

NEFAP Executive Committee
Meeting Summary
January 17, 2018

1. Roll call:

Kirstin, Committee Vice-Chair, called the NEFAP Executive Committee meeting to order on January 17, 2018 by teleconference at 1pm Eastern. Attendance is included in Attachment A - there were 9 committee members present. Associate Members present: None.

The December meeting minutes were distributed by email. Russell made a motion to accept the 12/20/17 minutes with the space deleted in Section 4. The motion was seconded by Nilda and unanimously approved by the committee (Vote – For – 9 Against - 0 Abstain – 0).

2. Nominating Committee

Tracy will be chairing this committee again this year. There will be 2 Others and 4 FSMO's rotating off. Janis will be renewing as an FSMO, so there are actually 5 rotating off. We would like to replace Seb and Cheryl with people representing similar organizations.

Ilona reminded everyone that non-TNI members can be nominated by a TNI member.

3. Annual Report

Kirstin shared the PowerPoint report on Webex that will be given Monday morning in Albuquerque. She also sent a copy of the DRAFT to everyone by email.

Recommended Changes:

- Change FSMO to Field Activities Standards.
- Tracy thought it is important to emphasize that members rotating off can be replaced by other people in their organization. It is not the organization that is rotating off. Ilona asked that we remind people that they can nominate candidates. The candidates don't have to apply themselves.
- Spelling corrections were made to names and web addresses.
- Update bullet to include who the survey was sent to.

- Kirstin asked about why we don't know how many FSMOs there are. Ilona noted that it gets tracked in NELAP through LAMS, but NEFAP's scope did not easily transfer into LAMS and at the time NEFAP did not think LAMS for NEFAP was necessary. The ABs track this individually and need to be asked for this information.

PJLA – 1 applicant
5 – FSMOs.

ANAB – 1 applicant
1 – FSMO

Kirstin will check in with Michelle at A2LA for the same information.

- Kirstin asked about another term for Ineffective Marketing - we are not marketing to people that could use accredited FSMOs, FSMOs don't know the program exists, etc ...

Tracy asked if the Strategic Planning Subcommittee will start meeting again. She thinks this will help address the issues noted on the NEFAP Challenges slide.

Justin will be back in February as Chair of this committee and then taking the lead on the Strategic Planning Subcommittee. Marlene is working on a report to the NEFAP EC to summarize the current status of the Subcommittee.

- Tracy noted that in the August DC meeting there was some concern expressed about how sampling fits into the ISO 17025 Standard and how this applies to NEFAP. Tracy will share her thoughts on this with Kevin Holbrooks (Chair, FAC).
- It will be helpful to show what the differences are between ISO 17025 and the TNI Standard. Ilona noted that the ISO language is usually in italics and the TNI language is in regular font. What does TNI add to ISO/IEC 17025 to encourage people to decide to get the TNI Standard accreditation.

4. Albuquerque Meeting

Kevin will be joining the group and helping to lead the discussion on comments on the 2014 Field Standards.

The following people hope to be there: Carl, Nilda, Doug (has an early flight), and Kirstin.

5. Task Force

Justin sent everyone an email that includes the content points to discuss with potential members of the Task Force. He also added the Charter of the Task Force.

The charter does not prohibit adding more people than the TNI Board noted in their notes included in Attachment E of the September 2017 minutes.

Kirstin reviewed the document Justin prepared to approach potential Task Force candidates (Attachment D).

Carl asked if we are engaging with the Stack Samplers in this Task Force. Kirstin pointed out the candidates include people from this stakeholder. Ilona noted that this group has also been reached out to by the FAC in the Standard update process.

Carl asked about Scope and if it will look similar to NEALP. Ilona noted that the FAC is finishing up a Scope Guidance document. It was recently sent to the ABs for review and the next step is incorporating comments and sending a final Draft to the Policy Committee. It will also be shared with the NELAP EC.

Kirstin asked if Justin's document covers what an FSMO or stakeholder would want to know to decide whether to join this Task Force. Tracy commented that the issue for many FSMOs is that they don't want to become accredited if it is not required. If it is not required, they may not want to participate on the Task Force.

Need to include what the final outcome is for the Task Force.

Kirstin will share the comments with Justin and then she and Paul will begin reaching out to candidates for the Task Force. The goal is to have the committee to be formed by the end of February.

