

NEFAP Executive Committee
Meeting Summary
August 10, 2017

1. Roll call:

Justin Brown, Committee Chair, called the NEFAP Executive Committee meeting to order on August 10, 2017 in Washington, DC at 10:30am Eastern. Attendance is included in Attachment A - there were 9 committee members present.

Meeting minutes will be reviewed at the next regularly scheduled teleconference.

2. Overview

Justin reviewed the agenda for the meeting and then reviewed the history of NEFAP, accomplishments, information about the Strategic Planning Subcommittee and where the committee is today – Attachment D.

NEFAP is structurally sound, but interest is stagnant compared to other environmental areas. Growth is minimal. Advocacy efforts have slowed. Strategic Planning Group meetings have also slowed.

3. What Do We Do Now ...

Justin went through the questions in Attachment D and discussion is recorded below.

- There is no mandate. Russell feels awareness is an issue. He only became aware of NEFAP in February by coming to a meeting.
- We don't have a budget to support outreach.
- Shannon asked what is being accepted to support EPA's initiative on sampling. Mike asked if it is being implemented – he doesn't think it is being enforced. Marlene thinks that project officers are accepting competency based on historical work.
- Marlene said another avenue is opening up – she thinks investigations on sampling activity will drive NEFAP. She thinks there is a movement happening at state and federal level to do this.

- Calista was at a meeting where she emphasized that something needs to be done about quality of sampling before the next Spill like the Gulf spill. NOAA. Tracy noted that they accredit a lab involved in this and they need to look to see if a lab has a sampling division and encourage them to become accredited.
- Kim Watson: No one is forcing the demonstration of capability on samplers.
- Russell's customers are not asking for it.
- Shannon noted that people don't know the NEFAP name. They know the ISO name. Is there a way to align more with ISO?
- Kim Watson: The NEFAP AB websites present NEFAP differently on their websites. One uses the term NEFAP and other's refer to it differently. Also need to look at how FSMOs are promoting it on their websites.
- Kirstin asked if cost is an issue of the accreditation. The actual accreditation is not the issue, but what it takes to become accredited is the issue.
- Bennett noted the actual fees for accreditation are the bigger issue.
- Some states have an issue with requiring two accreditation – lab and field. Tracy noted that is not as big a problem for NGABs. They can audit an organization for 17025 and combine it with a NEFAP accreditation. Shannon wonders how we break the barrier to states? Shannon said name is a problem and cost is a problem. Kim thinks labs jump on FSMO accreditation when it is coupled with other accreditations.
- Shawn noted that the states are seeing that sampling is important as they are working on cannabis. Sampling has been the biggest elephant in the room for many years. How does the accreditation make things better?
- Paul emphasized that the petition for rule making needs to add the changes needed. Less waste. Less duplicated effort – benefits of NEFAP. Every state is different and each state needs to be approached separately.
- The clients of the engineering firms (DoD, etc) need to be convinced it is needed. Until that happens, engineering firms aren't going to want to pay more.
- Do we know stats of the website? We still need to finish updating the Website.
- When are people going to be burned by bad data? Shannon noted that they ran into 3 serious issues and that is why their state started emphasizing sampling. Maybe we need to check with others for examples.

Ilona pointed out that last meeting we talked about pulling fraud issues out of Jerry's presentation.

- Bennett thinks the mobile lab issue is an opportunity. When we look at mobile labs, is there a better way to provide both NELAP and NEFAP.
- Cheryl – She thinks that we need to look at the final new ISO 17025. The new standard will support NEFAP or maybe sampling will be stand-alone. Tracy does not think that the sampling section under 17025 is as good as NEFAP. Kim wants a representative sample and ISO 17025 will not get her there.
- Jake (works with Russell) – He doesn't care about the name. He's never seen an email. Ilona noted it is hard to build a good mailing list outside of TNI. Justin and Tracy worked off a paid mailing list and a majority of the emails bounced.
- Kirstin commented that ISO 17025 is a management practices standard. NEFAP is a best practices standard.
- Maybe NEFAP can look at the Ambassador Program Advocacy is doing with states and pick states, organizations or end users and do something similar.
- It was questioned whether NEFAP is using Social Media enough to reach out.
- A market strategy needs to be developed and then a budget can be determined. Shawn agreed to join the Strategic Planning Subcommittee.
- A public agency interested in FSMO accreditation commented that there isn't enough information or things of substance to sell the program to their management. A list of FSMOs would be help. Talking points on the value will be helpful.
- Shawn noted that sampling is a bigger deal in the new ISO 17025. He is concerned that there is not a marketing strategy. Where are the brochures? Marlene thinks that Advocacy is more aware of the need to support NEFAP.
- Be creative in raising funds to expand NEFAP. Sell T-Shirts at next meetings

4. New Business

None.

