

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
December 21, 2022

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on December 21, 2022 at 11:15am Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present and 2 Associate members.

2. Winter Meeting – San Antonio, TX – January 9, 2023 – 1:30pm Central

Tracy provided a copy of the proposed Agenda for the meeting:

1:30 - 3

- Introduction of NEFAP EC and FAC Committees
- Process and Timing for Field Standard Finalization
- Future Specific Sampling Modules Discussion
- Ideas for TNI First Annual Conclave on Sampling Issues
- Open Discussion – Topics for NEFAP EC
- Discuss Addition of Language to Module 2 of Laboratory Standard to Include Accredited FSMOs

Break 3-3:30

3:30 - 5

- Continue Module 2 Discussion as Needed
- Review of Changes to FSMO NEFAP Volume 1 and 2 Standards
- Working Session – Continue Update of Field Standard

Ilona noted that we will be able to have Committee members join into the meeting through Webex. This will replace the regular NEFAP meeting in January. She will be sending invitations a couple of days before the meeting.

Paul suggested adding something about the PTPA Evaluations and the need for volunteers. Tracy has some ideas for more evaluators if needed. Patrick may be able to help too. He has PT experience too. There will be evaluator training. Katie is willing to help also.

3. Work Group and Committee Reports

Training Workgroup

Paul reported the content of the training is done, but now they are trying to figure out how to deliver it. Ilona asked to be invited to the next meeting so she can help with the actual details of presenting on Webex and available options. They are still looking at Spring for the class.

TNI Training Committee

The Training Committee is working on a new catalog format for the training website. Part of this effort will include making sure all TNI classes are presented in the same format. This is an effort that Elizabeth is helping with. Badges will also be included. There is a Training Opportunities Workgroup that regularly meets to discuss ideas for course needs. There was talk about a PFAS class, but instead this will be rolled into the Conclave NEFAP is working on for Spring.

4. NEFAP Metrics

Tracy sent out a DRAFT metrics table to look at. The Board will not be meeting in January, so this will need to be complete for the February Board meeting. The Committee edited the document (see Attachment C.) The Committee may propose changes to the Board if the metrics need to be updated. Are there other things we want to look at? Maybe look at how often people incorporate parts of the NEFAP standard – similar to what some non-NELAP states do with the lab standard. Tracy noted that Kentucky is doing something similar to what Louisiana is doing. We want the metrics to show the work that is being done – are these the right metrics?

The table was changed a few months ago based on a Board comment to simplify the information. Maybe this information needs to go into a spreadsheet with tabs so progress can be more easily tracked. Need to update the year on the table too.

Maybe it should be the number of people using the Standard instead of how many FSMOs are accredited? Maybe adding the number of Standards sold could be a helpful metric? If this metric gets added, maybe the number of FSMO accredited each year could go down because it may be too high right now. Maybe 8 purchases of the Standard and then 4 new FSMOs? Ilona will check with Paul Junio to see how many Standards are currently sold.

Sale of the Standard is not an income item. The cost covers what we have to pay ANSI for use of their language.

The Committee continued to talk through each section and make changes to the numbers, placement of the information and the content. Changes can be seen in Attachment C.

5. New Business

Ilna sent Tracy information to help prepare the presentation for January. She took last year's slides and updated them for 2022 Accomplishments and 2023 Goals as a starting point. She also updated the Action Table into a new format and provided a copy of the Committee Charter to help with preparing 2023 Goals.

6. Action Items

Action items are maintained in the Action Summary Table - Attachment D. This is a new format for action items.

7. Next Meeting

The next meeting will be on Wednesday, January 9 2023 at 1:30pm Central by teleconference and in person in San Antonio, TX. This will be a joint NEFAP and FAC meeting.

