

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**September 3, 2020**

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on September 3, 2020 at 1pm Eastern. Attendance is included in Attachment A - there were 7 NEFAP EC committee members present and 3 Associate Members present.

The meeting minutes for July 29, 2020 were pulled up on Webex for review. A motion to approve the minutes as written was made by Tracy. The motion was seconded by Elizabeth. Vote: For – 7, Against – 0 Abstain – 0. The vote will be completed by email or at the next meeting.

This meeting substitutes for the August meeting.

An extra meeting will be held on October 7, 2020 at 1pm Eastern.

2. Training Workgroup

Three members met 8/21/20. Paul got a memo from US Department of Interior with a directive to get training for sampling and analysis. It specifically said NELAP is an accreditation option. He distributed a copy to the NELAP EC.

Paul reached out to Adrian Hanley (EPA Office of Water) to see if there are any future plans to add information about sampling to the Method Update Rule. He said while there is an occasional sampling method published by the EPA, there are no current plans to add any to 40 CFR Part 136 in the near future.

Many FSMOs are choosing to get accredited to ISO/IEC 17025 because they may think it is less expensive.

Need to be aware that FSMO organizations and ABs need training. Quizzes should be provided and scored.

There is a TNI Competency Task Force the group is looking into see if there is any overlap with what this Workgroup is looking at. Initial thought is that it does not overlap. Ilona noted that NEFAP does have members on the TNI Training Committee.

The NEFAP EC will need to start driving things to a conclusion so a final work product can be sent to the TNI Board in the next 5 weeks or so.

### 3. Marketing Workgroup

Halley is chairing the Marketing Workgroup Tracy provided an update for the Workgroup.

They have some targets they are working on:

- Looking at website
- Looking at marketing material ... like the trifold.
- Identified industry groups where presentations can be given. They are targeting people to talk to.
- Workgroup members are contacting states to see what their needs are.
- John is doing a NEFAP presentation on 10/21 at FSEA. Can we advertise this? Newsletter? Announcement?
- Tracy will be added to the TNI Advocacy Committee agenda this month. Need to check with Marlene to see if she wants to continue to represent NEFAP or if someone like Halley should ask to be a part of the committee. Ilona noted Jerry mentioned TNI is looking at some options to increase web presence.

John Moorman asked about TNI presence on FB, Linked-In and Twitter. Ilona noted that TNI has been active in these sites in the past. They were linked more to NEMC and at one point they decided not to pursue Linked-In. This is another topic to bring up with Advocacy and Ilona thinks they would welcome the conversation and be supportive of NEFAP becoming active in these sites. NEFAP would need a plan on how they want to use them and how they will keep them updated.

### 4. Plan to TNI Board

Justin would like to see the Marketing and Training Workgroups meet mid September to start working on a combined plan document. Justin will need to start working on how to prepare the report to the TNI Board. The NEFAP EC also needs to work on metrics.

The plan needs to include what we want to do, how we plan to do it and what the timing is. It needs to be submitted to Jerry by 10/12/20 so it can be reviewed by the TNI Board on 10/14/20. The NEFAP EC will plan an additional meeting on 10/7/20 to help prepare the plan.

### 5. Nomination Committee

They are trying to figure out if it is possible to extend a member's committee membership. The Nomination Committee needs to be formed so it will be ready to vote on candidates. Russell needs to be talked to about interest in starting a second term and there is one vacant spot.

## 6. New Business

Need to finalize SOPs and work on our NEFAP Internal audit checklist. We also need to consider working on SOP 5-101. Ilona will work on an SOP to decouple recognition from evaluation (by end of September).

The evaluation checklists need to be completed before applications can be sent for renewal to the ABs. The timeline for applications has probably shifted to the end of the year.

## 7. Action Items

Action items can be viewed in Attachment B.

## 8. Next Meeting

The next meeting will be on Wednesday, September 16, 2020 at 11am Eastern by teleconference. *(Addition: Since it is a 5 week month and the Workgroups won't have their combined meeting until 9/22, the meeting was rescheduled to Thursday, 9/24/20 at 1pm EDT).*

Action Items are included in Attachment B.

The meeting was adjourned at 2:03pm Eastern. (Motion: Elizabeth Second: David. 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>Absent</b>	AIHA	Other	gbowman@aiha.org
David Fricker (AB)  <b>Present</b>	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*)  <b>Present</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>Absent</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>Absent</b>	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*)  <b>Absent</b>	CS Laboratories, Inc.	FSMO	ssparkman@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

Associate Members	Attendance	Contact Information
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	Carl.Kircher@flhealth.gov
Kirstin Daigle		
Kieth Klemm		

**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	