

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
January 15, 2020

1. Roll call:

Tracy Szerszen, Vice-Chair, called the NEFAP Executive Committee to order on January 15, 2020 at 1pm Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present. Associates: Shannon Swantek, Scott Haas, Justin Brown, Beth Durman, Carl Kircher and Kevin Holbrooks,

A motion was made by Suzie to accept the December 27, 2019 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

Tracy asked that members who were not on the November call vote for those minutes. Seven additional votes of "For" were received (Geneva, Jeff, Elizabeth, Keith, Stephanie, Ryan and Norman) and the minutes were approved. This information will be added to the December minutes.

2. Winter Conference

There were not many committee members that can attend in Newport Beach, so Kirstin decided to cancel the time allotted to the NEFAP EC and instead gave that time and space to Justin Brown to meet with the Strategic Subcommittee. The NEFAP EC members who are planning to be in Newport Beach are welcome to join that meeting instead. It will be held 10:30am to 12pm Pacific and it is a closed meeting. FAC is still meeting in Newport Beach too.

Kirstin and Ilona are working on the NEFAP EC slides for the annual report in Newport Beach, CA. Kirstin will share these slides by email with the Committee and TNI will publish the entire report after it is reviewed by the TNI Board of Directors. There are also plans to record this presentation and made it available on the TNI website.

3. Policy Committee Member

Calista has been serving on the TNI Policy Committee as the NEFAP EC representative. Since Calista rotated off the NEFAP EC this year a new member needed to be appointed. Thank-you Elizabeth for volunteering.

4. Strategic Planning Update – Justin Brown

The Strategic Subcommittee did have their first meeting last Monday. It was more of an organizational call. He plans to have a recommendation to the NEFAP EC within 2 months. The Subcommittee includes people outside of the field sector too. Justin shared the options with the Subcommittee for NEFAP that were suggested during the TNI Strategic Planning meeting that occurred in DC last October.

If you have ideas to grow NEFAP ... please share those comments with Justin or Kirstin. Your input would be valuable.

5. NEFAP SOPs

SOP 5-103

The Policy Committee is requesting additional work on SOP 5-103 (TNI NEFAP Nominating Committee Procedure).

(Addition: These are the comments from the Policy Committee:

§3.0 – there is no SOP 5-121. Did you intend to reference 5-102? Also, for SOP 1-101, remove the duplicate “TNI” at the end of the line.

§4.0 – remove the last sentence in the definitions of AB and FSMO. For ABs, there is no “parent stakeholder group” and the stakeholder category already is “FSMOs and labs”.

§5.1 – remove the word “quorum”, as there is no such thing as a quorum vote. A quorum is more than fifty percent; any variation from that needs to be defined as a voting rule. NOTE: NEFAP EC must revise its Voting SOP 5-102 to eliminate the “full quorum” terminology.

§5.4 – rephrase the first sentence to state “...ten and no more than...” and in the final sentence of the first paragraph, reword or rephrase “majority composition” to be clearly definitive. In the final paragraph of this section, replace the word “though” with “through”.

§5.4 – please rephrase the first sentence of the first complete paragraph to read “...no fewer than ten (10) and no more than eighteen ...” for clarity. In the fifth line of the third paragraph, change “though” to “through”

§5.4.1 – remove “...defined as follows” from the first line, and please put a note in §4 about the NEFAP stakeholder definitions being at variance from the default, under the definition of Accreditation Body. Also, it appears that §5.4.1.5 is a holdover from the now-deleted §5.4.2 and should be removed completely

§5 – change title to “Nominating Procedures”

§5.7 – change the second sentence to read “... approval by the EC ...”

§5.8 -- revise the fifth line (final sentence) to read “... extended for an additional three months.” Clarify that this section refers to the nomination process, and change the third sentence (presently in the fourth line) so that it reads “... electronic ballot available to all individual ...”. Then, move the second and fourth sentences about the election timeframe to §6, since these refer to the election process

§6 – should probably reference the IT Committee’s Election Procedure SOP 1-121, and also add that SOP 1-121 to the Related Documents section §3

§6.1 – clarify and/or remove reference to §5.4.2.1 since that section was deleted.)

Updates need to be made to this SOP and resubmitted to the Policy Committee.

SOP 5-104 (TNI NEFAP Dispute Resolution Procedure)

Tracy has made some updates and will share more detail in February. Carl and Paul are willing to help with this too.

6. Combined NEFAP/PT Application

Tracy pulled up a copy of the DRAFT application to share with the Committee on Webex. It was suggested to move the purpose box and take the website off the checklist since it is already in 7.

Ilna will work on decoupling AB certificates from evaluations. She needs to write an SOP. This is something NELAP does.

Next meeting – could NEFAP help with identifying evaluators?

7. New Business

The internal audit is done and the Policy committee is working on corrective action procedures.

8. Action Items

Action items can be viewed in Attachment B.

9. Next Meeting

The next meeting will be on Wednesday, March 18, 2020 at 1pm Eastern by teleconference. (Addition: The meeting was rescheduled for March 25, 2020 at 11am Eastern.)

Action Items are included in Attachment B.

The meeting was adjourned at 2:02pm Eastern. (Motion: Stephanie Second: Keith Unanimous approval.)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair Absent	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 (2020) 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	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*) Present	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*) Present until 9:15.	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2021*) Absent	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) Absent	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*) Present	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Keith Klemm (AB) Present	ANAB	AB	kklemm@anab.org
Stephanie Sparkman (2022*) Present	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*) Present until 9:30	Oregon Health Authority	Other	Ryan.pangelinan@dhsosha.state.or.us
Norman Rodriguez-Iglesias (2021*) Present	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

Associate Members	Attendance	Contact Information
Marlene Moore		marlenemoore@advancesys.com
John Moorman (left call 11:40am Eastern)		jmoorma@sfwmd.gov
Justin Brown	X	jbrown@emt.com
Scott Haas	X	shaas@etilab.com
Kevin Holbrooks	X	holbke@jea.com
Shannon Swantek	X	shannon@enlightenedquality.com
Calista Daigle		cdaigle@aaanalytical.com
Janis Roux		janis.laroux@handpmg.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Beth Durman	X	
Carl Kircher	X	

Attachment B

Action Items – NEFAP Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
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	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. - DELETE
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

	Action Item	Who	Expected Completion	Actual Completion
				make the Standard more value added. Scott will 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	Norman	June 2020	Kevin – most effective dates are 2020/2021.

	Action Item	Who	Expected Completion	Actual Completion
	Act of 2018 that was signed into law on October 23, 2018.			EPA has to decide how to make it happen. Ilona will send reminder to Norman.
251	Continue work on Scope Guidance document to present to the Committee in June.	Tracy and Scope Guidance Subcommittee	6/18/19	See # 244. Close this action item.
252	DRAFT COI SOP using NELAP SOP as a starting point.	Geneva	October 2019	Review DRAFT.
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.
258	Prepare first DRAFT of COI SOP.	Geneva	10/14/19	SOP to be reviewed in November. COMPLETE
259	Complete DRAFT of SOP 5-104	Tracy	10/14/19	Needs to be reviewed.
261	Update COI SOP and send to Kirstin and Ilona.	Geneva	No later than 11/19/19	COMPLETE
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	
264	Prepare role sheet for associate members similar to Committee members.	Ilona	12/17/19	Complete
265	Appoint Committee member to Policy Committee.	Kirstin	1/15/20	Complete
266	Work on SOP to decouple NEFAP AB Certificates from evaluations.	Ilona	TBD	

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	