Tracy adjourned the meeting at 2:30pm Eastern. (Motion: Katie, Second: Patrick)

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 Present	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) 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
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@dhsola.state.or.us
Kevin Holbrooks Present	JEA	FSMO	holbke@jea.com
Kim Watson Present – joined 1pm	Consultant	Other	kwatson45@aol.com
Katie Strothman Present	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
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	X	shaas@etilab.com
Shannon Swantek	X	shannon@enlightenedquality.com
Jeff Buystedt		jbuystedt@bendoregon.gov
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov

Attachment B

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	

Attachment C

5th quarterly report to TNI Board of Directors on NEFAP metrics-Submitted Date : 10/12/2022

Below is the fifth quarterly metrics report for evaluating NEFAP in accordance with our strategic plan and performance metrics submitted.

The training workgroup has internalized development of the (paid) training program which will benefit the program by keeping revenue generated internal to the program. Work is near completion on the course sections, poll questions, and exercises and we anticipate the course being completed by the end of 2022 and offered by 1st quarter 2023. We have developed a survey to identify training needs from the community to identify opportunities that is ready to be distributed to the TNI membership. The training component of our plan is still in progress but maybe unlikely to meet the goals established. It was noted that a separate training session was held via webinar by Silky Labie in May 2022 and the revenue from this webinar and the recorded webcast will go towards marketing efforts. Additional efforts to coordinate NEFAP training workgroup and TNI Training Committee are being made.

Marketing workgroup has reevaluated materials and past efforts to determine best strategy for marketing program. Marketing materials and the website have been reviewed to align with our targeted marketing objectives to promote the program and submitted to be updated as necessary including new keywords for the site. No update has been provided to support this effort. Jerry Thao has received LinkedIn posts for the TNI site and they have been posted as requested. A recorded PODCAST will be created for the TNI social media and website on general criteria on the benefits of NEFAP. Members for the PODCAST consist of the marketing work group with a mix of FSMO'S, Consultants and Accreditation Bodies. It's anticipated to be approximately a 30-minute recording. We have developed a strategy and initiated outreach to regulatory agencies and targeted stakeholders that may be interested in the program directly. We anticipate this interest slowly increasing as our marketing efforts continue. TNI NEFAP was represented at the May 2022 FSEA on a panel. However, the panel was more directed towards laboratory questions and not much exposure was given to NEFAP. NEFAP brochures were handed out to interested parties. Kristen Sapp from FL DEP spent time with Tracy Szerszen, NEFAP Chair and John Moorman NEFAP member to discuss the possibilities of adding the program to FL DEP requirements. An interest was expressed and follow up emails were initiated. Additional initiatives will need to be taken with her on this topic. Multiple association or regulators were contacted such as ORELAP, FL DEP, EPA (for contract FSMO) requirements, USGA United States Geology Survey Federal Agency and FQR US Service. No responses were provided. The committee will regroup again on other avenues to take for promoting TNI NEFAP. During the 2022 NEMC NEFAP EC met with members available to discuss the marketing of the program. All agree we need the driver/mandate to get this program moving along. It was also discussed that perhaps the TNI Quality Systems committee can add language in the next re-write of the standard to include field sampler criteria for competency. We are currently working on some language to put forward to this committee. At this time ,1 state agency specifies NEFAP. The Louisiana Department of Environmental Quality, Louisiana Environmental Laboratory Accreditation Program has recognized two NEFAP accreditations issued by the American Association for Laboratory Accreditation for FY 2023. This year LELAP has updated its secondary scopes of accreditation to clearly indicate the accreditation type as "NEFAP". The Committee is redoing its

process for adding new membership. This should increase the participation number because new members will be replacing other members who had schedule changes and were less active.

The metrics below have been adjusted with this report and have some growth, but the focus has still been in development of the components of the plan which should continue to progress and begin to see returns especially in terms of interest once the marketing component reaches the wider marketplace.

A description of the activities of the working groups to date is included in the program reports.

