

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
May 18, 2022

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on May 18, 2022, at 1pm Eastern. Attendance is included in Attachment A - there were 5 NEFAP EC committee members present and 4 Associate members.

2. FAC Update

Volume 2 is getting close to being finished. There were no comments from the public webinar.

Volume 1 – FAC is working through comments from the public webinar.

The Committee is hoping to work on both Standards and have them ready by the end of the year to post as DRAFT standards. The FAC will continue to take comments through the process.

3. AB Evaluation

Justin, Tracy, Paul and Ilona talked through this process and how the combined procedure will work. Tracy and Shawn Kassner talked by phone to look at ways to transition into these evaluations. There is still work to be done to finalize checklists.

4. Internal Audit Checklist

Paul and Ilona are working on this. It will be submitted to the Policy Committee for final approval and then used to perform our Committee audit. We need to be sure all key procedures in our SOPs are part of this checklist.

5. Voting Procedure

NEFAP has had its own voting SOP that includes a couple of unique procedures like allowance for an alternate to vote and a veto vote. TNI is looking at voting procedures and they would like to see all Committees use the same SOP. NEFAP could adopt the TNI SOP, but continue to keep these alternate procedures in as an exception or decide to no longer have the alternate procedures. Regardless, NEFAP no longer needs to have a separate SOP.

There were no concerns expressed about moving to the new TNI Voting SOP.

6. Subcommittee Reports

Marketing Subcommittee: Tracy reported. They are stalled right now. John Moorman and Tracy will be attending an upcoming FSEA meeting. Tracy will be part of a panel discussion. Tracy will be talking to FL DEP while she is there to see if there may be some opportunity for NEFAP. The Subcommittee members have not been having luck reaching various state programs. Tracy followed up with Jerry regarding changes to the website, but has not heard anything back yet. Tracy will follow-up on the training survey with Paul and Ilona.

Katie asked Carl what it would take for FL to implement NEFAP or require it. It would likely take a regulatory update. Carl noted that if there are enough requests to have something like NEFAP, that could drive looking at it and evaluating if it is possible.

Training Subcommittee: Katie reported. The Committee is not meeting, but a small group is still working on the Internal Audit training.

7. Nomination Committee

The SOP still needs some work. Tracy recommended that Elizabeth and Kevin update the SOP as they work through the process.

8. New Business

Ilona noted that a metrics report is due to the Board. Justin will work on this by email.

9. Action Items

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

10. Next Meeting

The next meeting will be on Wednesday, June 15, 2022, at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

Tracy adjourned the meeting at 1:40pm Eastern. (Motion – Justin, Second – Katie)

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Present	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) Absent	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) Present	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) 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@handpmg.com
Patrick Selig (AB) Absent	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 Present	Sanders	Lab-FSMO	
Ilona Taunton (Program Administrator) Absent – Recording will be used for minutes.	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
Shawn Kassner		shawn.kassner@pacelabs.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Jeff Buystedt	X	
Carl Kircher	X – joined about 1:30	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	
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	
286	Develop 2022 Nomination Committee and add membership to the Committee.	Elizabeth	TBD	Elizabeth will Chair the Nomination Committee

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	