6. New Business

- The committee needs to start work on the update to the NEFAP Evaluation SOP. The committee will start this in Albuquerque. Kirstin will try to begin work on the SOP prior to this meeting.
- Tracy asked that transition requirements be considered when the new Standard is complete.
- Carl noted that Volume 2 of the NELAP Standard could be done by the end of the year.

7. Action Items

Action items can be viewed in Attachment B.

8. Next Meeting

The next meeting of the NEFAP Executive Committee will be on Tuesday, 1-23-18, at 3:30pm Central in Albuquerque, NM.

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

The meeting was adjourned at 2:02 PM Eastern. (Doug - motion, Russell - second. Unanimous approval.)

Attachment A

**Participants - 8
TNI NEFAP Executive Committee**

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Kirstin Daigle (2020*) Vice-Chair Present	Stone Environmental, Inc.	Other	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Present Tracy Szerszen too	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglaslberg@gmail.com
Paul Bergeron (2019) Absent	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Nilda Cox (2019) Present	Eurofins Eaton Analytical Inc	FSMO/Other	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2019) Absent	Dade Moeller	FSMO	(225)485-2007	calista.daigle@gmail.com calista.daigle@moellerinc.com
Seb Gillette (2018) Absent	DOD	Other	(210) 395-8434	john.gillette.1@us.af.mil
Morgan Greenwald (2020*) Present	Cascade	FSMO	802-229-2197	mgreenwald@cascade-env.com
Shawn Kassner (2020*) Absent	Neptune and Company, Inc.	Other	303-981-2780	skassner@neptuneinc.org
Carl Kircher (2019) Present	Florida DOH	Other	904-791-1574	Carl_kircher@doh.state.fl.us
Janis La Roux (2018*) Present	H&P Mobile Geochemistry, Inc.	FSMO	619-933-2751	janis.laroux@handpmg.com
Cheryl Morton (2018) Absent	AIHA	Other	703-846-0789	cmorton@aiha.org
Harry O'Neill (2018*) Absent	Beacon Environmental Service, Inc.	FSMO	410-688-4762	Harry.ONeill@beacon-usa.com
Zaneta Popovska (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	zpopovska@anab.org
Richard Rago (2018*) Absent	Haley & Aldrich, Inc.	FSMO	617-719-6128	RRago@haleyaldrich.com
Russell Schindler (2020*) Present	SampleServe.com	FSMO	231-218-7955	schindler@sampleserve.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
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	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	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 Justin	4/30/15	12/11/15: Justin will review it

	Action Item	Who	Expected Completion	Actual Completion
				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. 9/20: Kim will look for it and send to Kirstin.
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	
195	Re-do "Why NEFAP?" videos.	Kim, Justin	As soon as possible.	
200	Contact Harry about committee membership.	Kim	2/9/17	
207	Call Zaneta and Michelle about need and process for testimonials.	Kim	5/2/17	
211	Add SOP 5-105 review to upcoming agenda.	Justin	TBD	
217	Update Jerry's NEFAP presentation and send back to NEFAP EC for final approval as a template.	Justin	TBD	
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.	Kirstin	10/17/17	
223	Update Strategic Plan document for review by committee.	Kirstin / Marlene / Ilona/Justin	10/17/17	Plan to review in November.
224	Contact possible Task Force members and confirm their desire to serve.	Paul, Justin, Kirstin	11/25/17 Postponed to January 2018	

	Action Item	Who	Expected Completion	Actual Completion
225	Prepare DRAFT Annual Report and send to committee members prior to next meeting for review and comment.	Kirstin	1/16/18	Completed
226	Review NEFAP Evaluation SOP for updates based on SOP 7-101 Rev 0.	TBD	TBD	
227	Provide comments on the 2014 Standard to FAC.	TBD	TBD	
228	Check with Michelle on how many FSMOs are accredited by A2LA or are apply to A2LA.	Kirstin	1/19/18	
229	Share view on impact of Sampling on ISO/IEC 17025 update with Kevin Holbrooks (FAC, Chair).	Tracy	2/20/18	
230	Form task force and send recommendation to TNI Board.	Justin, Paul and Kirstin	2/28/18	

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
4	Review Charter.	October 2017	
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	

Attachment D – Justin’s Talking Points – Task Force Development – Distributed to committee on 1/17/18 by email.

