

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
May 30, 2018

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on May 3, 2018 by teleconference at 1pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present. Associate members present: William Batschelet, Kevin Holbrooks (Chair, FAC), Tyler Sullens, Pamela Hamlett, Norman Rodriguez, Jennifer, John Moorman and Elizabeth West (LA DEQ, FAC member – joined 1:30 pm).

The meeting minutes for the April 20, 2018 meeting were distributed by email for review. The spelling of John Moorman and William Batschelet's names need to be corrected. A motion was made by Paul to accept the minutes with the spelling corrections. The motion was seconded by Tracy and approved.

Ilona reminded the ABs to send their standard comparison thoughts.

2 Nominating Committee

The candidates for the 2018 NEFAP EC additions were sent by Tracy (Chair, NEFAP EC Nominating Committee). This was sent as a courtesy and the committee will not be voting on the acceptance of the candidates.

FSMO: 2- Jacob Gruzalski , Jeremy Driver (Janis La Roux has also agreed to stay on for additional 3 year term)

Other: 3- Geneva Bowman (AIHA AB but considered other since not an applicant for NEFAP), Pam Hamlett (Air Force) Norman Rodriguez (EPA)

AB: 0

A few of the candidates were on the call today and Justin had them introduce themselves. Their resumes will be posted with more information on the voting site.

Justin will follow-up with Nilda and Kirstin to ensure their stakeholder group is correct. He will bring this information back to the next meeting.

Ilona will forward the nominations to William with language to be posted with the vote material. A resume/bio for each candidate will be posted.

Once the new members are voted onto the committee, a new Chair and Vice-Chair will be elected. He encouraged people to ask questions if they would be interested in a leadership role on the committee.

3. Mobile Laboratory Task Force

The TNI Board approved the membership on the Mobile Laboratory Task Force and the committee can now get started. There are 12 members:

Representing	Name	Organization
FSMO (Fixed and Mobile)	Nick Nigro	Pace Analytical
FSMO (Fixed, Mobile and Sampling)	Morgan Greenwald	Cascade Technical Services
FSMO (Sampling)	Natalie Hammonds	Weston
FSMO (Stack)	Scott Brown	Clean Air Engineering
NELAP AB	Paul Bergeron	Louisiana
NELAP AB	Victoria Pretti	New York
NELAP AB	Myron Gunalus	Kansas
NELAP AB	Ken Lancaster	Texas
Other (Consultant)	Marlene Moore	Advanced Systems Inc.
Other (Consultant)	Kim Watson	Stone Environmental
Other (Date User)	Scott Haas	Environmental Testing
NGAB	Mike Shepherd	ANAB (Shepard Technical Services)

The Task Force will be reporting directly to the TNI Board. They will begin meeting within the next month. Justin thanked Paul for all his efforts to get to this point.

4. ISO/IEC 17025:2017

Justin reminded everyone about the special meeting in New Orleans when the LASEC, Quality Systems, NELAP AC, PTPEC and FAC will meet (Wednesday afternoon) to discuss the impact of the new ISO/IEC 17025:2017 Standard on the TNI Standard. The ISO/IEC 17011:2017 Standard may also be discussed briefly.

Justin read from an email sent by Jerry to the Committee chairs on 5/17/18:

To recapture the discussion from Albuquerque, the new 17025 has eliminated many terms like Quality manual and Quality manager, has an option to use ISO 9001 for the management requirements, has a very different structure, has more emphasis on sampling and risk, and many other changes. The goal of this session is to seek consensus of one of potentially three options, 1) to move forward with the new standard as is with only TNI language added in, 2) bring in a lot of language from the old 17025 that adds specificity and potentially not allow some of the increased flexibility in the new standard, or 3) keep the current structure of Module 2 (lab) and Volume 1 (FSMO) and add in language from the new 17025 where appropriate (e.g., the new section 7.11 on LIMS).

As you will see, I'm proposing a couple of presentations to get everyone grounded and on the same page and then just open discussion, likely section by section, led by Paul or Chris or someone who knows the new standard very well. Because this issue crosses some many committees, I'm showing me as the moderator, but do not feel strongly about that.

We have plenty of time to sort this all out, so begin discussing in you committees and let me know your thoughts. We need to get this sorted out by early July.

Jerry proposed the following agenda for the meeting:

TNI Special Session on Implementing the 2017 Version of ISO/IEC 17025

1:30 — 5:00

Celestin D

Session Moderator: Jerry Parr, The NELAC Institute

The 2005 version of ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories, forms the basis of TNI's accreditation programs for both laboratories and Field Sampling and Measurement Organizations (FSMOs). In 2017, a new version of this standard was adopted for use internationally. This session, which will include representatives from at least 8 TNI committees, is designed to have an open discussion on various options for how TNI will integrate the new 17025 into TNI's standards.

AGENDA

1:30 Overview of the New Structure

Paul Junio, Northern Lake Services

2:00 Gap Analysis: What got taken out and what got added

Chris Gunning, A2LA

2:30 Open Discussion

3:00 Break

3:30 Open Discussion (continued)

4:30 Wrap-up and Next Steps

Notes:

1. Participants

Chair and Vice Chair from

- Quality Systems
- CSDPEC
- Field Activities
- LASEC

- NELAP AC
- NEFAP EC
- LAB
- Others that could add value, e.g., Chris Gunning from A2LA and Jordan Adelson for DOD
- Alfredo, Ilona and Lynn

There is currently no plan to have a conference phone available in the room during this meeting. The committee needs to get back to Jerry with any comments on the agenda by 7/1/18.

