

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**March 25, 2020**

1. Roll call:

Kirstin Daigle, Chair, called the NEFAP Executive Committee to order on March 25, 2020 at 1pm Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present. Associate members present: Scott Haas, Carl Kircher and Tyler Sullens.

There was no meeting in February 2020.

The agenda was modified to add a discussion about needed evaluators.

A motion was made by Elizabeth to approve the January 15, 2020 minutes as written. The motion was seconded by Paul and unanimously approved.

2. Strategic Planning Subcommittee

Justin could not be present today and sent the following update: The strategic planning subcommittee is nearing completion of the recommendations to the NEFAP EC for changes based on the assigned mission. We have agreed in principal to 4 recommendations that if accepted, would result in changes to program size and structure potentially, as well as refocusing of activities to prioritize those which will help the program grow, and establishing very clear metrics to evaluate program performance. We are finalizing the language of the document this week and anticipate sending over to the EC at the beginning of next week for review and consideration.

Kirstin noted that the Subcommittee met in Newport Beach, CA. (She also commented that it was exciting to see the attendance at the FAC meeting.)

The Subcommittee looked at different options to move forward with. There is support to maintain the program and look at grassroot marketing. The Subcommittee will finish their discussion in the next week and present a formal recommendation to the NEFAP EC.

Jeff joined the meeting later, but commented that he thinks NEFAP is a good program and hopes to see it continue. It is important.

### 3. Committee Membership and Leadership

Kirstin has been asked to take over as the Chair of the PT Expert Committee and has resigned from the NEFAP EC, but will continue on as an Associate Member.

Justin was the previous Chair of the NEFAP EC. He wound up with some unexpected commitments during his previous term and asked Kirstin to take over as Vice-Chair. He now has time to do this and would like to lead the effort moving forward.

Keith motioned to add Justin as a voting member of the Committee. Tracy seconded the motion and it was unanimously approved. Justin will be added as a voting member of the Committee. Normally new members are elected through a nomination process and a vote of the TNI membership, but the Committee followed guidance received from Jerry Parr (TNI Executive Director) to replace a member that leaves the Committee before the next election. The NEFAP EC elects members similar to the procedure used by the TNI Board of Directors and this is how the TNI Board handles replacing members outside of the regular election time. The new members must still participate in the next regular election cycle. These procedures will be added to the NEFAP Nomination SOP. From the TNI Bylaws: Section 7 – Vacancy: In the event of a vacancy of a Director, the Board of Directors, by a vote of the majority of the remaining Directors, may appoint a new Director to fill such vacancy until the next election cycle. To the degree possible, the Director filling the vacancy shall represent the same constituency as the Director who created the vacancy.

Kirstin asked if anyone would be interested in chairing the Committee. She shared chair responsibilities. There was no interest expressed from anyone in the meeting. Justin volunteered previously to chair the Committee.

A motion was made by Elizabeth to nominate Justin as the Chair of the NEFAP EC. The motion was seconded by Keith and unanimously approved.

Tracy is happy to continue on as Vice-Chair. There was no other interest in serving as the Vice-Chair.

A motion was made by Keith to have Tracy continue as Vice-Chair of the committee. The motion was seconded by Elizabeth and unanimously approved.

Kirstin encouraged people to consider becoming involved in Committee leadership in the future.

Tracy thanked Kirstin for all her work these last years and appreciates that she will continue on as an Associate Member.

#### 4. SOPs

##### SOP 5-103: Nomination

The Policy Committee provided more comments on this SOP. Ilona volunteered to incorporate these comments for Committee review. She will also add the procedure for filling Committee vacancies when it is not election time.

##### SOP 5-104: Complaints, Appeals and Disputes

Tracy made updates to SOP 5-104 and then it was mentioned that we need to consider the combined evaluation SOP. Tracy said she struggled looking at the SOPs and deciding what needs to be updated.

Sections 6.11.3 of SOP 7-101 (Combined Evaluation SOP) is not clear.

Tracy thinks that maybe some of the language in SOP 7-101 also needs to be cleared up. Ilona noted that if this is the case, specific language change should be recommended to the PTPEC. Both the NEFAP EC and PTPEC need to agree on any changes to this SOP.

