

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
December 15, 2021

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on December 15, 2021 at 1pm Eastern. Attendance is included in Attachment A - there were 4 NEFAP EC committee members present. Associate members: Jeff Buystedt and Carl Kircher (joined 2pm Eastern by phone only).

There were not enough voting members on the call to do official business. Justin provided updates and asked for input instead. Justin will also send out the back-log of minutes for email review and approval.

2. Winter Meeting

Next meeting will be January 10, 2022, at 2pm Eastern. There will be no field meeting at the winter conference. We will plan to meet in Virginia.

Justin encouraged people to consider submitting field related abstracts.

3. Annual Program Report

The report is due on January 10, 2022. Justin shared the 2021 report.

Justin would like to have separate pages for the marketing and training subcommittees to discuss accomplishments.

Justin will send out a preliminary DRAFT to the Committee by email so people can provide additional input.

4. Subcommittees

Marketing Subcommittee: They haven't had a chance to meet but will be meeting again after the first of the year.

Ilona shared some LinkedIn information that Training is working on. Planning to have something up for the San Antonio meeting. Ilona will send an email to Jerry Thao, Justin and Tracy so they can begin talking about getting some NEFAP stuff up on the site too.

Ilona also noted that Advocacy still does have NEFAP in their new Charter. There was discussion about removing NEFAP since we have the Marketing Subcommittee, but this did not happen.

Justin is still planning to follow-up with Advocacy to confirm what needs Advocacy review regarding website posting.

Training Subcommittee: Ilona thinks that Paul and Adam need help with review of the course. They now have the material pulled together.

The expectation will be to have the course first quarter next year.

The target audience will be QA Managers and FSMO's.

5. FAC Standard

Ilona provided an update. The Committee is working on both standards right now – both FSMO and AB.

Tracy commented that the Field Standard is still based on 2005 Standards, so they can no longer put the ILAC mark on their accreditations.

NEFAP and PT require the evaluation team to observe an assessment. These will need to line up in order to complete all the evaluations in 2022.

6. SOP Review – SOP 5-103

Justin will work on Policy's comments. He wants to look at the SOP from the perspective of the voting side of this.

Update Section 5.4 and clarify dominance and look at simplifying. Sections 5.8 and 6.0 needs some updates to clarify how the vote is communicated to the membership.

Justin will work on this via email with the rest of the Committee.

7. New Business

No new business.

8. Action Items

Action items can be viewed in Attachment B.

9. Next Meeting

The next meeting will be on Monday, January 10, 2022 at 2pm Eastern by teleconference.

Action Items are included in Attachment B.

Justin adjourned the meeting at 2:17 Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Chair Present	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Vice-Chair Present – late 1:35p Eastern	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) 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*) Absent	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2024) Absent	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024) Absent	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@handpmsg.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@dhsosha.state.or.us
Kevin Holbrooks Absent	JEA	FSMO	
Kim Watson Absent	Consultant	Other	
Katie Strothman Absent	Sanders	Lab-FSMO	
Ilona Taunton (Program Administrator) Present (1:15)	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		shannon@enlightenedquality.com
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		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.	Ilona	TBD	
276	Update Policy 7-100.	Ilona	TBD	
279	Determine candidates and establish Nominating Committee	Tracy	2/28/21	Nominating committee formed and application due 3/15/21. Complete
284	Conduct email vote to finalize new Charter.	Justin	11-19-21	
285	Send new membership information to Chair of TNI Board.	Ilona	12-15-21	

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	