

**NEFAP Executive Committee**  
**Meeting Summary**  
**July 16, 2015**

1. Roll call:

Kim Watson, Chair, called the NEFAP Executive Committee meeting to order on July 16, 2015 at 10:30 am Central in Chicago, IL. Attendance is included in Attachment A - there were 4 committee members present. Associate members present: Marlene Moore and William Batschelet.

The June minutes will be reviewed and voted on at the next teleconference in August.

2. Introduction

See Attachment D for slides presented during the meeting. Kim introduced the members of the committee and reviewed NEFAP's mission. She highlighted the changes in membership with three previous members rotating off – Dane Wren, Jack Farrell and John Moorman. She thanked them for their service.

Loretta Lehrman introduced herself to the committee. She works for Region 5 and reports to the Director of Air and Radiation. She is concerned about how TNI's standard relates to the FOG and other field related requirements. She would like to become more involved with the group. Doug L. asked if there were people in her region that this committee could talk to. Loretta said she can spearhead a meeting and pull people together. She commented that she has been told that NEFAP is currently voluntary, but it will become mandatory. This will happen through contracts.

3. Strategy and Marketing Subcommittee

Kim is still pulling this subcommittee together and hopes to begin meeting in August. Volunteers for this subcommittee include: Tracy, Doug Leonard, Kim, Justin, Loretta Lehrman, Paul Bergeron, Mike Miller, and Harry O'Neill. Ilona will set-up a Doodle to determine a good first meeting time.

4. Advocacy

See PPT slide (Attachment D).

The brochures have been printed and they are available at the Help Desk. Marlene and Larry Duty gave them out at the TCEQ meeting in Spring.

Kim reminded everyone that people are available to give presentations on behalf of NEFAP. If you are aware of a need for a speaker ... contact Kim or Ilona.

Marlene is working on a presentation that will be made available as a Webcast on the NEFAP website. It will highlight some of the differences between NELAP and NEFAP accreditation for field tests. She will also be sharing this presentation with FEM.

There are a few tools that have been prepared to help FSMOs begin the accreditation process. We are having trouble getting these posted on the website. Ilona will follow-up.

Marlene is teaching a full day class on Friday on Sample Collection. The course is founded on the TNI Field Standard. There are a number of students from EPA.

## 5. NEFAP Accomplishments

See PPT slide (Attachment D).

There is one new AB working on an application – the State of Oregon. Cheryl's group (AIHA) is still looking at becoming an AB too.

The FSMO Standard is based on ISO/IEC 17025. Nothing has been stripped out and only pertinent requirements have been added. The additions can be easily seen because they are not in italics – the ISO language is in italics. The AB Field Standard is based on ISO/IEC 17011. There are only two standards relevant to NEFAP.

Kim commented that her lab recently did work in France because they accepted her accreditation as equivalent to ISO 17025.

## 6. Mobile Laboratory Subcommittee

The survey is complete and is being distributed. Contact Kim if you need a link to the online survey. Paul (Subcommittee Chair) could not be in Chicago, so an update will be given at the August teleconference.

Questions about how mobile labs are handled in the Standard have come up. There are misunderstandings on the use of NEFAP vs NELAP for field accreditation. The subcommittee hopes to address this and will make recommendations to the FAC for changes in the next Standard revision.

NELAP and NEFAP have language in their standards to allow for accreditation of Mobile Labs. Mobile labs can be accredited to either or both. Marlene noted that if a Mobile labs wants more proscription they should be accredited by NELAP and they want less they should go with NEFAP.

The 2003 Standard still has a mobile lab accreditation process in it. The 2009 and 2015 are less proscriptive.

#### 7. Scope of Accreditation

The Field Activities Expert Committee (FAC) is working on this. An update on progress can be found in the FAC minutes from their meeting earlier this morning.

#### 8. NEFAP Charter

The Charter was sent out to the committee prior to this meeting to give everyone time to review it. The committee began reviewing the Charter and looking for updates. Information about the Mobile Lab Subcommittee needs to be added. Work on the Charter will continue at the August teleconference when more committee members are present.

#### 9. New Business

None.

#### 10. Next Meeting

The next meeting of the NEFAP Executive Committee should be August 14, 2015 by teleconference. (*Addition: Next meeting was August 24, 2015.*)

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

The meeting was adjourned at 12:00 pm Central. (Motion: Justin Second: Doug L. Unanimously approved.)