5. Action Items

Action items can be viewed in Attachment B.

6. Next Meeting

The next meeting of the NEFAP Executive Committee will be on August 16, 2017, the third Wednesday of the month, at 1pm Eastern. *(Addition: The meeting was postponed to August 30, 2017.)*

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

The meeting was adjourned at 11:58 PM Eastern.

Attachment A

Participants TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Kirstin Daigle Vice-Chair Present	Stone Environmental, Inc.	Other	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Present - Tracy	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2016*) Absent	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Absent	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Seb Gillette (2018) Present	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Morgan Greenwald Absent	Cascade	FSMO	802-229-2197	mgreenwald@cascade-env.com
Shawn Kassner Absent	Neptune and Company, Inc.	Other	303-981-2780	skassner@neptuneinc.org
Carl Kircher (2016*) Present	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Janis La Roux (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
Cheryl Morton (2018) Present	AIHA	Other	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Zaneta Popovska (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@anab.org
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Russell Schindler (2020*) Present	SampleServe.com	FSMO	231-218-7955	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B
Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
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 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.
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 Tulsa Meeting	12/11/15: Ilona will resend them to Doug so he can prepare comments by Tulsa. SENT REMINDER
159	Review how new members are added to the Recognition Committee and find what the 4 year renewal date is.	Ilona	May 2016	On hold until PTP/NEFAP Evaluation Workgroup completes its work.
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting. 12/11/15: Kim will talk to Marlene and find out when this can be expected. REMINDER SENT
164	Review White Paper.	Kim Justin	4/30/15	12/11/15: Justin will review it

	Action Item	Who	Expected Completion	Actual Completion
				and send it to Kim working on for something in 2017. 4/24/17: Kim rewrote it and will send it to Justin for final review before sending to the committee.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
194	Provide information about using the Field Standard beyond what is typically thought of as environmental (e.g., Food).	Tracy	Before next Strategic Subcommittee Meeting.	
195	Re-do “Why NEFAP?” videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	
204	Review the Internal Audit Checklist and get comments back to Ilona.	All	3/6/17	In Progress – Need final SOPs
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
208	Contact new committee members after voting result is complete.	Justin	5/2/17	
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
216	Distribute SOP 5-102 and 5-104 to Policy Committee.	Ilona	Prior to next meeting.	Complete
217	Update Jerry’s NEFAP presentation and send back to NEFAP EC for final approval as a template.	Justin	TBD	
218	Pass along information about AnalytiX Conference.	Kirstin	8/1/17	Complete

