

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**September 24, 2020**

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on September 24 2020 at 1pm Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present and 4 Associate Members present.

The meeting minutes from September 3, 2020 were pulled up on Webex for review. A motion to approve the minutes with a change to the date and a change from NELAP to NEFAP in Section 2 was made by Paul. The motion was seconded by Elizabeth. Vote: For – 7, Against – 0 Abstain – 0. The vote will be completed at the October 7, 2020 meeting.

The July minutes needed additional votes to finalize them. The following approved votes were added: For - Paul, Jeremy, Patrick, and Ryan.

An extra meeting will be held on October 7, 2020 at 1pm EDT. (Addition: Meeting changed to October 13, 2020 at 10:30am EDT).

2. Training and Marketing Workgroups Update

Paul reported. The Training Workgroup is gathering their data for the training needs, resources and costs. They had a combined call with the Marketing Workgroup and Paul, John Moorman and Elizabeth joined a TNI Training Committee meeting to discuss FSMO training needs.

Halley shared the Marketing Workgroup's document with the Training Workgroup. They have been invited for a joint meeting by the marketing group. They are working on putting their information into the joint document.

Paul asked when it is due. Justin noted 10/12/20 and reminded everyone about the NEFAP EC meeting on October 7, 2020.

Halley asked how much detail is needed. The Board is expecting a single document from the NEFAP EC. The more detail the better so it will alleviate questions.

The Marketing Workgroup is working on dates for their portion and how to incorporate training.

Ilona commented that if an extension is requested, it should include some update and will likely need to be even more detailed when it is finalized.

Halley asked if they can do a survey to help with some of the training information they need. Ilona noted that this can be done and that Jan Wlodarski can mail it out with Mail Chimp.

### 3. Metrics

Justin pulled up the document where the Committee originally discussed metrics that could be established:

- Growth in numbers of participants.
- Growth in number of TNI members from FSMO community.
- Number of training courses available.
- Number of people that have completed training courses.
- Increase in standard purchase
- Increase in revenue to program.
- Tangible increase in exposure to market via marketing efforts (ie.e number of presentations, articles published, white papers published, etc.)

Justin asked for input.

Paul recommended that we focus on sustainability instead of just growth. The existing ABs have reached a certain number of facilities. Do we need to measure growth in our industry? If there is growth ... we should see growth. If there is a downturn, this could affect NEFAP. The demand for accreditation could decrease.

Haley asked if there is a metric to see how our name recognition is doing? Historically name recognition has been an issue. Justin commented that he is not sure how to measure. Ilona noted that requests for search engine optimization might be appropriate to discuss with Advocacy. They can't meet with Advocacy until their October meeting.

Justin thinks thoughts along this line are great. It would show progress even if some of the actual growth hasn't started yet.

John asked if numbers are needed. Justin noted that they do want to see targets. John asked if there are benchmarks and are similar metrics being asked for of other TNI programs. Ilona noted that the benchmark would be information about the growth of NEFAP from the start. What are standard sales?

Are there other ways that we can show progress is being made?

Scott suggested looking at number of trainings and workshops and attendance. Paul's suggestion to look at the industry is good.

Tracy suggested looking at what industries could require NEFAP.

Justin – Need to know where we are to know if we are seeing increases. We need to establish our current benchmarks.

John asked if there is information about retention of accredited FSMOs.

Justin will take a first attempt at the metrics with the thought of what was discussed. The Committee will review this on October 7, 2020.

#### 4. Nominating

Tracy asked if it was OK to nominate Paul again. His membership was extended.  
*(Addition: Ilona followed up with Jerry Parr. Generally the extensions are for 3 years, so Paul should be fine on the Committee and should not need to be extended another year.)*

#### 5. SOPs

Work on SOPs has been placed on the back burner while finishing up the strategic plan. Ilona gave an update on the Complaint/appeal SOP. Policy finished their review and NEFAP can review their comments when ready.

#### 6. New Business

None.

#### 7. Action Items

Action items can be viewed in Attachment B.

#### 8. Next Meeting

The next meeting will be on October 7, 2020 at 1pm Eastern by teleconference.  
*(Addition: The meeting was rescheduled to October 13, 2020 at 10:30am Eastern).*

Action Items are included in Attachment B.

The meeting was adjourned at 2:24pm Eastern. (Motion: Paul Second: Jeremy Unanimous approval.)

## Attachment A

## TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Chair <b>Present</b>	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020)  <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*)  <b>Present</b>	AIHA	Other	gbowman@aiha.org
David Fricker (AB)  <b>Absent</b>	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*)  <b>Absent</b>	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*)  <b>Present</b>	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*)  <b>Absent</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*)  <b>Absent</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2021*)  <b>Present</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*)  <b>Absent</b>	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*)  <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.com
Patrick Selig (AB)  <b>Present</b>	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*)  <b>Absent</b>	CS Laboratories, Inc.	FSMO	sparkman@cslaboratories.com
Ryan Pangelinan (2022*)  <b>Present</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsosha.state.or.us">Ryan.pangelinan@dhsosha.state.or.us</a>
Norman Rodriguez-Iglesias (2021*) <b>Absent</b>	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*)  <b>Absent</b>	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

<b>Associate Members</b>	<b>Attendance</b>	<b>Contact Information</b>
Marlene Moore		mmoore@advancedsys.com
John Moorman	X	jmoorma@sfwmd.gov
Scott Haas	X	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
Beth Durman		bdurman@aiha.org
Carl Kircher	X Added 2pm	Carl.Kircher@flhealth.gov
Kirstin Daigle		PACE
Kieth Klemm		ANAB
Beth Furman	X	AIHA

**Attachment B**

**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>3/5/15</del> 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.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				reminder to Norman.
252	DRAFT COI SOP using NELAP SOP as a starting point.	Geneva	October 2019	Review DRAFT.  Completed and sent to Policy.
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.  Complete

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.  Completed and send to Policy Committee
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	End of September
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	
270	Share SOP 5-104 with the PTPEC.	Ilona	5/19/20	Complete
274				

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	