Note from Justin:

-The slate of potential candidates has been developed and Kirstin and Paul will be reaching out to them in the near future to solicit their interest

-A few bullets/talking points for those discussions has been developed, please take a look and add/alter them as needed (I think these could use some work/input – they seem a little repetitive and vague to me)

For those wondering why talking points are needed, when developing the list of potential candidates for this group we intentionally included a diverse group of stakeholders that may have dissenting opinions; including state(s) that may not grant secondary accreditation, organizations that do not typically participate in TNI potentially, etc. So aside from obviously explaining why they should commit the time needed to this endeavor, we also want to make it clear what the intention/mission is and how they can make in impact that will help the community as a whole.

-Once we have a list of interested parties representing the stakeholder groups desired, we will establish the committee and it will be off and running. I think things will move relatively quickly now to get this set up (the delay has largely been on my end and then with the holidays we wanted to wait to reach out but it should move forward now). And then the heavy lifting begins once they get started...

Proposed Field Activities Accreditation Task Force Committee Members

(This is a preliminary list of candidates, not actual committed members)

FSMO (Fixed and Mobile)	Nick Nigro Morgan	Pace Analytical
FSMO (Fixed, Mobile and Sampling)	Greenwald Natlaie	Cascade Technical Services
FSMO (Sampling)	Hammonds	Weston
FSMO (Stack)	Scott Brown	Clean Air Engineering
FSMO (Stack)	Valeng Respass	Enthalphy Analytical
NEFAP AB	Paul Bergeron	Louisiana
NEFAP AB	Victoria Pretti	New York
NELAP AB	Chris Redman	Oregon
NELAP AB	Myron Gunalus	Kansas
NELAP AB	Ken Lancaster	Texas
NELAP AB	Cathy Westerman	Virginia
NGAB	Michelle Bradac	A2LA
NGAB	Tracy Szerszen	Perry Johnson

Proposed talking points for discussion with candidates:

1. Accreditation of field activities is inconsistent throughout the environmental community (both in/out of TNI). This causes many issues affecting all stakeholders involved and potentially the data being generated by these activities. TNI is leading an effort to understand the differences throughout the community and open the discussion as to how to resolve and harmonize the approaches to field activities.
2. Your input is valuable in helping the task force understand the depth of the issues and challenges faced in accrediting field activities from your perspective. You can help the task force

understand what works well in the organizations you work for/with as well as what you feel can be improved. By understanding the different approaches and the success/failures that accompany each, it will help the task force develop some best practices or approaches to recommend.

3. You will be able to represent your stakeholder group bringing any feedback to the table that will benefit your groups perspective as well as help other groups understand why the different approaches affect you in such a manner that it needs to be addressed.
4. You will provide a critical role in developing recommendations for a consistent approach within TNI, harmonizing the various standards and programs involved to provide a clear and consistent path to accreditation for all stakeholders that hold value to each group.
5. This is an opportunity to make an impact in addressing a critical issue facing our community for quite some time. We are finally taking the initiative to address this and your input can make a huge difference in this community.

Proposed Charter for a Field Activities Accreditation Task Force

Mission

Develop an organizational approach to field activities accreditation throughout all TNI programs including NELAP, TNI Environmental Laboratory Standard Recognition and NEFAP.

Under the direction of the TNI Board of Directors, the Field Activities Task Force will:

1. Develop and recommend consistent policies for the accreditation of field activities; including the standardization of the approach to listing scopes of accreditation.
2. Develop an organizational approach to field activities including mobile laboratories under multiple TNI programs and identify or clarify when each program is appropriate for accreditation.
3. Recommend standard definition of mobile laboratories and field activities (e.g.; sampling, testing).

Composition of the Committee

1. The Task Force will be chaired by a volunteer serving on the task force.
2. The Task Force will be composed of 6-8 members.
3. At a minimum, the committee will include at least one member of the following stakeholder categories; NELAP AB, NEFAP AB, TNI Environmental Laboratory Standard Recognition AB, and Mobile Laboratory.
4. It is preferable that NELAP AB representative include those with differing requirements/approaches to field activities or mobile labs accreditation within the state regulation/legislation.
5. There is no requirement for balance of membership.

