

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
July 21, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on July 21, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 5 NEFAP EC committee members present. There were not enough members on the call to make any business decisions.

The minutes will be sent by email for vote or they will be reviewed at the next meeting. This will include the May and June 2021 minutes.

2. Voting SOP

Justin would like to receive some feedback on the updates made to this SOP. Justin highlighted that the additional NEFAP voting procedures are Veto Votes and Alternative Votes. Ilona shared some thoughts on veto votes. The reason to keep would be looking long term. Justin thinks it doesn't hurt to keep it. Tracy agreed

Alternative votes – we are having problems getting everyone on calls. An alternate may help with this. Justin would like to keep this.

Jacob thinks we should incorporate these two items and go ahead and look at finalizing the SOP.

Pamela thinks we should leave it as AB in the veto definitions to be consistent. We are thinking futuristically and maybe it isn't needed.

Need to add a time frame for supplying the rationale for a veto? Rereading it looks like it needs to be submitted with the vote.

Justin will consider the comments today and see if he gets more comments by email. The Committee will try to finalize this SOP by email or at the next meeting.

(Addition: The Committee reviewed SOP 5-102 by email and voted on its approval:

A motion was made by Paul to approve SOP 5-102 as sent by Justin on August 6, 2021 and to adopt SOP 1-102 (TNI Voting SOP). The motion was seconded by Tracy.

Vote:

Tracy (8/6/21) – For

Jacob (8/6/21) – For
Patrick (8/6/21) – For
Stephanie (8/6/21) – For
David Fricker (8/6/21) – For
Elizabeth Turner (8/6/21) – For

There were not enough votes to approve this SOP. It will need to be voted on again.)

3. Nomination Committee

Tracy gave an update:

- Member from EPA supplied by Norman.
- Associate wants to move-up to voting member.
- Previous member is interested in joining for at least a year.
- The Committee is near the finish line. There will be 4 candidates. The Nomination Committee needs to vote on the slate and send it to Ilona. Ilona will send to William for posting for TNI membership vote.

4. Subcommittees

No time for updates.

5. New Business

- Ilona reminded the group that the next metrics table needs to be looked at in August. We need to update the metric table. Justin will make sure everyone can make it.

6. Action Items

Action items can be viewed in Attachment B.

7. Next Meeting

The next meeting will be on Wednesday, August 18, 2021 at 1pm Eastern by teleconference. *(Addition: Meeting rescheduled for August 25, 2021 at 2:00pm Eastern.)*

Action Items are included in Attachment B.

The meeting was adjourned at 1:54pm Eastern. (Motion: Tracy Second: Jacob 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) Absent	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Absent	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*) Present	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Present	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
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) Absent	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Absent	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		shaas@etilab.com
Kevin Holbrooks		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
Carl Kircher		Carl.Kircher@flhealth.gov
Kirstin Daigle		PACE
Kim Watson		Stone Environmental
Katie Strothman		

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	Complete
279	Determine candidates and establish Nominating Committee	Tracy	2/28/21	Nominating committee formed and application due 3/15/21.
283	Update NEFAP Voting SOP to incorporate new TNI Voting SOP.	Ilona	5/14/21	Complete

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