

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
July 17, 2019

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on July 17, 2019 at 1pm Eastern. Attendance is included in Attachment A - there were 7 NEFAP EC committee members present. Associates: Shannon Swantek, Justin Brown and John Moorman.

The June minutes were reviewed on screen using Webex. A motion was made by Shawn to approve the 6-19-19 NEFAP EC meeting minutes with a correction to Kirstin's name and the spelling of Alabama. The motion was seconded by Tracy and approved by those on the call (Kirstin, Tracy, Jeremy, Geneva, Shawn, Pamela, Keith). The vote will be completed by email or on the next call.

2. Scope Guidance

Tracy is still working with Paul. She took a look at all the NEFAP AB scopes to see how they are currently being issued. Paul would like to see things be more specific, but she does think the ABs are somewhat similar. To make things consistent, the Scopes need a consistent sampling field, what is sampled, the technique and the method. Being more specific makes it more difficult. Paul's original document was very specific. She thinks it needs to be kept simple. She will be talking to Paul about simplifying. The next step is for Tracy and Paul to come to some conclusion and present it to the NEFAP EC.

Ilona asked if Tracy can attend the FAC meeting in Jacksonville to provide information about the Scope Guidance document. They will be looking at what needs to be added to the Standard and this might be helpful. She thinks this is possible.

3. Complaint

Kirstin was able to reach out to Kim Watson to see if she could get to the original document prepared by the complaint subcommittee, but the document could not be found. She will be recreating the document. She will then reach out to the subcommittee members for agreement and then present the information formally to the NEFAP EC. If she cannot reach the previous members (Carl Kircher and Cheryl Morton) or if there is no agreement on the recreated document ... the NEFAP EC will consider forming a new complaint subcommittee.

The complaint dealt with a concern that some ABs were not adhering to the strict 2 year renewal of assessments. The complaint was determined to be not valid because the standard does not require a strict 2 year time frame. The complaint had merit and the “less specific language” should be updated in the next standard update. The language change would be needed in the Field AB Standard.

4. Nomination Committee

Jeremy reported that he has 2 applications and he needs the OK to add Paul Bergeron to the applicants. He is concerned about balance.

He will still be reaching out to Oregon. Shannon may know about another Oregon applicant that she will reach out to.

He will plan to wrap up the applicant process this week and then set-up a meeting with the Nomination Committee.

The Nomination Committee SOP will be reviewed and finalized today so Paul’s extension can be considered.

5. SOP 5-103 – Committee Nomination Process

Kirstin provided a copy of the DRAFT SOP by email and she pulled it up on Webex. Kirstin has some additional comments since the last time the Committee looked at it.

Ilona will make sure the revision number of the SOP is correct.

The changes made to the SOP can be viewed in Attachment D. *(Addition: The change noted below about sending the extension request to the Chair of the TNI Board was added to this version attached.)*

There was also a discussion about adding a definition for ex-officio. Ilona will check with Jerry Parr to see if there is a TNI definition. If there is, a definition will be added. *(Addition: The only definition available in the glossary related to TNI personnel sitting in on committee meetings and acting as an ex-officio member. A definition for ex-officio was not added.)*

After further discussion it was decided that the extension request should go to the Chair of the TNI Board instead of to the entire TNI Board. Ilona will check with Jerry Parr to make sure this OK before the SOP is changed. *(Addition: Jerry agreed, and the SOP was changed before the SOP was sent out for review and email vote.)*

Quite a few changes were made to the SOP, so the SOP will be approved through email. *(Addition: A motion was made by email by Keith on 7/19/19 to approve SOP 5-103 Revision 6 as provided by email on 7/19/19. The motion was seconded by email by Shawn on 7/19/19. (Note: The SOP can be viewed in Attachment D).*

Vote:

Pamela – For 7/19/19

Russell Schindler – For 7/19/19

Kirstin – For 7/19/19

Tracy – For 7/19/19

Keith – For 7/19/19

Geneva – For 7/19/19

Paul – For 7/19/19

Jeremy – For 7/19/19

Janis – For 7/22/19

Shawn – For 7/22/19

Norman – For 7/22/19

Carl – For 7/29/19

The motion was approved and the SOP was forwarded to the Policy Committee for final review.)

6. Jacksonville Meeting

The meeting will be from 1-3pm Eastern on Tuesday.

