

**NEFAP Executive Committee**  
**Meeting Summary**  
**April 24, 2017**

1. Roll call:

Kim Watson, Committee Chair, called the NEFAP Executive Committee meeting to order on April 24, 2017 by teleconference at 11:00am Eastern. Attendance is included in Attachment A - there were 5 committee members present. Associate Members present: William Batschelet, Kirstin Daigle, and Marlene Moore.

The minutes for the March meeting were reviewed. A motion was made by Paul to approve the minutes from March 8, 2017 with the correction of Kirstin's name. The motion was seconded by Rich and unanimously approved.

2. Charter

Kim will be finishing up the new formatting for the Charter this week and will send it out for final comment. Once all comments have been addressed, it will be opened up for voting. Ilona will send Kim an example of the PT Program Charter.

3. Strategic Planning Subcommittee Update

The Action Plan was updated at the last meeting. The subcommittee is focused on Advocacy and they have been working on the website update.

Ilona noted that testimonials are being requested. Tracy has had one person respond to her request for a testimonial. Kim will contact Zaneta (ANAB) and Michelle (A2LA) to bring them up to speed on this request and ask them to get testimonials from FSMOs and their clients.

Paul commented that he was on the NELAP AC agenda and asked their accredited facilities to use NEFAP accredited FSMOs.

Kirstin noted that Advocacy added promotion of NEFAP on their Charter.

Marlene has been working on the website and more detail is now available. Ilona will send Marlene's message to the NEFAP EC for input. Marlene is asking for their comments.

Kim commented that some of the AB websites are harder to work with to find FSMO accreditation. Kim will send Zaneta and Doug a message to confirm what she is suggesting to make it easier.

#### 4. Committee Membership Vote

New members will need to be notified after the vote is completed. William was not able to get the final vote tally to Ilona before the meeting today.

The committee decided to go ahead and discuss new leadership for the committee with the assumption that new members have been voted onto the committee. If there are any problems they will be reviewed and corrected at the next meeting.

Paul nominated Justin for Chair of the NEFAP EC. There were no other nominations.

A motion was made by Paul to approve Justin Brown as Chair of the NEFAP EC. The motion was seconded by Tracy and unanimously approved. Ilona will follow-up with the new members for their vote.

Justin Brown nominated Kirstin Diagle for Vice Chair pending her acceptance as a committee member. Kirstin is willing to fill this role. There were no other nominations.

A motion was made by Paul to approve Kirstin as Vice Chair of the NEFAP EC. The motion was seconded by Rich.

Discussion:

Ilona noted that Kirstin is not new to TNI, just to this committee. She has participated in the last few NEFAP EC meetings and has historically chaired LASEC and the PT Expert Committee.

The vote was unanimous and the motion passed. Ilona will follow-up with the new members for their vote.

Meetings are currently the first Wednesday of the month. The next meeting will be May 3, 2017 and Justin will add meeting date and times to the next Agenda.

#### 5. Mobile Lab Subcommittee

The final letter has been completed and sent to the NEFAP EC. Justin reported that the letter was well received by the Board and it was approved. A Taskforce will be formed. Justin and Ilona are following up on membership for the committee.

Paul noted that he really appreciated all the additional detail Marlene provided to the original letter.

Kim suggested that Morgan Greenwald may be interested in participating on this Taskforce.

## 6. SOPs

From the 2/13/17 Meeting:

Kim reviewed the General SOP (5-101) and thinks there are no changes. She would like to take SOPs 101, 102 and 104 and send a track changes version to the committee. Kim will send them to Ilona for distribution and tracking.

Kim will plan to send these completed SOPs with track changes turned on to Ilona this week so they can be finalized at the next meeting.

SOP 5-105 still needs to be added to an upcoming Agenda so Marlene's suggested changed to the evaluation process can be confirmed. The SOP cannot be finalized until the PTP/NEFEP Evaluation Workgroup finishes up procedures for the upcoming evaluations.

## 7. Action Items

Action items can be viewed in Attachment B.

Action Item 124:

Kim commented that there have been presentations in the past. Ilona will send Jerry's presentation and comments to the committee so the committee can review it and decide if this is a good presentation to keep on hand to give to people who have an opportunity to make a NEFAP presentation. The presentation will be modified to fit the presentation opportunity, but this gives them a start.

## 8. New Business

None.

## 9. Next Meeting

The next meeting of the NEFAP Executive Committee will be held May 18, 2017 at 2:00pm Eastern.

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

The meeting was adjourned at 12:01 PM Eastern. (Paul - motion, Rich - second. Unanimous approval.)

