

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
July 29, 2020

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on July 29, 2020 at 1pm Eastern. Attendance is included in Attachment A - there were 11 NEFAP EC committee members present and 3 Associate Members present.

The Committee will review the minutes by email or at a future NEFAP meeting.

Next month's meeting will be rescheduled to 8/26/20 so Webex can be used. Ilona will update the FreeConference invitation.

2. Training Subcommittee

The Training Subcommittee has started meeting. Paul Bergeron is Chair and Elizabeth Turner is Vice-Chair. They have discussed what the subcommittee needs to address:

- Training for ABs
- Training on Sampling Methods, matrices, etc ...
- Training on QS

There are many types of training they want to consider. They are looking at what type of training is feasible for NEFAP.

They are still trying to figure out a meeting schedule since Doodle is having some problems. They are looking a

Justin asked if Ilona can work with the training subcommittee after the conference is completed. She will start sitting in on meetings after 9/1/20.

3. Marketing Subcommittee

Halley is chairing the Marketing Subcommittee. They are reviewing the previous marketing plan. They will need to meet with the training committee before completion so their information can be incorporated into the new marketing plan. They hope to meet with the Training Subcommittee the third week of September.

They had some questions for the NEFAP EC:

- How does TNI feel about using YouTube videos? This is a possibility.

- What is TNI Policy for surveys? Work with Jan to send them out.
 - o Emails – Can they use TNI distribution lists? Yes, but it is something you would want to plan and not over use. Need Jerry Parr’s approval.
- Is it possible to get involved in writing the sampling section of the Standard? Ilona commented that the answer is yes. Quality Systems is working on the Standard now, but is currently focused on their public webinar.
- When does training and marketing need to meet? Needs to be done within timeframe of TNI Board. to meet mid to late September to hit the board’s target. There is overlap between the two committees and they could share meeting documents. Informal minutes have been kept.

Tracy created One-Drive to share documents with members of the workgroup.

Justin will be working with group.

4. New Business

Nomination Committee: Tracy is meeting with Geneva. Ilona will send committee list and wording from last year.

5. Action Items

Action items can be viewed in Attachment B.

6. Next Meeting

The next meeting will be on Wednesday, August 26, 2020 at 11am Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 1:43pm Eastern. (Motion: Elizabeth Second: Stephanie 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
Geneva Bowman (2021*) Absent	AIHA	Other	gbowman@aiha.org
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*) Present	Pace	Lab	Elizabeth.Turner@pacelabs.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
Halley Dunn Hastings (2022*) Present	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Present	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.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@dhsosha.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	X	Carl.Kircher@flhealth.gov
Kirstin Daigle		
Kieth Klemm		

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.
252	DRAFT COI SOP using NELAP SOP as a starting point.	Geneva	October 2019	Review DRAFT.
257	Ilona will provide a Word version of SOP 5-103 to update the SOP. Ilona will forward this to Keith to make a DRAFT update before the next meeting.	Ilona/Keith	10/14/19	SOP to be reviewed.

259	Complete DRAFT of SOP 5-104	Tracy	10/14/19	Needs to be reviewed. 3/25/20: Subcommittee formed to update this SOP based on SOP 7-101. Review update in April 2020.
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	
266	Work on SOP to decouple NEFAP AB Certificates from evaluations.	Ilona	TBD	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
268	Review SOP 5-104 and send comments by 5/1/20.	All	5/1/20	Complete
269	Prepare DRAFT NEFAP EC Strategic Plan Recommendation and send to Committee before next meeting.	Justin	5/1/20	Complete
270	Share SOP 5-104 with the PTPEC.	Ilona	5/19/20	
271	Send comments on the Strategic Plan DRAFT sent out 5/5/20 to Justin.	All	5/8/20	Complete

272	Prepare new Strategic Plan DRAFT to Committee.	Justin	5/15/20	Complete
273	Send recommendation to the TNI Board of Directors and send a copy to Committee members.	Justin	6/6/20	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	