

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
September 25, 2019

1. Roll call:

Tracy Szerszen, Vice-Chair, called the NEFAP Executive Committee to order on September 25, 2019 at 11am Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present. Associates: John Moorman, Kevin Holbrooks. Guest: Beth Durman (AIHA).

The July minutes were reviewed on screen using Webex. A motion was made David to accept the July 17, 2019 minutes as written. The motion was seconded by Jeremy to accept the July minutes and unanimously approved by the members on the call.

A motion was made by Tracy to accept the August 6, 2019 minutes with the addition of Steve Clark's last name and affiliation to DOE, a correction to Halley's and Beth Durman's names and a correction to the spelling of "easier". The motion was seconded by Keith and unanimously approved by the members on the call.

A motion was made by Jeremy to accept the August 21, 2019 minutes with the correction of the spelling of Halley's name and removal of the note that the action items were reviewed. The motion was seconded by Keith and unanimously approved by the members on the call.

The vote on all 3 motions will be completed by email.

(Addition: The vote was continued by email:

Norman 9/30/19 – For all 3

David Fricker 9/27/19 – For all 3

The motions passed and the minutes will be posted.)

2. New Membership

Kirstin welcomed the new Committee members. New members are as follows:

- Paul Bergeron (Other-AB) – Louisiana DEQ
- Elizabeth Turner (Other) – Pace Analytical Services
- Halley Dunn Hastings (Other) – NV5
- Suzie Nawikas (FSMO/Lab) – H&P Mobile Geochemistry, Inc.
- Stephanie Sparkman (FSMO-Lab) – CS Laboratories, Inc.
- Ryan Pangelinan (Other-AB) – Oregon Health Authority

Kirstin noted that Shawn Kassner will be resigning from the Committee since the addition of Elizabeth and Shawn's new job puts three Pace Analytical Services employees on the Committee.

3. Complaint

Kirstin provided some history on the complaint. The following complaint was received on May 30, 2018:

The FSMO organizations are telling me that some ABs allow CABS to go 2 yr from the surveillance audit as opposed to being audited fully every 2 yr.

This puts some ABs at an advantage.

We need to be sure ALL ABs are doing the same thing

Kirstin, Carl and Cheryl were the members of the subcommittee investigating the complaint. The original documentation was lost and has now been re-created and submitted to the Committee by email.

Kirstin reviewed the written response.

Tracy that it is important that the FAC base their Standard update on this section as it relates to ISO/IEC 17011:2017. Kirstin will add this to the complaint record.

A motion was made by Tracy to accept the complaint resolution as sent by Kirstin with the agenda with the addition of Tracy's suggestion that that the FAC review the information in light of ISO/IEC 17011:2017. The motion was seconded by Geneva. Vote: Tracy and Keith abstained, and the remaining 8 members voted For. The motion passed.

Kirstin will send a response to the complainant and a copy to the NEFAP EC.

4. SOP 5-103 – Review Policy Comments

The following comments were received from the Policy Comment. The comments were reviewed and the Committee's responses are in blue.

- All plural nouns, especially FSMOs, should not have an apostrophe before the letter "s". Please do a global search and replace for these. – **OK**
- §3 – The NEFAP Voting and Election Process SOP 5-121 should be added to Related Documents. **OK**
- §4 – need a definition of "regulated industry" – suggest using "subject to federal or state environmental rules". **Add local**

- §5.4 – in the first paragraph, remove the final sentence, and check the remainder of the document for other references to “ex officio”. Replace the second added paragraph with the language from SOP 1-101 §7.1.3 about committee diversity. [Will remove ex officio throughout the labs. Will also review language to add.](#)
- §5.4.1.2 – add a bullet to encompass other possibilities, such as captive labs. [OK](#)
- §5.4.1.3 – replace second use of “stakeholder groups” with “organizations”. [OK. Makes sense.](#)
- §5.4.2 – not all groups have criteria. Remove the entire section since it is duplicative of §5.4.1 and the criteria were removed. Add in some other location information about whether NEFAP ABs are elected or appointed and that the individual representing the AB on the committee is determined by the AB itself and not by the committee. [OK](#)
- Recommend rearranging the document to discuss elected and appointed members separately, perhaps in §5. [OK](#)
- §5.4.2.3 – eliminate “ex officio” completely, and end the section after the word “measurement”. [OK](#)
- §5.7 – fix the grammar and paragraph spacing.
- §5.8 – add a space between “them” and “of the”, and delete the adjective “registered”. [OK](#)
- §6.1.1 – add “beyond the second term” to the first sentence and change “TNI Board” to “TNI Board Chair”. [OK](#)

The only think that looks like it could be controversial could be the definition of regulated industry. Does this impact the previous discussions on stepping outside of environmental?

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.

5. SOP 5-104 (Complaint/Dispute/Appeal)

Tracy reviewed this SOP during the May 22, 2019 meeting. There was something about conflict of interest that needed to be considered. Need to develop our own Conflict of Interest procedure.

Ilona forwarded a version of a COI SOP from LASEC last Spring. Kirstin asked if someone could work on the COI SOP. Geneva will work on this DRAFT and prepare it for the next meeting.

Tracy will continue work on SOP 5-104. She will need the new Combined Evaluation SOP to include in it. Ilona will send it.

6. Status for AB Renewal

Marlene is looking at doing an evaluator training in February 2020. The application will need to be completed by the end of October and the checklist will need to be done by the end of November. The intent is to send applications out by January 2020.

7. Strategic Planning Meeting - Worksheet 11

The Committee received an extension on the worksheet to October 8th. Kirstin got more feedback on how to fill it out. It should be based on current needs of the program.

Kirstin will take all the information. Tracy and Justin will also help pull this together. A larger workgroup will review it. It will then be reviewed by the NEFAP EC before it goes to Jerry.

Jerry noted that NEFAP was focused on environmental and this lines up with TNI's Mission. Other potential markets will be added to the bottom of the document.

There are 16 FSMOs accredited - 6 international and 10 in the US. Three are municipalities.

Kirstin asked that people watch their email the first week of October. The DRAFT Worksheet 11 will be distributed for comment by email.

8. New Business

None

9. Action Items

Action items can be viewed in Attachment B.

10. Next Meeting

The next meeting will be on Tuesday, October 15, 2019 at 1pm Eastern by teleconference. NOTE: This meeting date is a day ahead of the normal schedule.

Action Items are included in Attachment B.

The meeting was adjourned at 12:38pm Eastern. (Motion: Tracy Second: Jeremy Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Present – Joined 11:20am	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*) Present	AIHA	Other	gbowman@aiha.org
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*) Present – Joined 11:50am	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*) 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
Shawn Kassner (2020*) Absent	Neptune and Company, Inc.	Other	skassner@neptuneinc.org
Carl Kircher (2019) Present – Joined 11:55am	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*) Absent	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) Present	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>	
256	Kirstin will send a complaint response to the complainant and a copy to the NEFAP EC.	Kirstin	10/15/19	
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	
258	Prepare first DRAFT of COI SOP.	Geneva	10/14/19	
259	Complete DRAFT of SOP 5-104	Tracy	10/14/19	
260	Be prepared to comment on Worksheet 11 by email the first week of October	All	10/4/19	

	Action Item	Who	Expected Completion	Actual Completion
261				

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2019	
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	