

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
June 16, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on June 16, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and 1 Associate Member present – Katie Strothman.

The May 19, 2021 minutes were sent by email for review, but there were not enough members on the call to do any business or vote. They will be approved at the next meeting.

2. Metrics

Justin shared the metrics sent to the Board of Directors.

Ilona noted that the Board had a few comments that we need to consider and address:

- The items should be prioritized, and the higher priorities should be what are in the TNI strategic plan. Add a column for priority. They also asked that it be clear what items are part of the TNI strategic plan.
- Possibly regroup some items. Some may fit under a bigger heading. They thought we had too many items we were tracking.

Justin will work on this over the weekend and share it with the group by email. Tracy confirmed that the Board just wants to be sure we are working on the things that are most important.

3. Charter

Ilona confirmed that the “Decision Making” section needs to be deleted. There is no need to add the new TNI voting SOP number into this section.

Need to work on Success Measures for #2. The second bullet currently implies we want NELAP and NEFAP to be similar, but there are some big differences we expect will not change. The bullet probably needs to be removed and the idea needs to be added to the Action Table or Back Burner table. There was general agreement with removing it. Harmonization doesn't seem like the appropriate word.

Added an objective dealing with marketing and training.

The Charter will be forwarded to the Policy Committee (Attachment D).

4. Subcommittees

Training Subcommittee:

Update given by Paul – Subcommittee is going to take over the internal audit training course. No one bid on the RFP. The ball is back in our court. Looking for a course coordinator. He asked for more volunteers and he will send an email out to all NELAP EC members. They received feedback on the Survey and will make updates and send it back to the Marketing Subcommittee. Paul put a list of long-term objectives together and the committee found that it is making progress on just about all of the items.

Marketing Subcommittee:

They missed a few meetings, but they are still making good progress. They are making progress on updates to the website:

- Working on about us site.
- Testimonials. There will be a video to post soon.

Jerry is looking at helping with the ambassador concept for NEFAP. The ambassadors will be people that stay in contact with states and share information about NEFAP. They do something similar in NELAP.

5. Nomination Committee

Tracy heard back from Norman. He has someone he is following up with to find a candidate.

The Committee needs more “Other” spots filled. Tracy is asking associates to consider adding as a voting member.

6. New Business

None.

7. Action Items

Action items can be viewed in Attachment B.

8. Next Meeting

The next meeting will be on Wednesday, July 21, 2021 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 2pm Eastern. (Motion: Paul Second: David.
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*) Absent	Pace	Lab/FSMO	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*) 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*) Present	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	X	shaas@etilab.com
Kevin Holbrooks	X	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.
282	Complete Charter for Committee Review.	Justin	5/14/21	Complete
283	Update NEFAP Voting SOP to incorporate new TNI Voting SOP.	Ilona	5/14/21	To be presented at next meeting.

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 Executive Committee

Charter

(Revised: 6-17-2021)

Mission

The mission of the NEFAP Executive Committee (EC) is to oversee a national program for the accreditation of field sampling and measurement organizations (FSMO).

Composition of the Committee

1. The EC will consist of no fewer than ten (10) and no more than eighteen (18) voting members.
2. An unlimited number of associate members are allowed.
3. The voting membership must represent a balance of stakeholder groups. For purpose of balance, stakeholders are arranged into three groups:
 - FSMO/Laboratory
 - AB
 - Other
4. Members serve three year terms, and are eligible to serve two consecutive three year terms.

Objectives

1. Establish and implement guidance, policies, procedures and tools necessary to promote and maintain a national accreditation program for FSMOs.

Success Measures:

- Recognition and adoption of the TNI NEFAP accreditation standard and program by federal and state agencies, and by organizations that contract FSMO for field sampling and measurement activities.
- Recognition and adoption of the TNI NEFAP standard and program by FSMO, including those not under regulatory mandate to do so.
- Broader applicability of the NEFAP standard industry wide.
- Increased number of FSMOs participating in NEFAP program.
- Establish and achieve performance metrics to foster program growth.

2. Promote consistent application of the NEFAP standard and accreditation of FSMOs across federal and state agencies and accreditation bodies.

Success Measures:

- Use of standardized definition(s) for field sampling and measurement activities and the elements that comprise those activities (i.e. mobile laboratories)
- Adoption by TNI of cross-program (NEFAP/NELAP) accreditation for field sampling and measurement activities (including testing by mobile laboratories).
- Increased number of NEFAP approved ABs and timely completion of NEFAP AB Technical Evaluations.

3. Increase visibility of program through training and marketing.

Success Measures:

- Establish subcommittee focused on the development of training as a vehicle to promote NEFAP and generate revenue.
- Establish subcommittee focused on marketing the program to all potential stakeholders.
- Field and/or NEFAP related training courses developed and provided for public.

- Development of multi-media marketing tools and components to actively promote the Program.

Available Resources:

- Volunteer committee members
- Existing national and international consensus-based standards
- TNI Infrastructure (e.g., Field Activities Expert Committee, Proficiency Testing Executive Committee)
- TNI Support (e.g., Program Administrator, TNI Webmaster)
- Teleconference and A/V services

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of monthly calls to be published on the TNI website.
- Additional teleconference calls as needed.
- Face-to-face meetings at TNI conferences (as appropriate) and additional meetings as needed.

Program Administrator: Ilona Taunton