

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**January 17, 2023**

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on January 17, 2024, at 1pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and 2 Associate members. Jerry Parr also attended.

There were no changes made to the Agenda.

The December minutes will be reviewed by email or at the next meeting since there was not a quorum.

2. PFAS Workshop

Ilona shared the Workshop spreadsheet she is using to track speakers, and also displayed the website and registration page that William completed. William will need to put a link to the website on the NEFAP page.

3. Marketing Opportunities:

DOD Competency Document

There was recent mention of a DoD document regarding competency. Justin noted that it discusses ways to achieve competency. Marlene commented that ISO/IEC 17025 is accreditation and not competency.

The Committee needs to reach out to Jordan Adelson and ask about how to comment. The policy was put out before NEFAP existed and it is outdated. It is a re-affirmation of an old policy. NEFAP should be an option. This will be added to the action items.

Lead Standard

Tracy noted another opportunity. The proposed update to the Lead Standard has a lot of sampling in it. The Committee needs to follow-up on this and see if a representative would be interested in joining one of the TNI field committees. The comment period was short and Tracy didn't get a request for input on it as an AB. Small labs expressed concerns, so perhaps it will go back out for comment.

#### 4. Membership

Joel Grice (FSMO), Jeff Buystedt (FSMO) and Scott Haas have completed applications and want to join the Committee as voting members.

Anand Mudambi and Silky Labie have expressed interest and are supposed to send in an application. Tracy will follow-up on this. Harry from IAS may also be interested.

Tracy will also confirm that people eligible for a second term would like to serve a second term.

#### 5. AB Evaluation (Ilona)

Paul Bergeron has agreed to join the evaluation teams as an AB representative. He will need to complete training.

#### 6. Internal Audit Course (Paul)

Paul still needs help from IT folks in order to review the DRAFT Shannon prepared. Shannon has been out, but Paul is continuing to reach out to her.

Though Paul will be rotating off the NEFAP EC as a voting member, he will continue as an Associate and is willing to continue to chair the NEFAP Training Workgroup.

#### 7. FAC Update (Katie)

The FAC is continuing to meet each week to have a complete or very close to complete FSMO Standard (Volume 1) available for the meeting in Columbus, OH next week. There has been a lot of debate on what should go into Section 7.3 regarding sampling plans and sampling methods. There are also a few Definitions that may need some work.

Marlene thinks Volume 2 is complete and the Committee has asked for Ilona's help to prepare a Summary of Changes document that will be discussed in Columbus, OH. This document is also needed in order to post the Standard as a DRAFT Standard for comment.

#### 8. New Business

None.

#### 9. Action Items

Action items are maintained in the Action Summary Table – 2024 (Attachment C).

## 10. Next Meeting

The next virtual meeting will be on February 21, 2024, at 1pm Eastern. The Committee will be planning to review the SIR SOP (SOP 5-106).

There will be an in person meeting in Columbus, OH at the TNI Forum on Accreditation on January 23, 2024, at 3:30pm Eastern.

Tracy adjourned the meeting at 2:04pm Eastern.

**Attachment A**

**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Justin Brown (FSMO) (2023*) <b>Present</b>		FSMO/Lab	jbrown@thesterlinglab.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 (2024)  <b>Absent</b>	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2025)  <b>Present</b>	Eurofins	Lab/FSMO	elizabeth.turner@et.eurofinsus.com
Jeremy Driver (2024)  <b>Absent</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024)  <b>Absent</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
Patrick Selig (AB)  <b>Absent</b>	ANAB	AB	pselig@anab.org
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsosha.state.or.us">Ryan.pangelinan@dhsosha.state.or.us</a>
Kevin Holbrooks  <b>Absent</b>	JEA	FSMO	holbke@jea.com
Kim Watson  <b>Absent</b>	Consultant	Other	kwatson45@aol.com
Katie Strothman  <b>Present</b>	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
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	x	mmoore@advancedsys.com
Scott Haas		shaas@etilab.com
Shannon Swantek		shannon@enlightenedquality.com
Jeff Buystedt		jbuystedt@bendoregon.gov

Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov
Joel Grice	X	

**Attachment B**

**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	

Attachment C: NEFAP Action Item Summary – 2023

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?
287	Evaluate need for White Paper for Advocacy.							Justin had a DRAFT that could be a starting point.
288	Provide comments on DRAFT Standard to FAC.			Ongoing				

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
289	Scope Guidance Document - New Action item is to pull together what we have and send to FAC for consideration in the Standard.							
292	Training Workgroup: Develop Internal Audit training			1-10-22				3/15/23: Material is developed. Need to determine how to present. 4/19/23: Adam is working on pre-recording first 2 presentations. 10/18/23: Shannon working with Adam. Shannon may give presentation instead of Adam.



Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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				<p>3/15/23: When SOP 5-101 is complete – this SOP can be obsolete and archived.</p> <p>5/17/23: SOP 5-102 will be archived as obsolete and SOP 1-102 will be used.</p> <p>8/16/23: Committee membership reviewed.</p>
305	Prepare NEFAP language for Volume 1 Module 2 of the Lab Standard		Tracy Patrick		4/19/23			<p>7/19/23: Language was developed and sent to QMS Expert Committee.</p> <p>12/23: Will be meeting with Debbie, Kathi, Paul, Tracy and Ilona in Columbus, OH to finalize language.</p>