Kirstin noted that the presentation in Jacksonville was changed. It will be more of a panel discussion to understand what people are looking for when selecting an FSMO. Jordan Adelson will be part of this panel. It will also be important to understand why people don't currently require NEFAP for their samplers.

Ilona asked if an industry person could be on the panel. Ilona will check with Jerry and see who is coming to the meeting from the industry side. She will get this list and send it to Kirstin and Tracy to see if anyone can be on the panel.

Kirstin asked if John Moorman can change his presentation to work better with this new direction. Why aren't people purchasing sampling services requiring NEFAP?

The Scope Guidance document and a Task Force update are also on the agenda for Jacksonville.

Ilona noted that Janis's video about Why NEFAP? is great for FSMO's. She discusses how NEFAP benefited her organization. Shawn thinks having a few FSMOs discuss the benefits during the meeting could also be helpful.

Kirstin asked if a small group can get together to next week on Wednesday or Thursday to discuss the details of the meeting. The small group will include: Kirstin, John Moorman, Ilona, Justin.

7. Strategic Planning

Kirstin decided to change the meeting agenda and add this topic since Justin and Shawn were able to make the call. AB evaluations will be discussed next month.

Shawn noted that the discussion being planned in Jacksonville will help them better determine market drivers. Justin commented that understanding why people aren't requiring NEFAP would help with the marketing plan.

Worksheet 11 was sent out by Jerry to help the Committee prepare for the strategic planning meeting in October. Kirstin and Ilona will forward this to Justin. He is willing to start working on this document.

8. New Business

FAC is working on what needs to be added to the Standard. They will keep the NEFAP EC in the loop.

9. Action Items

Action items can be viewed in Attachment B. The Committee reviewed these during the meeting and updates were noted in the table.

10. Next Meeting

The next meeting will be in Jacksonville, FL on Tuesday, August 6 at 1pm Eastern.

Action Items are included in Attachment B.

The meeting was adjourned at 2:33pm Eastern. (Motion: Shawn Second: Geneva Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present	Pace Analytical Services	FSMO/Lab	Kirstin.daigle@pacelabs.com
Tracy Szerszen (AB) Vice-Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2019) Absent	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*) Present	AIHA	Other	gbowman@aiha.org
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Absent	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Nilda Cox (2019) Absent	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019) Absent		FSMO	calista.daigle@gmail.com cdaigle@amrad.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
Shawn Kassner (2020*) Present	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019) Absent	Florida DOH	Other	Carl_kircher@doh.state.fl.us
Keith Klemm (AB) Present	ANAB	AB	kklemm@anab.org
Janis La Roux (2021) Absent	H&P Mobile Geochemistry, Inc.	FSMO	janis.laroux@handpmg.com
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

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
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	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.
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.
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
244	Update Comments on Scope Guidance Document and resend to FAC.	Kirstin	TBD	In Progress

	Action Item	Who	Expected Completion	Actual Completion
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.
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	
253	Send Worksheet 11 to Justin.	Kirstin/Ilona	8/1/19	
254	Talk to Jerry to get list of Industry people coming to NEMC.	Ilona	7/24/19	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
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	



SOP TITLE:	TNI NEFAP Nominating Committee Procedure
SOP NO.:	5-103 Numerical Designator: 1 = Administrative and General Procedures 2 = Consensus Standards Development Program (CSDP) 3 = National Environmental Laboratory Accreditation Program (NELAP) 4 = Proficiency Testing Program (PTP) 5 = National Environmental Field Activities Program (NEFAP)
REVISION NO:	6

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Committee:	NEFAP EC	Approved Date:	7-xx-2019
Program Executive Committee:	NEFAP EC	Approved Date:	▼
Policy Committee Reviewed Date:		Initial review 3/16/18 (reviewed again January 2019)	
TNI Board of Directors Endorsed Date:			
SOP Effective Date:		7-xx-2019	

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1.0 Purpose and Applicability

The purpose of this SOP is to establish the procedure used by the Nominating Committee of the National Environmental Field Activities Program (NEFAP) for the nomination of members to the NEFAP Executive Committee (EC).

These procedures apply to the NEFAP Executive Committee.

2.0 Summary

This SOP identifies the relevant stakeholder groups for nomination to the NEFAP Executive Committee. It also outlines the process and procedures to nominate individuals to the Executive Committee.

3.0 Related Documents

TNI SOP 5-101, TNI NEFAP Executive Committee General Operating Procedures

4.0 Definitions

Accrediting Body (AB) – For purposes of defining stakeholder representation, an Accrediting Body is a NEFAP recognized AB. The AB in NEFAP is a subset of the parent stakeholder group “Accreditation Body” in TNI.

