

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**June 19, 2019**

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on June 19, 2019 at 1pm Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present. Associates: Kevin Holbrooks, John Moorman and Elizabeth Turner.

The April minutes and May minutes were reviewed on screen using Webex.

A motion was made by Paul to approve the 4-17-19 and 5-22-19 NEFAP EC meeting minutes with corrections to Kirstin's name and contact information in both minutes, correct Jacob's email and remove the extra "to" in Section 5 of the May minutes. The motion was seconded by Tracy and unanimously approved.

2. Strategic Planning

Kirstin talked to Justin and he mentioned he ran into a roadblock with some of the philosophical discussion and he still needs to get back to Shawn. He thinks he will have information to share in August with a goal to have something more concrete in September. Kirstin will ask if they can give an update in July.

Jeff asked what it would take to have a mandatory requirement for NEFAP. Louisiana does require accreditation. A stack tester can use NEFAP for sampling accreditation.

Kirstin noted that every state does have a different perspective on this. She asked if the Committee should plan a panel discussion with ABs and FSMOs. Paul mentioned that the Task Force is actually collecting information on all the different programs. The Task Force charter includes working on a guidance document to help an FSMO figure out what accreditation they need. Paul will talk to his Task Force membership about putting a presentation together for Jacksonville. Paul will not be in Jacksonville, but he can find an alternate person to do a presentation.

3. Nominating Committee

The Nominating Committee has been formed – Jeremy, Kevin Holbrooks and Sharon Mertens. Elizabeth Turner is planning to apply for NEFAP EC membership.

Carl is rotating off the committee. Kirstin is looking for another AB candidate, she may have some suggestions for an AB from Oregon. She will send the names to Jeremy and Ilona.

#### 4. Scope Guidance

Tracy is still working on her action item. She has some questions for Paul before she can finish anything. Kristin asked if it would be helpful to form a small subgroup to work with Tracy and Paul and apply concepts discussed during the April meeting. Tracy suggested that she work with Paul first and then prepare a DRAFT back to the Committee and then decide if another subgroup is needed. Tracy will present the DRAFT in July.

#### 5. Jacksonville Meeting

The meeting will be from 1-3pm Eastern on Tuesday. People planning to attend include: John Moorman, Tracy, Kirstin, Kevin, Elizabeth, Shawn and Carl.

John Moorman noted that in the past they did a forum setting with ABs and FSMOs. He can put together a presentation on why a field program is essential. John forwarded a training he has done in the past. He reviewed an outline of what he can present. If the Committee goes this route, Ilona will work with Jerry to see if we can send something out about John's presentation to attendees who might be interested.

The two hour meeting could be divided up into 1 hour for presentation, 0.5 hours Task Force and 0.5 hours Strategic Planning.

NEMC meetings are usually a bit more technically focused, so talking about field quality is sometimes a little different. John thinks it is important to talk about quality systems.

#### 6. New Business

Ilona noted that the SSAS Program lost one of its audit sample providers, so EPA has removed the requirement to run the audit samples until an additional provider is available. They require a minimum of two providers. The SSAS Expert Committee sent a survey out for feedback and will decide how to move forward without any regulatory requirement.

#### 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.

Kirstin will check with Norman to see if there is an update on his action item.

Kirstin will try to prepare the information on the complaint so the committee can close this out. The practice is not out of line with the wording in the Standard, but this is something the FAC will want to look at during the Standard rewrite. This is still an outstanding action item that Kirstin will try to complete in July.

## 8. Next Meeting

The next meeting will be July 17, 2019 at 1pm Eastern by teleconference. The agenda will include working on outstanding SOPs, working on the Scope Guidance document, finalizing the complaint and possibly reviewing the white paper, presentations and tools.

Action Items are included in Attachment B.

The meeting was adjourned at 2:45pm Eastern. (Motion: Paul Second: Tracy Unanimous approval.)

**Attachment A**

**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Kirstin Daigle (2020*) Chair <b>Present</b>	Pace Analytical Services	FSMO/Lab	Kirstin.daigle@pacelabs.com
Tracy Szerszen (AB) Vice-Chair <b>Absent</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019)  <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*)  <b>Present</b>	AIHA	Other	gbowman@aiha.org
David Fricker (AB)  <b>Absent</b>	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*)  <b>Present</b>	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019)  <b>Absent</b>	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019)  <b>Absent</b>		FSMO	calista.daigle@gmail.com cdaigle@amrad.com
Jeremy Driver (2021*)  <b>Present - Tyler</b>	Alabamba Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*)  <b>Present</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2021*)  <b>Present</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Shawn Kassner (2020*)  <b>Absent</b>	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019)  <b>Absent</b>	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB)  <b>Absent</b>	ANAB	AB	kklemm@anab.org
Janis La Roux (2021)  <b>Present</b>	H&P Mobile Geochemistry, Inc.	FSMO	janis.laroux@handpmg.com
Norman Rodriguez-Iglesias (2021*)  <b>Absent</b>	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*)  <b>Absent</b>	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

**Attachment B**

**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
39	Give Alternate name to Ilona.	All	9/30/10	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	<del>3/5/15</del> 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.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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.
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. 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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
244	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	In Progress
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	Document needs to be re-created.
248	Pull together Paul and John to work on new DRAFT of Scope Guidance document. Send to Committee.	Kirstin	4-16-19	Complete
249	Prepare and send introductory letter about NEFAP Nomination Committee and Jeremy.	Kirstin	3/31/19	Complete
250	Work with Carl and Ilona on next steps to address COI.	Tracy	6/15/19	Should start with COI SOP. Action item will be closed.
251	Continue work on Scope Guidance document to present to the Committee in June.	Tracy and Scope Guidance Subcommittee	6/18/19	
252	DRAFT COI SOP using NELAP SOP as a starting point.	Kirstin	July 2019	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	