**Attachment A**

**Participants  
TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Kim Watson (2017) (Chair) <b>Present</b>	Stone Environmental, Inc	FSMO	(802)229-2196	<a href="mailto:kwatson@stone-env.com">kwatson@stone-env.com</a>
Zaneta Popovska (AB) <b>Present</b>	ANAB	AB	(260)637-2705 c: 260-446-4807	<a href="mailto:zpopovska@anab.org">zpopovska@anab.org</a>
Doug Berg (AB) <b>Tracy - Present</b>	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	<a href="mailto:dberg@pjlabs.com">dberg@pjlabs.com</a> <a href="mailto:douglaslberg@gmail.com">douglaslberg@gmail.com</a>
Paul Bergeron (2016*) <b>Present</b>	LELAP	Other	225-219-3247	<a href="mailto:Paul.bergeron@la.gov">Paul.bergeron@la.gov</a>
Justin Brown (2018) <b>Vice-Chair Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Troy Burrows (2017*) <b>Absent</b>		Other	(281) 984-7021	<a href="mailto:tburrows@yahoo.com">tburrows@yahoo.com</a>
Nilda Cox (2016*) <b>Present</b>	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	<a href="mailto:nildacox@eurofinsus.com">nildacox@eurofinsus.com</a>
Calista Daigle (2016) <b>Absent</b>	Dade Moeller	FSMO	(225)485-2007	<a href="mailto:calista.daigle@gmail.com">calista.daigle@gmail.com</a> <a href="mailto:calista.daigle@moellerinc.com">calista.daigle@moellerinc.com</a>
Seb Gillette (2018) <b>Present</b>	DOD	Other	(210) 395-8434	<a href="mailto:john.gillette.1@us.af.mil">john.gillette.1@us.af.mil</a>
Carl Kircher (2016*) <b>Present</b>	Florida DOH	Other	904-791-1574	<a href="mailto:Carl_kircher@doh.state.fl.us">Carl_kircher@doh.state.fl.us</a>
Cheryl Morton (2018) <b>Absent</b>	AIHA	Other	703-846-0789	<a href="mailto:cmorton@aiha.org">cmorton@aiha.org</a>
Harry O'Neill (2018*) <b>Absent</b>	Beacon Environmental Service, Inc.	FSMO	410-688-4762	<a href="mailto:Harry.ONeill@beacon-usa.com">Harry.ONeill@beacon-usa.com</a>
Richard Rago (2018*) <b>Present</b>	Haley & Aldrich, Inc.	FSMO	617-719-6128	<a href="mailto:RRago@haleyaldrich.com">RRago@haleyaldrich.com</a>
Michelle Bradac (AB) <b>Absent</b>	A2LA	AB	301-644-3227	<a href="mailto:mbradac@A2LA.org">mbradac@A2LA.org</a>
Janis La Roux (2018*) <b>Present</b>	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	<a href="mailto:janis.laroux@handpmg.com">janis.laroux@handpmg.com</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:tauntoni@msn.com">tauntoni@msn.com</a>

**Attachment B**  
**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
27	Forward FSMO names to Ilona.	Justin	3-15-13	
39	Give Alternate name to Ilona.	All	9/30/10	Ongoing
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  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.
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	<del>3/5/15</del> 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	On hold until PTP/NEFAP Evaluation Workgroup completes its work.
160	Receive additional recommendations from the Recognition Committee. Process recommendations.	Marlene All	2/19/15	4/10/15: May meeting. 12/11/15: Kim will talk to Marlene and find out when this can be expected. REMINDER SENT
164	Review White Paper.	Kim	4/30/15	12/11/15: Justin

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
		Justin		will review it and send it to Kim working on for something in 2017. 4/24/17: Kim rewrote it and will send it to Justin for final review before sending to the committee.
172	Talk to Loretta about setting up a meeting.	TBD	TBD	12/11/15: Justin will reach out.
191	Check-in with members who have missed a number of meetings.	Kim	10/14/16	
192	Complete vote by email for Chair and Vice-Chair and request members for a new subcommittee working on the website.	Ilona/Kim	11/17/16	
194	Provide information about using the Field Standard beyond what is typically thought of as environmental (e.g., Food).	Tracy	Before next Strategic Subcommittee Meeting.	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
197	Respond to the TNI Board request for more information about the recommended Task Force.	Paul, Kim	12/12/16 or TBD	To be completed by the January Board Meeting (1/11/17) 2/13: It will go sent to the Board for their April meeting.  Complete
201	Complete letter /proposal for the TNI Board and have NEFAP EC approve at April meeting.	Paul/Justin/ Kim	4/7/17	Complete
203	Send copies of SOPs 5-101, 102 and 104 with track changes to Ilona to clean-up	Kim	2/20/17	5/2/2017

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
	and distribute to the committee for review.			
204	Review the Internal Audit Checklist and get comments back to Ilona.	All	3/6/17	
205	Review previous minutes and SOPs prior to the April meeting.	All	Prior to April Meeting	
206	Send final charter to committee for comment.	Kim	5/2/17	5/2/2017
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
208	Contact new committee members after voting result is complete.	Justin	5/2/17	
209	Obtain new committee member votes on new committee leadership.	Ilona	5/2/17	
210	Finish SOPs 101, 102 and 104 and send a track changes version to the committee. Kim will send them to Ilona for distribution and tracking.	Kim	4/28/17	5/2/2017
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2016	New format presented in Jan 2017. Will start to set up new EC charter in that format.
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	??? How and what is to be done here?
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	Training for FSMO or assessors?  New TNI SOP no longer requires a program specific training SOP. Delete.