Program Metrics

Metric	Target	2022	2023	Priority
Increase number of FSMO applications	84	2		High
Increase number of interested parties FSMO standards sold downloading FSMO standard	8	NE		High
TNI Strategic Plan Objective #6: Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth. (medium priority)				
Develop revenue generating training sessions	3	1 in development; 1 completed		High
Develop multiple non-revenue generating training clips or informational media to promote paid sessions	2	2 in development		Low
Increase in number of people completing NEFAP/Field training courses in TNI	4025	19 (Plus 5 – Why NEFAP?)		High
Increase NEFAP related revenue	\$1,500 increase	\$932		High
TNI Strategic Plan Objective #2: Focus available resources and efforts towards marketing the program. (High Priority)				
Increase in presentations given external to TNI	3	3		Medium

Commented [ST1]: Tracy to get new numbers

Commented [ST2]: Ilona to ask Paul J about current number so we can make an accurate goal

Commented [ST3]: Already below under marketing efforts

Commented [ST4]: Ilona will confirm budget for NEFAP 2023 what should are goal be?

Commented [ST5]: Add Oct FSEA John and Vance

Increase in published promotions (articles/white paper)	1	1		Low
Increase in social media presence	20-12 posts on various formats	6		Medium
<u>Develop multiple training clips or informational media to promote the program</u>	<u>4</u>	<u>2 in development</u>		<u>Low</u>
<u>Develop Free FSMO Webinars</u>	<u>2</u>	<u>NE</u>		<u>Low</u>
Additional indicators of program interest – not included in strategic plan				
Increase in participation in EC meetings	75% attendance	46% in 2022		Medium
Increase in associate members (NEFAP EC & FAC)	36 new associates (there are 12 existing)	4		Medium
Inquiries from stakeholders into program (NEFAP EC & FAC)	3	4		Medium

Commented [ST6]: Already below under marketing efforts

Commented [ST7]: IAS NGAB AB inquired; FL DEP Kristen Sapp acknowledges and is looking at adding NEFAP potentially in her requirements; ask Ilona for the rest ; Paul LDEP recognizes 2 NEFAP accredited facilities

Comments:

-Strategic Plan Objective #3 for establishing subcommittee dedicated to evaluating training needs and developing classes related to field measurement and sampling is completed and their work is ongoing.

-Strategic plan Objective #4 of establishing metrics and timeline for evaluation of success measures and impact on the program has been initiated and is ongoing (this objective is the premise for this report).

-Strategic plan Objectives #1, #5, and #7 relate to the routine business operations of the program and committee and are not reflected on this report specifically.

Attachment D: NEFAP Action Item Summary – 2022

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
221	Discuss with Advocacy the possibility of California using the NEFAP Standard for field and mobile lab accreditation.							
246	Review possible impact/opportunity of the America's Water Infrastructure Act of 2018 that was signed into law on October 23, 2018.		EPA	June 2020				Is this still relevant?
267	Update SOP 5-103 per Policy Committee comments and addition of vacancy procedure.				TBD			
276	Update Policy 7-100.							May apply to all TNI NGAB programs.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
286	Marketing Subcommittee: Review tools and evaluate new tools.			Action Item Review				
287	Evaluate need for White Paper for Advocacy.			Action Item Review				Justin had a DRAFT that could be a starting point.
288	Provide comments on DRAFT Standard to FAC.			Action Item Review				
289	Scope Guidance Document - New Action item is to pull together what we have and send to FAC for consideration in the Standard.			Action Item Review				
290	Marketing Subcommittee: Contact Jerry Thao to work with her on getting NEFAP presence on Linked-In		Tracy	1-10-22				
291	Internal Audit – Update Checklist			1-10-22				
292	Training Subcommittee: Develop Internal Audit training			1-10-22				

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
293	Update Nominating Committee SOP to prepare for nominations in Spring.	5-103	Justin	4-20-22				
294	Find volunteers for onsite evaluations and evaluations.			6-15-22				
295	Review Nomination SOP for items that need to be moved to the General Operations SOP.	5-101 5-103	Elizabeth	6-15-22				
296	Update General Operations SOP	5-101	Elizabeth	6-15-22				
297	Close out Nomination SOP and expand Committee Membership based on TNI Committee SOP 1-101 and TNI Voting SOP 1-102.	1-101 1-102		6-15-22				
298	Update SOP 5-101 (General Operations) to incorporate information currently in the Nomination SOP that is still needed.	5-101	Elizabeth	6-15-22				

