

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
December 20, 2023

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on December 20, 2023, at 1pm Eastern. Attendance is included in Attachment A - there were 7 NEFAP EC committee members present and 2 Associate members. Jerry Parr also attended.

The minutes will be reviewed by email since there was not a quorum.

(Addition: A motion was made on December 20, 2023, by email by Katie to approve the November 29, 2023 minutes as written. The motion was seconded by Patrick on December 20, 2023. Vote: For – On 12/20/23: Tracy, Katie, Justin, Patrick, Elizabeth, Jeremy, Kevin 12/21/23: Kim 12/26/23: Pamela Against – None. Abstain – None. The motion passed and the meeting minutes will be posted on the website.)

2. Training

Jerry got a request this morning for an article he published in 1988. It was in a book called Principles of Environmental Sampling. It has 30 chapters and some of these could be turned into training courses. He scanned a copy of the information to Tracy. Perhaps a copy could be purchased on eBay. There is lots of information.

Training Workgroup Update:

Shannon will be recording the additional part of the internal audit course. Paul will be following up with Shannon next week.

TNI Training Committee Update:

There are classes that are field related in the upcoming RFP:

- Maintenance and Calibration of Field Equipment
- Traceability of Sampling and Field Measurements to Ensure Reliability

3. Winter Conference

Registration is due by December 29th. There is an increased cost after that date.

Tracy, Elizabeth, Katie, Kevin and Ilona will be attending.

A meeting is planned at the conference with Tracy, Debbie Bond (QMS Chair), Paul Junio (CSDP Executive Committee Chair) and Ilona to talk about the proposed NEFAP related language for the Module 2 Lab Standard that is being worked on.

4. NEFAP AB Evaluation

The evaluators will be completing their training tomorrow. They have completed their tests and exercises that will be used in the class.

5. PFAS Workshop

Ilona reviewed the tracking spreadsheet for the workshop.

- There is only one sampler – Vance.
- Tracy will talk to Batelle about being a panelist.

6. Metrics Report for 2024

NEFAP would like to change the format a bit and set new goals for 2024. The Committee reviewed the current table and made updates:

Program Metrics

Metric	2024 Target	2022	2023	2024	Priority
Increase number of FSMO applications	4	2	1		High
Increase number of FSMO standards sold	30 * note due to standard change/2025 may be less	NE (4) Volume 1	(3 sold) Volume 1		High
TNI Strategic Plan Objective #6: Develop income source via training or other streams to fully support this program and marketing activities needed for growth. (medium priority)					
Develop income generating training sessions	6	1 in development; 1 completed	Completed 3- Workshop; 1-data integrity 1-quality control		High
Increase in number of people completing NEFAP/Field training courses in TNI		19 (Plus 5 – Why NEFAP?)			High
a) Training Course	60		58		
b) NEFAP Workshop/Conclave	150		117		

NEFAP related revenue	\$16,000.00	\$1070.00	\$10,408.00		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	4		Medium
Increase in published promotion(articles/white paper)	1	1	0		Low
Increase in social media presence	12 posts	6	1		Medium
Develop multiple training clips or informational media to promote the program	2	2 in development	0		Low
Develop Free FSMO Webinars	2	NE	0		Low
Additional indicators of program interest – not included in strategic plan					
Increase in participation in EC meetings	75% attendance	46% in 2022	46%		Medium
Increase in associate members (NEFAP EC))	3 new associates	4	1		Medium
Inquiries from stakeholders into program (NEFAP EC & FAC)	3	4	1		Medium

7. New Business

None.

8. Action Items

Action items are maintained in the Action Summary Table – 2023 (Attachment C).

9. Next Meeting

The next meeting will be on January 17, 2024, at 1pm Eastern by teleconference.

Tracy adjourned the meeting at 2:40pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Absent		FSMO/Lab	jbrown@thesterlinglab.com
Tracy Szerszen (AB) Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Vice-Chair Present	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2024) Absent	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2025) Present	Eurofins	Lab/FSMO	elizabeth.turner@et.eurofinsus.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
Patrick Selig (AB) Present	ANAB	AB	pselig@anab.org
Ryan Pangelinan (2022*) Absent	Oregon Health Authority	Other	Ryan.pangelinan@dhsaha.state.or.us
Kevin Holbrooks Present	JEA	FSMO	holbke@jea.com
Kim Watson Present	Consultant	Other	kwatson45@aol.com
Katie Strothman Present	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
Ilona Taunton (Program Administrator) Present	The NELAC Institute		tauntoni@msn.com

Associate Members	Attendance	Contact Information
Marlene Moore		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	X - audio	Carl.Kircher@flhealth.gov
Joel Grice	X	

Attachment B

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 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.
293	Update Nominating Committee SOP to prepare for nominations in Spring.	5-103	Justin	4-20-22		Close		No need. SOP is being archived – obsolete.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
294	Find volunteers for onsite evaluations and evaluations.			6-15-22		10/18/23		Kim Watson and Katie Strothman 12/23: Will be adding Paul to Team. COMPLETE
295	Review Nomination SOP for items that need to be moved to the General Operations SOP.	5-101 5-103	Elizabeth	6-15-22		Complete		
296	Update General Operations SOP	5-101	Elizabeth	6-15-22		Close		See Item #298.
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				3/15/23: When SOP 5-101 is complete – this SOP can be obsolete and archived. 5/17/23: SOP 5-102 will be archived as obsolete and SOP 1-102 will be used. 8/16/23: Committee membership reviewed.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
298	Update SOP 5-101 (General Operations) to incorporate information currently in the Nomination SOP that is still needed.	5-101	Elizabeth	6-15-22		6/21/23		3/15/23: No comments have come in regarding proposed changes. 5/17/23: More changes are needed. Ilona will update for June meeting. 6/21/23: SOP approved. 7/23: SOP Finalized and posted. COMPLETE
304	Implement Sampling Conclave Concept				1/9/23	6/8/23		Targeted for June 6-8, 2023. COMPLETED
305	Prepare NEFAP language for Volume 1 Module 2 of the Lab Standard		Tracy Patrick		4/19/23			7/19/23: Language was developed and sent to QMS Expert Committee. 12/23: Will be meeting with Debbie, Kathi, Paul, Tracy and Ilona in Columbus, OH to finalize language.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
306	Virtual Workshop: Lessons Learned from Sampling and Analysis for PFAS in Field Blanks		Tracy Jerry Ilona	8-3-23	8-3-23			9/20/23: Date will be 2/7/24 12/23: Flyer for interest in presenting was sent out. Database updated with interested presenters.