

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
February 16, 2022

1. Roll call:

Justin Brown, Chair, called the NEFAP Executive Committee to order on February 16, 2022, at 2pm Eastern. Attendance is included in Attachment A - there were 10 NEFAP EC committee members present. Associate members: Scott Haas and Marlene Moore.

The December and January meeting minutes were sent by email and need to be reviewed. There was not a quorum at the previous meeting.

A motion was made by Paul to approve the December 15, 2021 and January 10, 2022 as written. The motion was seconded by Jeremy and there was no further discussion. The minutes were unanimously approved.

2. Metrics Report

The report was due early this month, but Justin got an extension. He pulled up the previous report and then went through each section to update it for the fourth quarter. The report with the changes can be viewed in Attachment D.

Marketing Subcommittee: They will be meeting tomorrow. They are just about done with the presentation they will use to approach states to make them aware of what is happening in NEFAP.

They will be looking at the Survey to see what else is needed before this is sent out.

Ilona sent Tracy an email with Jerry Thao copied on it so they can talk about opportunities to post information in Linked In.

Training Subcommittee: Paul and Adam have completed a DRAFT that they have sent to Marlene for input. The Subcommittee is still hoping to be able to offer the class in Spring.

3. Subcommittee Reports

Marketing

Tracy reported. Meeting twice a week and getting good participation. Tracy and Kelly had a good conversation about EPA's views on sampling and the need for accreditation. Through that conversation Tracy found an interesting website. Non-EPA facilities need to meet certain criteria and one of the options in ISO 9001. Tracy would like to see NEFAP accreditation also listed. She would like to follow-up on this. Other associations

are also being looked at. They talked to ORELAP. Tracy talked to Vanessa with Florida to understand how field sampling works. Justin is looking for Illinois contacts. They are assigning Subcommittee members to different states to make contact. They are working with the Training Subcommittee on the survey.

Tracy is starting to work with Jerry Thao and taking advantage of the LinkedIn presence that TNI is now building.

Training

Paul reported. The Subcommittee is working on the Internal Audit training. They will be working on polling questions for the training this week.

4. Committee Membership

Just encouraged everyone to start thinking about people that would be a good addition to the Committee. The nomination process will begin soon.

Justin has some changes happening in his organization and he will need to step down as Chair, but he will continue as a member. Let Justin know if you have any interest in leadership of the Committee.

5. SOP Review – SOP 5-103 (TNI NEFAP Nominating Committee Procedure)

Justin did not have a chance to work on this SOP as planned. This will be looked at during the next meeting. He will be reorganizing it.

6. New Business

Marlene noted that the FSMO Volume 2 Standard will have a public meeting in the next month or so. Everyone is encouraged to attend this meeting. It is a key way to provide feedback to the FAC.

7. Action Items

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

8. Next Meeting

The next meeting will be on Wednesday, March 16, 2022 at 1pm Eastern by teleconference. *(Addition: The March meeting was canceled.)*

Action Items are included in Attachment B.

Justin adjourned the meeting at 2pm Eastern. (Motion – Jacob, Second – Katie)

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	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Present	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Absent	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) Present	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) Present	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 Present	JEA	FSMO	
Kim Watson Absent	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	X	mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
Scott Haas	X	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.	Justin	2022	2/16/22: Justin is working on this for the next meeting.
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	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	

Attachment D – DRAFT NEFAP Metrics

Fourth quarterly report to TNI Board of Directors on NEFAP metrics

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

The training subcommittee 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 development, and we anticipate the course being offered early 2022. We have developed survey to identify training needs from the community to identify opportunities. The training component of our plan is still in ongoing development and is unlikely to meet the goals established.

Marketing subcommittee has reevaluated materials and past efforts to determine best strategy for marketing program. We are currently updating marketing materials and website to align with our targeted marketing objectives to promote the program. 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.

The metrics have not shown much growth in interest over the past few months, 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 detailed description of the activities of the subcommittees to date is included in the program reports.

Program Metrics

Metric	Target by December 2021	Current	Priority
Increase number of FSMO applications	8	2	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	2 in development	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	10	0	High
Increase NEFAP related revenue	\$1,500 increase	0	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
Increase in published promotions (articles/white paper)	1	1	Low
Increase in social media presence	20 posts on various formats	1	Medium
Additional indicators of program interest – not included in strategic plan			
Increase in participation in EC meetings	75% attendance	36% in 4Q	Medium

Increase in associate members (NEFAP EC & FAC)	6 new associates (there are 12 existing)	4	Medium
Inquiries from stakeholders into program (NEFAP EC & FAC)	3	4	Medium

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.