

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**September 28, 2022**

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on September 28, 2022, at 11am Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present and 2 Associate members.

2. Membership

Elizabeth is working on the General Operations SOP (5-101) to update nomination information.

3. Subcommittee Reports

Tracy shared some updates to the marketing table.

Tracy questioned whether the Marketing and Training Subcommittees are actually work groups. There was general agreement that the marketing and training subcommittees should be workgroups.

Ilona will provide a Training Committee update during NEFAP meetings as the TNI Training Coordinator. Elizabeth and David will also be able to make updates as members of the Training Committee.

Updates to the website still need to be made. Jerry and William have all the information now.

A podcast is being developed. See metrics update language.

4. Metrics

Ilona will talk to Justin to get revenue numbers and to Paul Junio to get information on people attending field training classes.

Are there any more inquiries about field? Ilona will look through the TNI comments document and make updates as needed.

5. FAC Update

The FAC did not meet in August and September but will be meeting again in October.

Volume 2 is just about ready to share.

Volume 1 is getting closer to completion and Scott is hoping to be ready for the winter meeting. He is hoping to get it out for comment in January. It is important that people work on the standard now so comments can be addressed before it is a DRAFT Standard.

Scott would like Jerry Thao to post on LinkedIn when the Standard is available for comment.

## 6. Training Workgroup

They have been stalled and will get restarted in October. They have Days 3 and 4 yet to finish. Paul has comments and will incorporate them into the DRAFT.

## 7. AB Evaluations

It is important to be careful when using the terms “observation” and “witness” in the Evaluation SOP (7-101).

Evaluation teams need to be developed. Marlene is working on training that all evaluators will need to take.

Tracy asked for volunteers:

Katie

Kim

Carl

Carl also noted that he could help with PT.

There will be 4 NGAB evaluations.

## 8. New Business

None.

## 9. Action Items

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

## 10. Next Meeting

The next meeting will be on Wednesday, October 19, 2022, at 1pm Eastern by teleconference.

Action Items are included in Attachment B.

Tracy adjourned the meeting at 12:44pm Eastern. (Motion – Patrick, Second – Katie)

## Attachment A

## TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) <b>Present</b>	EMT	FSMO/Lab	jbrown@emt.com
Tracy Szerszen (AB) Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Vice-Chair <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB)  <b>Present</b>	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2021*)  <b>Absent</b>	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2022*)  <b>Absent</b>	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.com
Jeremy Driver (2024)  <b>Absent</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024)  <b>Present</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2024)  <b>Absent</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Halley Dunn Hastings (2022*) <b>Absent</b>	AAA Analytical	Other	hhastings@aaanalytical.com
Suzie Nawikas (2022*)  <b>Absent</b>	H&P Mobile Geochemistry, Inc.	FSMO	Suzie.nawikas@handpmg.com
Patrick Selig (AB)  <b>Present</b>	ANAB	AB	pselig@anab.org
Stephanie Sparkman (2022*)  <b>Absent</b>	CS Laboratories, Inc.	FSMO	ssparkman@cslaboratories.com
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsaha.state.or.us">Ryan.pangelinan@dhsaha.state.or.us</a>
Kevin Holbrooks  <b>Present</b>	JEA	FSMO	
Kim Watson  <b>Present</b>	Consultant	Other	
Katie Strothman  <b>Absent</b>	Sanders	Lab-FSMO	
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

<b>Associate Members</b>	<b>Attendance</b>	<b>Contact Information</b>
Marlene Moore		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
Jeff Buystedt		
Carl Kircher	X	Carl.Kircher@flhealth.gov
Kirstin Daigle		Kirstin.daigle@pacelabs.com

**Attachment B**

**Action Items – NEFAP Executive Committee**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	<del>3/5/15</del> 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.

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				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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
				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 <sup>rd</sup> 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**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	