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Field Sampling and Measurement Organization (FSMO) – Organizations performing field sampling and/or measurements. The FSMO in NEFAP is a subset of the parent stakeholder group “Lab” in TNI.

Other – For purposes of defining stakeholder representation, an “other” may be, but not inclusive to, non-NEFAP Accrediting Bodies, federal agencies, Proficiency Testing (PT) providers, data users, and others.

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5.0 Procedures

This process is used for nomination of potential members to the NEFAP Executive Committee. Nomination application forms will be posted on the TNI website. The solicitation period will be a minimum of thirty (30) days or longer if sufficient applications have not been received. A notice of solicitation to the general membership of TNI for nominations will also be posted on the website.

5.1 Appointment of the Nominating Committee

The NEFAP Executive Committee Nominating Committee shall consist of at least three (3) individual TNI members, who are knowledgeable about the business of the NELAC Institute and NEFAP, to develop a slate of candidates for election. The Nominating Committee Chair is a member of the NEFAP EC that is selected by a quorum vote of the NEFAP EC. The Nominating Committee Chair selects the other two members of the Nominating Committee. The two additional Nominating Committee members selected shall be a member of TNI but not a member of the existing NEFAP EC. A Nominating Committee is formed each time a slate of candidates is needed for a NEFAP EC election.

5.2 The Nominating Committee gathers all nomination applications from the full TNI membership.

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5.3 The Nominating Committee will identify the candidates from the slate of nominees.

5.4 The composition of the NEFAP Executive Committee shall be as follows:

The Executive Committee (EC) shall consist of no fewer than ten (10) or more than eighteen (18) members. The members shall be chosen, insofar as possible, to represent the varied interests and areas of expertise and competency that are of concern to NEFAP. At least three (3) EC members shall be representatives of recognized NEFAP Accrediting Bodies and at least three (3) EC members shall be representatives of Field Sampling and Measurement Organizations (FSMO's). Other EC members may include representation, to the extent practical, from all relevant stakeholder groups such as, but not inclusive to: states or accrediting organizations that are not current NEFAP Accrediting Bodies, federal agencies, Proficiency Testing (PT) providers, and data users. No single stakeholder group shall have a majority composition on the EC. Ex-officio (non-voting) members may be appointed by the EC.

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Organizations may have more than one committee member on the Committee. An organization is a company, state government, EPA Program/Office/Region, or other federal agency. However, membership on the Committee is limited to two members of a single organization without the recommendation of the NEFAP EC and the approval of the TNI Board of Directors.

As TNI and all Committees are striving for diversity within all Committees, membership should preferentially reflect volunteers who are representative of all sectors of the accreditation community. While balance/lack of dominance by any stakeholder group must be ensured, Committee Chairs will further ensure, through the membership nomination and approval process, that the overall interests of all members of the accreditation community can be maintained.

5.4.1 The relevant stakeholder groups are defined as follows:

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5.4.1.1 Recognized Accreditation Bodies (ABs) – This stakeholder group includes the National Environmental Field Accreditation Program (NEFAP) ABs. This includes ABs that are actively submitting an application for recognition.

5.4.1.2 Field Sampling and Measurement Organizations (FSMO), This stakeholder group includes FSMOs and laboratories from the following categories:

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- commercial
- municipal
- state
- federal

FSMOs as a stakeholder group fall under the category of "Laboratories and other organizations directly involved in providing field sampling and environmental measurements", as identified in TNI bylaws Article XI, Section 4.

5.4.1.3 Other - This stakeholder group can include federal agencies, regulated industries, and other stakeholder groups such as PT or audit sample providers, vendors, contractors,

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consultants, and non-NEFAP recognized accreditation bodies among others.

5.4.2 The goal is to accomplish a balanced representation of stakeholders. In order to determine the level of participation for each stakeholder group, the following criteria will be used:

5.4.2.1 Accreditation Bodies:

- NEFAP-recognized accreditation bodies -. Only one nominee can be chosen from the same NEFAP-recognized accreditation body. NEFAP-recognized ABs maintain a permanent seat on the EC and are not subject to term limits specified in Section ~~6.4~~.
- Should the addition of NEFAP-recognized ABs cause the EC to lose balance by creating dominance of this stakeholder group, the EC will review and update this procedure to address committee size and makeup to retain balance.

