

NEFAP Executive Committee
Meeting Summary
September 9, 2016

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on September 9, 2016 by teleconference at 11:05 am Eastern. Attendance is included in Attachment A - there were 8 committee members present. Associates present: William Batschelet, Mike Miller, and Alexandra Pond (A2LA).

The minutes from the July 15, 2016 and August 9, 2016 minutes were reviewed. A motion was made by Calista to approve the July 15, 2016 minutes as written. The motion was seconded by Paul and was unanimously passed.

The August 9, 2016 were reviewed. The committee nomination voting results will be included in the minutes. Kim reminded everyone that Carl, Paul, Calista and Nilda were reestablished on the committee. Carl noted that an addition should be made to the minutes to highlight that there is a difference between ISO 17011 and 17025. There are 9 section numbers for ISO 17011: Section 7 is going to be called Process Requirements, Section 8 is Information Requirements and Section 9 is Management System Requirements. Carl also noted that ISO 17011 is now being voted on. Ilona checked with Jerry about getting a copy from ANSI.

Carl motioned to approve the August 9, 2016 minutes with three additions – add membership voting results, difference between ISO 17011 and ISO 17025, and that a Draft International Standard (DIS) for ISO 17025 is expected in Spring. The motion was seconded by Nilda and unanimously approved.

2. Charter Update

Kim will send out a copy of the charter for review before the October meeting. She will also do a member check-in this month since we have been missing people at our meetings.

3. Elections

Carl, Paul, Calista and Nilda were all voted back onto the committee during the recent vote.

The Chair and Vice-chair will be nominated and approved at the next meeting. Please be thinking about nominations for Chair and Vice-Chair. Send messages to Ilona and Kim.

4. Strategic Planning Subcommittee.

Kim talked to Marlene yesterday and she is doing well. She will be back to help with the NEFAP effort soon. She won't be traveling for awhile, but will be working from home.

Justin is not on the call, but he provided a flowchart that he wants comment on. Ilona suggested that people open the TNI website and look at what is there now.

Comments:

There are three sections being suggested for addition: ABs, Advocacy and Why NEFAP? There is too much currently under FSMO Resources. Everyone was in agreement with this change.

Everyone was asked to continue to review this information and get comments back to Justin and Ilona in the next week.

5. Mobile Laboratory Subcommittee.

Kim and Paul will use the minutes from the last subcommittee meeting to prepare a formal letter to the TNI Board of Directors.

Paul has already begun recruiting members for an ad hoc committee from the NELAP AC. Paul put it on the agenda of the last NELAP AC meeting. People will contact him if they have interest.

Preparation of the letter and review and approval will be by email so that it can be presented to the Board of Directors on 10/12/16. Ilona will send out reminders if she doesn't see anything.

6. Action Items

See Attachment B. Action items were reviewed and additions were annotated in the table.

7. New Business

- Carl encouraged everyone to review the Draft ISO 17011 and submit comments. Contact Carl if you have any questions.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be October 15, 2016 by teleconference.

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

The meeting was adjourned at 11:53 pm Eastern. (Motion: Calista Second: Paul Unanimously approved.)

Attachment A

**Participants
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Kim Watson (2017) (Chair) Present	Stone Environmental, Inc	FSMO	(802)229-2196	kwatson@stone-env.com
Zaneta Popovska (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@l-a-b.com
Doug Berg (AB) Absent	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2016*) Present	LELAP	AB	225-219-3185	Paul.bergeron@la.gov
Justin Brown (2018) Vice-Chair Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Troy Burrows (2017*) Absent	STAC (Golden Specialty, Inc.)	AB	(281) 984-7021	TBurrows@goldenspecialty.com
Nilda Cox (2016*) Present	Eurofins Eaton Analytical Inc	Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2016) Present	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
Carl Kircher (2016*) Present	Florida DOH	AB	904-791-1574	Carl_kircher@doh.state.fl.us
Cheryl Morton (2018) Absent	AIHA	AB	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Janis Villarreal (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.villarreal@handpmg.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
106	Mobile Lab Issue – Subcommittee to begin work. From Backburner: Evaluate overlap issue with NELAP and DoD ELAP regarding mobile labs. (Originally brought up 8-6-12 meeting.)	Kim, Scott, Doug Berg, John, Mike, Paul and Marlene.	Ongoing	3/28/13: Subcommittee will begin work in April. Questionnaire will go out first. 6/12/13: Survey will go out this week. 10/10/13: Survey will be sent to 2 more lists of people. COMPLETE – recommendation forwarded to TNI BoD.
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	4/10/15: Kim will follow-up on this. 12/11/15: Sent last week.
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	Ilona will put the actual dates for AB renewals on the back burner.
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting. 12/11/15: Kim

	Action Item	Who	Expected Completion	Actual Completion
				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 and send it to Kim for finalization in the next month.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
187	Invite John Philips to send in an application for committee membership.	Tracy	6/9/16	Complete
188	Send budget info to Strategy Subcommittee.	Kim	6/9/16	Complete
189	Update Mobile Laboratory Scope	Kim, Paul	7/7/16	CANCEL
190	Prepare request to TNI Board to form some sort of a Task Force committee to complete the work started by the Mobile Laboratory Subcommittee.	Kim, Paul	9/2/16	
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2016	
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	
10	Complete DRAFT Training SOP for EC review.	n/a	