If there is a dispute from a NEFAP AB, SOP 5-104 is invoked. SOP 7-101 only covers situations where the Executive Committee may have an issue with the procedures the Recognition Committee followed.

Tracy suggests separating Complaints out of SOP 5-104 and just make it a Dispute SOP. There wasn't general agreement to do this.

Paul suggested looking at the NELAP procedure.

A Subcommittee was formed to look at both SOP 5-104 and 5-107 and recommend language changes to the NEFAP EC. Paul, Carl, Tracy, Elizabeth, and Ilona will help with this effort. The Subcommittee should try to provide updated documents at the April meeting.

Tracy wants to be sure that it makes sense to be working on these SOPs before the TNI Board makes its final decision. Kirstin thinks there is enough support now to maintain the NEFAP EC that it makes sense to move forward.

#### 5. Evaluation Team Onsite Evaluators

Evaluator requirements are outlined in SOP 7-101 (Combined Evaluation Procedure).

Carl has had experience in PT but would be interested in helping with the field side too. PJLA can provide an evaluator. Paul asked that more detail be sent to him so he can see if LA has candidates. Calista may be a good person to ask too. Last time there were FSMOs participating as Evaluators too.

## 6. New Business

None.

## 7. Action Items

Action items can be viewed in Attachment B.

## 8. Next Meeting

The next meeting will be on Wednesday, April 15, 2020 at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

The meeting was adjourned at 12:38am Eastern. (Motion: Tracy Second: Paul Unanimous approval.)

## Attachment A

## TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Kirstin Daigle (2020*) Chair <b>Present</b>	Pace Analytical Services	FSMO/Lab	Kirstin.daigle@pacelabs.com
Tracy Szerszen (AB) Vice-Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2020)  <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
Geneva Bowman (2021*)  <b>Absent</b>	AIHA	Other	gbowman@aiha.org
David Fricker (AB)  <b>Present</b>	A2LA	AB	dfricker@A2LA.org
Jeff Buystedt (2021*)  <b>Present (joined 12 EST)</b>	City of Bend Environmental Compliance	FSMO	jbuystedt@bendoregon.gov
Elizabeth Turner (2022*)  <b>Present</b>	Pace	Lab	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2021*)  <b>Absent</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2021*)  <b>Absent</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2021*)  <b>Present</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*)  <b>Absent</b>	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*)  <b>Present</b>	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmsg.com
Keith Klemm (AB)  <b>Present</b>	ANAB	AB	kklemm@anab.org
Stephanie Sparkman (2022*)  <b>Absent</b>	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsosha.state.or.us">Ryan.pangelinan@dhsosha.state.or.us</a>
Norman Rodriguez-Iglesias (2021*)  <b>Present</b>	EPA Region III	Other	rodriguez.norman@epa.gov
Russell Schindler (2020*)  <b>Absent</b>	SampleServe.com	FSMO	schindler@sampleserve.com
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore		marlenemoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Justin Brown		jbrown@emt.com
Scott Haas	X	shaas@etilab.com
Kevin Holbrooks		holbke@jea.com
Shannon Swantek		shannon@enlightenedquality.com
Calista Daigle		cdaigle@aaanalytical.com
Janis Roux		janis.laroux@handpmg.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen	X	tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Beth Durman		bdurman@aiha.org
Carl Kircher	X	Carl.Kircher@flhealth.gov

**Attachment B**

**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>3/5/15</del> 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.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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.
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 make the Standard more value added. Scott will



	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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 Act of 2018 that was signed into law on October 23, 2018.	Norman	June 2020	Kevin – most effective dates are 2020/2021. EPA has to decide how to make it happen. Ilona will send

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				reminder to Norman.
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.
259	Complete DRAFT of SOP 5-104	Tracy	10/14/19	Needs to be reviewed. 3/25/20: Subcommittee formed to update this SOP based on SOP 7-101. Review update in April 2020.
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	
266	Work on SOP to decouple NEFAP AB Certificates from evaluations.	Ilona	TBD	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Ilona	TBD	

**Attachment C**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
4	Review Charter.	October 2020	
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	