	Action Item	Who	Expected Completion	Actual Completion

Attachment C

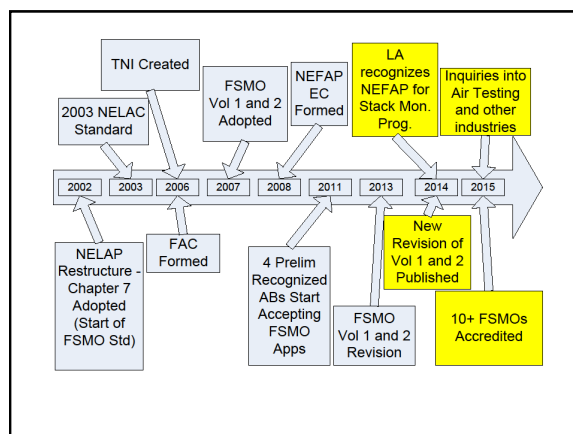
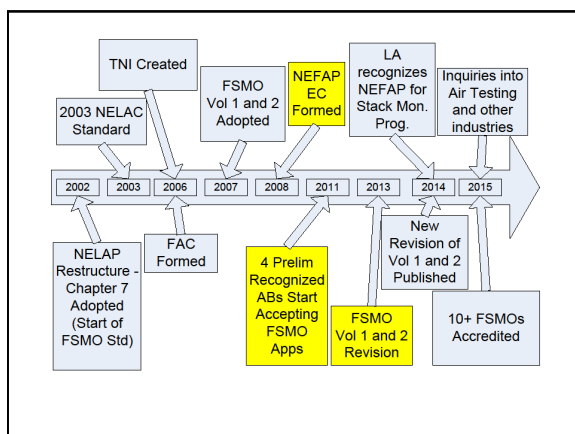
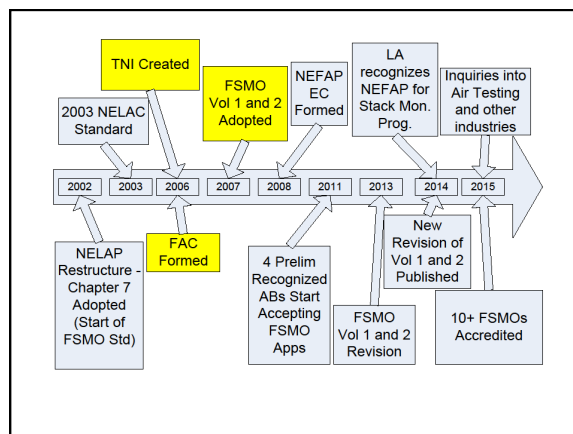
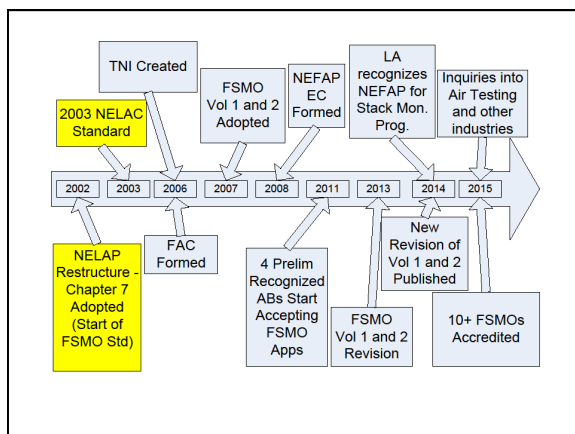
Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2017	
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			



Committee Roster

- Justin Brown (Chair) – EMT
- Kirstin Daigle (Vice Chair) – Stone Environmental
- Zaneta Popovska – ANAB
- Shawn Kassner – Neptune Associates
- Janis Villarreal – H&P Mobile Geochemistry
- Michelle Bradac – A2LA
- Richard Rago – Haley & Aldrich
- Harry O' Neill - Beacon
- Cheryl Morton – AIHA
- Carl Kircher – Florida DOH
- Seb Gillette – US Air Force
- Calista Daigle – Dade Moeller
- Nilda Cox – Eurofins Eaton Analytical
- Paul Bergeron – LELAP
- Doug Berg – PJLA
- Russell Schindler – Sample Serve
- Morgan Greenwald - Cascade



Accomplishment's and Activities

- Charter, SOPs reviewed and updated
- Board approval to establish group within TNI to evaluate application of field activities (mobile labs) across all programs
- Board approval to allow NEFAP for use in other industries (i.e. cannabis)
- Combining evaluation process with PT program



Strategic Planning Subcommittee

- Established in 2015 in response to TNI Board Strategic Plan
- Develop Focused approach to marketing NEFAP
- Determine method for educating community on NEFAP
- Develop mechanism for implementation – identify resources, responsibility, monitor progress etc.
- Evaluate and provide input to EC on expansion of NEFAP



Where we are now

- Structurally very sound; solid procedures, defensible evaluation process, quality ABs
- Interest is stagnant from traditional (environmental) areas
- Growth is minimal with <5 new FSMO's/year
- Advocacy efforts has slowed only 1-2 presentations/year
- Strategic Planning group meetings have slowed



So What do we do?

- What are the major obstacles to growth?
- How do we generate interest?
- How do we overcome those obstacles?
- What changes do we need to make?
- What (actionable) items need to happen to reinvigorate this program?
- What is our vision of success and how do we get there?



Quality

“The Quality of the Data Can Only be as Good as the Quality of the Sample”

Environmental Data Quality Cannot Be Assured
Unless There Are Quality
Standards for All Steps of the Sample
Collection AND Analysis Processes.