5. 5-103 – Nomination SOP

The Policy committee reviewed SOP 5-103 and provided comments to the Committee.

- All definitions will be moved to the definition section of the SOP instead of being scattered in the document (especially 5.4).
 - o Justin will work on this and decide whether it is better to put all the definitions into the definitions section or leave them in the body of the SOP too.
- Comment: Please note that the NEFAP definition of AB will be highlighted to the TNI board when this SOP is presented for endorsement after policy approval.
 - o Justin pointed out that the NEFAP EC has a different definition for the AB Stakeholder group.
- Comment: Be explicit that all NEFAP ABs are considered ‘constant’ (non-electable) members. If this needs to be changed in the future the SOP can be revised.
 - o This will be added in parentheses to the current language.
- Comment to reconcile sections 5.7 and 6.1. Policy’s recommendation is to eliminate reference to 1 year terms. This was appropriate at NEFAPs outset but as an established program, all terms should be three years now.
 - o The committee agreed with the recommendation to delete the language proposed by the Policy committee to address this comment. Recommend deletion in Section 5.7. (*Delete: with the proposed length of service. The length of the term could be between one and three years, or until their successors are elected. After initial election, EC members may serve additional terms of service. The default term of service for the second term is three years. The final slate ...*).
- Comment to clarify whether the new slate of candidates offered for vote replaces the former incumbents whose terms are expiring, regardless of the number of new candidates. Suggest keeping the first portion of the first sentence and the closing sentence of 5.7 only.
 - o The committee agreed with the recommendation to delete the language proposed by the Policy committee to address this comment.
- Elections shall be for two 3 year terms and the comment about no more than 1/3 rotating off will be deleted. It has no impact on the process of how new members are selected or voted in.

6. New Business

A written complaint was submitted to the NEFAP EC: *The FSMO organizations are telling me that some ABs allow CABS to go 2 yr from the surveillance audit as opposed to being audited fully every 2 yr. This puts some ABs at an advantage. We need to be sure ALL ABs are doing the same thing.*

The complaint was briefly discussed on the call. There were some comments that this was discussed during the establishment of NEFAP. Justin will review the information in the Standards and determine the next steps needed to form a complaint subcommittee. He will also contact the complainant to provide an update.

7. Action Items

Action items can be viewed in Attachment B.

8. Next Meeting

The next meeting is scheduled for June 20, 2018 at 1pm Eastern. *(Addition: The meeting was rescheduled for 6/27/18 at 11am Eastern.)*

Action Items are included in Attachment B.

The meeting was adjourned at 2:10pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information	
Justin Brown (2018) Chair Present	EMT	FSMO/Lab	(847)324 3350	jbrown@emt.com
Kirstin Daigle (2020*) Vice-Chair Absent	Stone Environmental, Inc.	FSMO/Lab	802-778-0423	kdaigle@stone-env.com
Doug Berg (AB) Tracy Szerszen - Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Paul Bergeron (2019) Present	LELAP	Other	225-219-3247	Paul.bergeron@la.gov
Michelle Bradac (AB) Absent	A2LA	AB	301-644-3227	mbradac@A2LA.org
Nilda Cox (2019) Absent	Eurofins Eaton Analytical Inc	FSMO/Lab	626-318-8517	nildacox@eurofinsus.com
Calista Daigle (2019) Present	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*) Absent	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@handpimg.com
Cheryl Morton (2018) Geneva Bowman – Present (1:25pm)	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
Keith Klemm (AB) Present	ANAB	AB	(260)637-2705 c: 260-446-4807	kklemm@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 and send it to

	Action Item	Who	Expected Completion	Actual Completion
				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	Expired. Harry will be moving off the committee next month.
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	

	Action Item	Who	Expected Completion	Actual Completion
			January 2018	
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 applying 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	
231	Finish review of NEFAP Evaluation SOP and propose update to committee.	Kirstin	2/20/18	Note: New language in combined SOP may eliminate the need for this SOP.
232	Review possible language to Combined Evaluation SOP and send comments to Ilona by Wed, 2-28-18.	All	2/28/17	
233	NEFAP ABs provide information on Standard comparison for addition in Attachment D of the minutes.	Keith, Tracy, Michelle	5/16/18	
234	Post Committee Membership Nominations for vote on the TNI website.	Ilona William	6/26/18	
235	Update SOP 5-103 with changes discussed on 5/30/18 and send to committee members for review and finalization at next meeting.	Justin	6/26/18	
236	Review information surrounding complaint and begin process of forming complaint subcommittee. Contact complainant with update.	Justin	6/10/18	

	Action Item	Who	Expected Completion	Actual Completion
237	Check with Nilda and Kirstin on Stakeholder group.	Justin	6/26/18	
238	Provide agenda comments to Jerry. Special meeting and NEFAP EC meeting.	Justin/Kirstin/ Ilona	7/1/18	

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 – Information about ISO/IEC 17025:2017 impact on TNI Field Standard

Will be added to posted minutes.