

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
August 21, 2019

1. Roll call:

Tracy Szerszen, Vice-Chair, called the NEFAP Executive Committee to order on August 21, 2019 at 1:05pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present. Associates: Shannon Swantek, Justin Brown, Elizabeth Turner, John Moorman and Scott Haas.

The July minutes were reviewed on screen using Webex. There were not enough members on the call to vote, so Tracy asked if any changes need to be made to the minutes before it is sent out for an email review. A correction to the next meeting date and text needs to be made #10. Tracy will let Ilona know. The minutes will be voted on in email or discussed at the next meeting.

2. Strategic Planning Meeting - Worksheet 11

Justin summarized the purpose of Worksheet 11 and noted that the TNI Board asks each Program to do a self-evaluation every 5 years using this worksheet. There is an upcoming TNI Strategic Planning meeting mid-October in Washington, DC. This is our opportunity to take a good look at where we are, where we want to go and what we need to be doing to get there. Justin reviewed the previous Worksheet 11 and made some changes and comments. He will review the worksheet on the call today.

Program Description

Justin commented that we need to focus on what the program does and not what the committee does. He had everyone read the text currently there. It is broad.

Scott asked if it should be NEFAP Program? Doesn't the P in NEFAP cover Program? Justin agreed and noted there are other things that need to be made consistent when the document is reviewed.

What is the need of the community this Program is trying to meet?

Tracy noted that we should look at how can the client can use the accreditation as a tool when writing contracts or sampling plans.

Justin – There is a need for accreditation to ensure better sampling.

Is the need that the field data is bad? Are we trying to force people into accreditation – cramming it down their throat? We should instead come at it from another standpoint.

Russell reminded everyone that Ford has an accrediting program for sampling and they accredit by media. He thinks there is a huge difference in how you work with the different medias.

Why is Ford spending their time accrediting field samplers – why aren't they requiring NEFAP instead? It eliminates this cost to them. Is there benefit to using a third party? Russell and Justin noted that if you are accredited by NEFAP you don't have to go through their whole process. Ford doesn't charge the samplers for going through their process. They are not rubber stamping NEFAP - they are still looking at the applications.

Justin noted that he talked about this with Ford in the past and they said they got some push back and that organizations preferred to go through something Ford put together.

Shannon finds it interesting that there are these companies that are developing these sampling programs. Why? Was there a hole? Did they not know about NEFAP? Scott – companies are recognizing that sample integrity is important to the whole data integrity process. DoD recognizes the importance, but the decision makers don't want to hassle with it.

Shannon – Do they even know the option is available? We are not putting it in front of the right people.

What is the need of the community?

Pamela – sampling can be the weakest link.

Shannon noted that the labs will now need to assess the risk of having sampling be the weakest link.

FSMOs have ability to show they know what they are doing.

Justin will look at these comments and put some language in it to give it a start.

Target Audience

Leave target audience as it is.

Impact

Hard to answer this until the first question is answered.

Program Output

Justin reviewed the outcome of program. It needs more work.

Measures of Success

Are these correct? Ilona suggested looking at the Charter measures of success for ideas.

Continue to grow the program into other areas outside of the environmental field.

Evidence on impact –

Ilona suggested looking back at the Why NEFAP videos.

Look at the annual reports given by the NEFAP Chair each year. Ilona will send to Justin.

Expanding into other areas?

Ilona noted that we haven't had the numbers impact, but we have impacted organizations. Justin agreed. Organization impact, but not national impact.

Tracy feels like we are starting over – just haven't had the impact. She thinks we will see some changes made in the next year by getting our name out there.

Justin emphasized that we want to be honest with ourselves and take our weaknesses and work through it.

What do the clients consider to be of value?

Can't have increased marketability until the program is better known.

Conformance to international standard. Can be accredited, but don't have to go through ISO/IEC 17025 accreditation.

How do we measure success?

Need to go back to the first question.

Is a goal of 1000 FSMO's realistic? What other benchmark's are there?

When someone needs a sampling standard ... they come to us first.

This organization becomes the one that people come to when they need expertise in sampling.

Do at least a certain number of presentations each year at key meetings. Take advantage of people already going or put this in our budget to send some for this purpose.

Greatest Strengths of the Program?

What is already written looks pretty good.

Greatest Weaknesses of the Program?

Standard needs to be beefed up. Scott noted that feedback from the NEFAP EC would be greatly appreciated.

What are the trends in the industry?

Need to talk to Ford about what they are doing? Could NEFAP benefit them? Save their resources?

Justin will continue to work on updating Worksheet 11 and provide a DRAFT at the next meeting. A Subcommittee will be formed to continue work on this document.

3. Nominating Committee

Jeremy and the nominating committee decided to present all 6 candidates:

Paul Bergeron – his term has been extended. other

Elizabeth Turner - other

Halley Dunn - other

Suzie Nawikas - FSMO/lab

Stephanie Sparkman – FSMO/lab

Ryan Pangelinan – Oregon health

These additions will bring the total number of committee members up to 18 again:

7 Lab

3 AB

8 Other

Ilona will send a voting link to the committee when she receives it from William.

4. New Business

Ilona noted that TNI will extend the internal audits done last year to all TNI Committees/Programs. She will update the checklist with new SOP information and send it to the Policy Committee for review. The information to start the internal audit should be ready in mid to late October.

5. Action Items

Action items can be viewed in Attachment B.

6. Next Meeting

The next meeting will be on Wednesday, September 19, 2019 at 1pm Eastern by teleconference. *(Addition: The meeting was delayed to September 25th at 11am Eastern.)*

Action Items are included in Attachment B.

The meeting was adjourned at 2:35pm Eastern. (Motion: Jeremy Second: Calista Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present – After 1:40 to 2pm	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*) 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
Nilda Cox (2019) Absent	Eurofins Eaton Analytical Inc	FSMO/Lab	nildacox@eurofinsus.com
Calista Daigle (2019) Present		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*) Absent	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019) Present – 2:00 -2:11pm	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*) Present	SampleServe.com	FSMO	schindler@sampleserve.com
Iona Taunton (Program Administrator) Present at 1:20	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	
255	Provide DRAFT of Worksheet 11 to NEFAP EC before September meeting.	Justin	9/18/19 <i>(Addition: Changed to 9/25/19)</i>	

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	