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5.4.2.2 FSMO's - ~~Nominees for FSMO should represent FSMOs from public and private FSMOs, both large and small, covering a variety of field sampling and measurement activities.~~

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5.4.2.3 Others:

- Federal or State agencies that have a vested interest in NEFAP and field sampling and measurement, but are prevented by rules or policies from participating as voting members of the Executive Committee may participate in a non-voting liaison capacity as an ex-officio member.
- Non-NEFAP accreditation body.
- Regulated industries.
- Other stakeholders.

Deleted: Members cannot change stakeholder representation to ensure balance if already representing a differing stakeholder group on other committee(s). (Example: AB on NELAP AC cannot be a FSMO/Lab on NEFAP EC. A NELAP AB can be an "Other" on the NEFAP EC because Non-NEFAP ABs are included in Other.) ↑

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Deleted: - Only one nominee can be from the same regulated industry group or company

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5.5 Additional Provisions:

5.5.1 The process of identifying candidates will start by looking at committee balance and determining needs to replace members rotating off and/or need for adding members. This will then be followed with the selection of the best candidates independent of representation; and concluding with ensuring no group is over-represented.

5.5.2 Membership status of the candidate will be verified by the Nominating Committee.

~~5.5.3 To the extent practical, the Nominating Committee will try to maintain a balance of all stakeholders on the Executive Committee.~~

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5.5.4 Nominating Committee members are eligible for future positions on the Executive Committee.

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5.6 The Chair of the Nominating Committee will contact potential candidates and ask their willingness to serve when another individual has nominated the candidate for membership. This step will not be conducted for self-nominations. The Nominating Committee may request additional information about the qualifications of a candidate if an application is not complete or it is considered necessary for the decision process.

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5.7 The Nominating Committee will prepare and send the final slate of candidates to the current Executive Committee as a courtesy, not for their approval.

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5.8 The Executive Committee Chairperson will present the slate of candidates to the TNI membership, inform them of the upcoming elections and the process that will be followed. Executive Committee members shall be elected during the first three months of the calendar year by electronic ballot of all registered individual members of TNI. This three-month time frame may be extended as necessary up to an additional three months. All TNI members regardless of their declared affiliation are eligible to vote for all Executive Committee candidates.

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6.0 Election Procedure

6.1 Elections shall be for one (1) three (3) year term, with the option to renew for a second three (3) year term. Members (outside of NEFAP ABs – Section 5.4.2.1) may not serve more than two (2) consecutive terms except as described in Section 6.1.1 below.

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6.1.1 A Committee member, with the endorsement of the Committee Chair, may petition the TNI Board Chair to serve an additional term of three years or less. Such waivers should only be granted in exceptional circumstances, such as a Committee member taking on a new substantive role within the committee, or when no other qualified candidates are available.

6.2 Special elections may be held to replace Executive Committee members that cannot for whatever reason fulfill their elected terms.

7.0 References

None

8.0 SOP Approved Changes

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
N/A	5-103 Rev 0	6/1/10	New Document.
	5-103 Rev 1	2/1/12	Wording Changes, Update Sections 5.4.1 & 5.4.2-remove Recognized, Non-NEFAP ABs moved to Other 5.4.2.3. 5.4.1.2-remove accredited from FSMOs (all sections). Section 5.4.2.1 move second bullet to Section 5.4.2.3

TNI NEFAP Nominating Committee Procedures

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	5-103 Rev 2	12/17/13	Update Section 5.4 to reflect current stakeholder groups and Section 6 to eliminate information on initial formation of the Executive Committee.
	5-103 Rev 3	1/13/15	Clarify FSMO Stakeholder group, define term for NEFAP ABs, and clarify that members cannot change stakeholder status between committees.
	5-103 Rev 4	5/16/16	The solicitation period has been reduced to 30 days. Maximum number of members in Stakeholder group removed.
	<u>5-103 Rev 5</u>	<u>1/15/19</u>	<u>Add Stakeholder definitions to Section 4, add ex-officio when describing NEFAP ABs, clearly define terms of membership and update NEFAP procedures regarding committee membership from the same organization to be consistent with the rest of TNI.</u>
	<u>5-103 Rev 6</u>	<u>7-xx-19</u>	<u>Add TNI language to Section 5.4 regarding membership from more than one organization. Expand language in 6.1 to make it clear ABs do not rotate off and to provide a procedure to extend membership time frame under extenuating circumstances. General edits for readability.</u>

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