3/31/13	Move to Backburner as TNI revamps training structure.
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	4/10/15: Kim will follow-up on this.
158	Review new FSMO Tool documents for issues with “should”, “shall”, confirm that	Doug Leonard	3/5/15	

	Action Item	Who	Expected Completion	Actual Completion
	additional requirements are not being imposed and look for possible AB conflicts.			
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	4/30/15	
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	All	2/19/15	4/10/15: May meeting.
164	Review White Paper.	Kim Justin	4/30/15	
165	Contact candidates for NEFAP EC membership.	All	4/10/15	Complete
168	Follow-up on invitations for NEFAP EC and Marketing/Advocacy Strategy Subcommittee.	Kim	5/1/15	6/12: Subcommittee still being formed.
169	Prepare final response to SIR and send.	Ilona	5/8/15	Complete
170	Check on brochure needs and begin distributing.	Ilona	5/8/15	Complete
171	Review Charter.	All	7/16/15	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2014	
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	