## Attachment A

### Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) <b>Present</b>	Stone Environmental, Inc	FSMO	(802)229-2196	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Keith Greenaway (AB) (Vice-Chair) <b>Absent</b>	ACLASS	AB	(703)836-0025	<a href="mailto:keith.greenaway@aclasscorp.com">keith.greenaway@aclasscorp.com</a>
Doug Berg (AB)  <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Paul Bergeron (2016*)  <b>Absent</b>	LELAP	AB	225-219-3185	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Justin. Brown (2018)  <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Troy Burrows (2017*)  <b>Absent</b>	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	<a href="mailto:TBurrows@goldenspecialty.com">TBurrows@goldenspecialty.com</a>
Nilda Cox (2016*)  <b>Absent</b>	Eurofins Eaton Analytical Inc	Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2016)  <b>Absent</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Seb Gillette (2018)  <b>Absent</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Carl Kircher (2016*)  <b>Absent</b>	Florida DOH	AB	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Doug Leonard (AB)  <b>Present</b>	LAB	AB	260-637-2705	<a href="mailto:dleonard@l-a-b.com">dleonard@l-a-b.com</a>
Cheryl Morton (2018)  <b>Absent</b>	AIHA	AB	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Harry O'Neill (2018*)  <b>New Member</b>	Beacon Environmental Service, Inc.	FSMO	410-688-4762	<a href="mailto:Harry.ONeill@beacon-usa.com">Harry.ONeill@beacon-usa.com</a>
Richard Rago (2018*)  <b>New Member</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Lauren Smith (AB)  <b>Absent</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Janis Villarreal (2018*)  <b>New Member</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.villarreal@handpmg.com">janis.villarreal@handpmg.com</a>
Iona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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.
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 additional requirements are not being imposed and look for possible AB conflicts.	Doug Leonard	3/5/15	
159	Review how new members are added to	Ilona	4/30/15	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	the Recognition Committee and find what the 4 year renewal date is.			
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	
168	Follow-up on invitations for NEFAP EC and Marketing/Advocacy Strategy Subcommittee.	Kim	5/1/15	6/12: Subcommittee still being formed.
171	Review Charter.	All	7/16/15	Complete
172	Talk to Loretta about setting up a meeting.	TBD	TBD	

## 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	
10	Complete DRAFT Training SOP for EC review.	n/a	



### NEFAB EC Meeting

- Agenda
- Introductions
- TNI NEFAP EC Election Results
- Review SOP 5-103 TNI Nominating Committee..
- Advocacy Strategic Planning Subcommittee

### NEFAB EC Meeting

- Discuss Strategic Plan and Goals
- Mobile Lab Discussion – Kim/ Justin
- Scope of Accreditation
  - FAC – recommendations
- Approval of NEFAP EC Charter for 2015/2016

### NATIONAL ENVIRONMENTAL FIELD ACTIVITIES PROGRAM (NEFAP)

The purpose of the National Environmental Field Activities Program is to establish and implement a program for the accreditation of field sampling and measurement organizations.


### NEFAP EC MISSION

The Executive Committee is committed to establishing and maintaining a program in support of the TNI FSMO standards that will assure continual improvement of FSMO accreditation processes and which incorporate practical, effective, and clear standards of performance that are consistent with the needs of the environmental community as well as regulatory and industry specific requirements. The NEFAP accreditation assures the organization is technically competent to generate data of known and documented quality that meet the needs of the client.

### NEFAP EC



Ilona Taunton – Program Administrator	
Kim Watson, Chair	
Keith Greenway, Vice-Chair	
Doug Leonard, Carl Kircher,	
Doug Berg/Tracy Szerszen	
Paul Bergeron	John Moorman*
Justin Brown	Lauren Smith
Calista Daigle	Seb Gillette*
Cheryl Morton*	Troy Burrows
Dane Wren*	Nilda Cox







## NEFAP EC Membership

- ❑ # FSMO
- ❑ # ABs
- ❑ # Other
- ❑ 3 Associate Members


## NEFAP EC

- ❑ Election Results
  - ❑ The vote was finalized last week for our new membership. Welcome back to Justin Brown, Seb Gillette and Cheryl Morton. Congratulations to Harry O'Neill (FSMO- Beacon Environmental Services, Inc.), Richard Rago (FSMO-Haley & Aldrich) and Janis Villarreal (H&P Mobile Geochemistry, Inc.) and welcome.
- ❑ Tele-conference on Friday, August 14, 2015 (second Friday of each month). This will be the first meeting with our new membership.


## NEFAP ADVOCACY

- ❑ Pains of Implementation
- ❑ Markets –BROCHURES!
- ❑ LOBBYING with EPA, DOD
- ❑ Writing into a contract!
- ❑ How do we recognize TNI – NEFAP program to determine
- ❑ TECHNICAL COMPETENCY
- ❑ STATE AGENCIES – RECOGNITION






## NEFAP STRATEGIC PLAN

- ❑ NEFAP – A true national program.
- ❑ Subcommittee
- ❑ WORKERS-Commitment of the committee members
- ❑ FAC-relationship to NEFAP EC
- ❑ ALL Working together
- ❑ TNI – BOARD Support
- ❑ AGENCIES

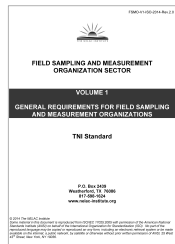





## NEFAP Accomplishments

- ❑ Acceptance of the 2014 Standard with an implementation date of April 15, 2016.
- ❑ 2014 DEMOGRAPHICS
  - ABs Recognized – 4
  - Potential New ABs - 2
  - FSMOs Accredited - 9
  - Potential In-Hand Applications - 6
  - Inquiries – Air Testing and other Industries


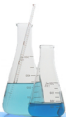
## NEFAP Standard





### Training Review

- Training procedure Review –Suggestions for Training of ABs and FSMOs
- Tools for FSMOs
- Timelines






### NEFAP EC Mobile Laboratory Subcommittee

- Mobile Laboratory
- Status – Kim/Paul





### Scope of Accreditation

- Guidance Document



### CHARTER 2015-2106

- Open



### Contact Information

- Ilona Taunton, TNI-  
Nelac Institute
- FAC Committee Chair  
Justin Brown
- EC Committee Chair  
Kim Watson

