

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
July 20, 2022

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on July 20, 2022, at 1pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and no Associate members.

There was not a quorum to vote, but the Committee decided to meet to provide updates and gather information.

2. Subcommittee Reports

Marketing:

The Subcommittee is meeting once per month. They met yesterday. They are looking for ideas to pursue and looked at the Strategic Plan they started with.

Jeff Buystedt did an ethics training. Ilona shared information about the ethics class that Silky just taught.

There is a mailing list that has been started of field related people. If anyone has more names, give them to Ilona and she can add them.

Florida DEP - Kristin Sapp - FL DEP. – Tracy met Kristin at the FSEA meeting. She may be interested in using TNI NEFAP for some of their requirements. She would like to put more Quality Requirements in her program.

Tracy will resend what it is that she needs William to do with the website. Is there anything else that is needed to get thing moving?

Training:

Paul noted that they are continuing to work on the course sections for the internal audit class planned for Fall. They had to take a break due to schedules. Just need to finish the last part. Ilona needs it 6 weeks before the course date. It is coming along well. The subcommittee should be getting restarted soon.

3. Committee Metrics

Tracy will meet with Justin to understand where the numbers came from. Ilona will check with Jerry about attending a meeting to talk about NEFAP.

The next Board meeting is August 10th - so the metrics need to get it to Ilona by the 8th.

The Crystal City meeting is an opportunity to meet in person and brainstorm some ideas for moving NEFAP forward. Kevin, Patrick, David, Tracy, and Elizabeth will be there. Jerry can provide a room for them to meet for lunch. The Strategic Planning meeting will be on Thursday from 12-2pm Eastern.

4. Nomination SOP

The TNI Board supported changing the procedure NEFAP uses to add members. The Committee just needs to update the SOP.

Tracy sent out an email for input from the committee and there was agreement to make a change.

The nominating SOP (5-103) needs to be reviewed to figure out what language should be kept and what can be deleted. The things that should be kept can be added to the General Operation SOP (5-101). Elizabeth will work on this. Ilona will send a copy of this SOP to both Elizabeth and Tracy.

Ilona will reach out to Alfredo about taking Stephanie off the list now.

5. New Business

The question was raised whether the Marketing and Training Subcommittees are subcommittees or workgroups. Workgroups do not do minutes, but instead report back to the Committee and their reports are included in the meeting minutes. Most people on the call today prefer they be Workgroup because they are not permanent committees. This will be further discussed.

6. Action Items

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

7. Next Meeting

The next meeting will be on Wednesday, September 28, 2022, at 1pm Eastern by teleconference. There will be no meeting in August.

Action Items are included in Attachment B.

Tracy adjourned the meeting at 2:12pm Eastern. (Motion – Katie, Second – David)

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) 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@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 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		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
Jeff Buystedt		
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.	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	
289	A Strategic Planning meeting will be in Crystal City on Thursday from 12-2pm Eastern.	All		

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	