Objectives

1. Develop consistent process for accreditation of field activities (e.g.; field testing, mobile laboratories) in NELAP
 - **Success Measure:**
 - The State ABs in NELAP and TNI Environmental Laboratory Standard Recognized ABs in TNI harmonize approach to field activities (e.g.; field testing, sample and mobile laboratory) accreditation so the process is consistent throughout program.

2. Develop organizational approach to field activities accreditation within TNI to clarify which program is appropriate for field activities seeking accreditation.
 - **Success Measures:**
 - Develop consensus on approach to accrediting field activities between NELAP, TNI Environmental Laboratory Standard Recognition, and NEFAP.
 - Develop guidance, flow chart, etc. to clarify which program/recognition is appropriate in different circumstances for field activities to understand their options and select the appropriate accreditation.
3. Standardize definition of field activities and mobile laboratories (or testing/sampling not performed at permanent facility).
 - **Success Measure:**
 - Develop a TNI organization endorsed definition of field activities (including field sampling/testing, mobile labs) for use in all TNI Standards and throughout the organization.
4. Review and recommend language in Standard revision(s) relating to field activities, if necessary.
 - **Success Measure:**
 - All TNI Standards have clear language addressing field activities that do not conflict with other Standards.

Decision Making (specify default option from Decision Making SOP 1-102)

- **Decision on review of any TNI procedure, policy or guide changes made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.**

Available Resources:

- Volunteer task force members
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of applicable documents
- Stakeholder groups within TNI (i.e. NELAP AC, NEFAP EC, TNI Environmental Laboratory Standard Recognition, LASEC, CSDEC, etc.)

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of monthly calls to be published on the TNI website.
- Additional teleconference calls as needed.
- Face-to-face meetings as needed at TNI conferences.

Examples of current overlap resulting in differences in application.

- A. The TNI EL standard includes the definition of mobile labs. The TNI FSMO standard states the management system work is carried out in or away from the permanent facilities or is associated in temporary or mobile facilities. The major difference is the FSMO standard allows for umbrella accreditation and not a facility-by-facility or mobile lab-by-mobile lab accreditation.
- B. The FSMO standard addresses the requirement for measurement and sampling using discrete, continuously or intermittent techniques using unattended equipment. The laboratory sector was not written specifically for environmental sampling.
- C. The FSMO does not prescribe a specific frequency for proficiency testing and allows the AB to define the frequency. Only limited PTs are available for field measurements and no proficiency tests are available for sampling at this time. All ABs have a policy to address when a PT is not available; the FSMO sector must define how it plans to meet the requirements of 5.9 of ISO/IEC 17025. PTs are mandated and available for most laboratory testing so the need for addressing the requirements of 5.9 are not needed in the environmental laboratory standard.
- D. The mobile lab definition is not consistent through the industry. The question of what is a mobile lab depends on state, federal or local jurisdiction. Most jurisdictions only address

measurements and not sampling. Tracking mobile labs by VIN number is not helpful if the mobile lab is not part of an enclosure at a specified address.

- E. A mobile lab is:
- A person/body performing...
 - Sample Collection (no physical structure yet in the field),
 - Sample Collection in a van or enclosure (e.g. non-permanent building or shed),
 - Sample Testing (no physical structure yet in the field),
 - Robot/ Person / Body performing sample testing in a trailer or other mobile enclosure,
 - Person / Body performing sample collection and sample testing (no physical structure yet in the field),
 - Person / Body performing sample collection, sample preparation and sample testing in a van or enclosure (e.g. non-permanent building or shed), or
 - Robot / Person/ Body performing sample collection, sample preparation and sample testing in a trailer or other mobile enclosure.
- F. There is a need for secondary accreditation for the TNI Environmental Laboratory program since these sampling and testing operations are mobile and sometimes set-up at a given site for a day or a week and then move to another location outside the primary state.

Additional Notes from TNI Board of Directors:

Discussion points included (TNI Board Meeting – 4/12/17):

- Task force membership should include one or more representatives from the mobile laboratory community as well as representatives of NELAP Accreditation Bodies having different approaches to mobile lab accreditation.
- the possible need for a separate standard or new material to be included in Volume 2 addressing mobile labs,
- a strong recommendation that mobile labs continue to be required to meet the same stringency of requirements as NELAP and NEFAP, so that the data from mobile labs will be of the same known and documented quality as that of fixed base labs now, and
- the Task Force consider developing guidance materials for mobile laboratories, depending on the decisions made and processes implemented.