

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
October 19, 2022

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on October 19, 2022 at 1pm Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present and 3 Associate members.

2. San Antonio Meeting

The NEFAP AC will meet in San Antonio on January 9th at 1pm Central.

Patrick, Tracy, Kevin and Ilona will be in attendance. Elizabeth (maybe - travel ban) and Carl will be trying to attend. David, Kim, Shannon, Katie, Jeff, and Jacob will not be there.

Tracy will reach out to the rest of the group to see if there are more attendees. Scott from FAC will check on who is coming too.

An Agenda needs to be developed for the program.

3. Metrics

The metrics were sent to the Board with a few edits.

Ilona gave an update based on what happened at the last Board meeting. The Board was concerned about progress.

There will be a group meeting in the next week to discuss options.

If the Committee could get industry groups involved, they would probably want to see there is oversight of the AB. We haven't made great strides getting the word out. There is progress on the website and Linked In. Volunteers only have so much time. Tracy is concerned that we may be missing the expertise we need to have impact on the regulatory side.

Need to send question about importance of oversight recognition for NGABs accrediting FSMOs instead of just having the NGABs accredit from the field standard.

4. Nomination SOP / General SOP

Elizabeth has been working on the SOP to help move the Committee away from the Nomination Committee process.

Tracy pulled up the DRAFT SOP Elizabeth is working on.

Moved to SOP 5-101 - General Operation SOP: Moved definitions, stakeholder information, membership information, etc. ...

It makes sense to review the entire SOP 5-101. This update is expected to eliminate SOP 5-103.

Add a reference to SOP 1-101 (TNI SOP for Committee Operations).

Do we need to keep SOP 5-102? Or do we need to use SOP 1-102? Are our voting exceptions incorporated in to the new TNI SOP? This is being discussed in the Policy Committee.

The updated SOPs will be sent to the Committee for comment and then Ilona and Tracy will meet to finalize it for a vote.

5. Work Group Update

Marketing:

There will be a Podcast this Friday. Shannon, David, Tracy, Katie and Jeff are working on this. It will be a conversation about sampling and accreditation. It may lead to more Podcasts. It will be 25-30 minutes long.

John Moore and JEA are going to be at a workshop where they will be adding slides about NEFAP.

Training:

The group is now hoping for a class in Spring.

6. New Business

Ilona reminded the group that they need to update their internal audit. Ilona will work on this and then meet with Justin and Tracy to finalize it.

7. Action Items

Action items can be viewed in Attachment B. Not reviewed.

8. Next Meeting

The next meeting will be on Wednesday, November 22, 2022 at 1pm Eastern by teleconference. *(Addition: The meeting was rescheduled to December 6, 2022.)*

Action Items are included in Attachment B. Action were not reviewed.

Justin adjourned the meeting at 2:00pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Absent	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Vice-Chair Absent	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2021*) Absent	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2022*) Present	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2024) Absent	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024) Present	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2024) 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*) Absent	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.com
Patrick Selig (AB) Present	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*) Absent	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*) Absent	Oregon Health Authority	Other	Ryan.pangelinan@dhsaha.state.or.us
Kevin Holbrooks Present	JEA	FSMO	
Kim Watson Present	Consultant	Other	
Katie Strothman Present	Sanders	Lab-FSMO	
Ilona Taunton (Program Administrator) Present	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore		mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas		shaas@etilab.com
Shannon Swantek	X	shannon@enlightenedquality.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher	X	Carl.Kircher@flhealth.gov
Kirstin Daigle		Kirstin.daigle@pacelabs.com

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.
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

	Action Item	Who	Expected Completion	Actual Completion
				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

	Action Item	Who	Expected Completion	Actual Completion
				reminder to Norman.

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	
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.	Elizabeth Kevin	2022 – 3 rd quarter	2/16/22: Justin is working on this for the next meeting. 5/18/22: Tracy is putting this SOP on hold. She would like Elizabeth and Kevin to update it as they go through the Nomination process this year.
276	Update Policy 7-100.	Ilona	TBD	
284	Conduct email vote to finalize new Charter.	Justin	11-19-21	Done
286	Develop 2022 Nomination Committee and add membership to the Committee.	Elizabeth	TBD	Elizabeth will Chair the Nomination Committee
287	SOP 5-101 needs to be updated to include information that is still needed after the nomination SOP (5-103) is retired.	Elizabeth	9/15/22	
288	Tracy will resend website changes that are being requested to William and Jerry.	Tracy	8/15/22	Done
289	A Strategic Planning meeting will be in Crystal City on Thursday from 12-2pm Eastern.	All		Done.

Attachment C

Backburner / Reminders – NEFAP Executive Committee

	Item	Meeting Reference	Comments
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	