

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
February 21, 2023

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on February 21, 2024, 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 Review of SOP 5-106 (NEFAP Standard Interpretation) was added to the agenda. There was general agreement with this change.

The December 2023 and January 2024 minutes were reviewed. A motion was made by Elizabeth to approve the December 20, 2023 and January 17, 2024 minutes as written with the removal of a reminder highlight. The motion was seconded by Katie and unanimously approved.

2. PFAS Workshop

With individual and group involvement, there were about 200 people involved in the PFAS Workshop held on February 7, 2024.

Feedback:

- The length worked well for a workshop – 10 am – 4pm Eastern.
- Should abstracts be handled differently? Currently a flyer goes out looking for speakers to commit to participating, then an abstract is requested. NEMC requests an abstract at the time of commitment. The Committee will continue to send a flyer asking for participation and then requiring submittal of an abstract.

3. 2nd Annual Field Conclave – June 4-6, 2024

Tracy will prepare a flyer for the Committee to review for distribution. The call for abstracts will include:

- This will be the 2nd Annual Field Conclave
- Time: 12-4pm
- Dates: June 4-6, 2024
- Flyer needs to go out in March.

The Committee reviewed ideas for the Field Conclave:

- Have the three NEFAP ABs present the new FSMO Standard (Volume 1) that FAC is completing.
- A presentation about assessing FSMOs – there are often multiple sites and there is a lot more to consider when doing assessments. Need permission from places

you want to be on site. Witnessing sampling and how samples are then logged in and prepared for shipping.

- Jerry will follow-up with Dan Hautman to do a presentation on Lead and Copper.
- Lead Paint – can someone from AIHA help with this talk? Tracy ran into Randy Query from A2LA, but has had no luck getting reaching out to someone from EPA. Tracy will reach out to Anand Mudambi to see if he can help.
- PFAS Workshop - Lessons learned. Ilona will work on this topic. Look at next steps. Maybe Kim and Elizabeth can help.
- DoD - Incremental Sampling - explosive testing – ITRC. Implemental sampling is important for explosive testing. Jerry will follow-up on this. Massachusetts Military Reservation. US Army lab in Maine – might be another contact.
- Anand Mudambi. - Sampling Presentation - EPA related? Tracy will follow-up.
- CDC - Wastewater Surveillance Program - Patsy Root to find contact or federal notice. Jeff Buystedt - Covid sampling. Maybe help with CDC. Fentanyl and Cocaine have also be detected in the wastewater. – Jeff Buystedt will take a lead on this topic to find presentations.
- Air quality sampling. Related to wildfires. Jerry will talk to Lara Phelps.
- Jerry found the presentation from NEMC with the e.coli sampler – Jerry will reach out to him. Dan Anglese. He submitted an abstract for NEMC and perhaps would be willing to do similar talk for the Field ConclaveConclave.
- Tracy to follow-up with David Fricker about a possible talk. FSMO’s in South America.
- Storm water monitoring. There is lots of sampling. Is this an opportunity for a session?
- Jerry noted that some of the abstracts coming in for NEMC could be considered for the Conclave also. The Air Session at NEMC is very field related.
- Elizabeth will reach out regarding ambient air monitoring for mining. Georgia has a great state program.
- Is there monitoring for OSHA that could be relevant?
- How do you prevent contamination of food from agricultural runoff? Maybe this could be a topic like what was done with Cannabis last year.
- Karey Smith – Hemp program – there is a lot of sampling involved. Tracy will reach out to her.
- Ilona will continue to work with Silky on doing a 2 hour Ethics and Data Integrity training.
- Jerry suggested the training done this last year in Oregon on poor sampling practices could be presented at the Conclave.

4. NEFAP language in QMS

These are the sections Debbie NEFAP reference to in Volume 1 Module 2 of the Environmental Lab Standard:

- 7.3.4 Laboratories performing field sampling activities must define the competence requirements of personnel and authorize personnel to perform sampling. Where the laboratory arranges for an external sampling organization to be used, the laboratory must have procedures to ensure that the experience and technical competence of the samplers are sufficient for sampling activities and that they comply with the relevant clauses of this document and other

sampling documents (i.e. sampling plans, sampling methods, regulatory documents, etc.). Use of **NEFAP** Accredited Sampling Organizations meets these requirements.

6.6.2 *The laboratory shall have a procedure and retain records for:*

- a) *defining, reviewing and approving the laboratory's requirements for externally provided products and services;*
- b) *defining the criteria for evaluation, selection, monitoring of performance and re-evaluation of the external providers;*
 - i) When a laboratory subcontracts work, this work must be placed with a laboratory accredited to this Standard for the tests to be performed or with a laboratory that meets applicable statutory and regulatory requirements for performing the tests and submitting the results of tests performed. The laboratory must ensure that:
 - records of the pertinent certificates, approval forms, or other applicable records demonstrating that the laboratory meets regulatory and statutory requirements are maintained;
 - identification of the subcontractor is indicated in the final report;
 - a copy of the subcontractor's report is available to the client if requested.
 - ii) Where the laboratory arranges for an external sampling organization to be used, the laboratory must have procedures to ensure that the experience and technical competence of the samplers are sufficient for sampling activities and that they comply with the relevant clauses of this document and other sampling documents (i.e. sampling plans, sampling methods, regulatory documents, etc.). Use of **NEFAP** Accredited Sampling Organizations meets these requirements.

The Committee will want to review the DRAFT Standard when it is posted for comment to see that language was left in and doesn't need any further modification.

5. FAC Update

The Committee is doing weekly workgroup meetings to complete the FSMO Standards. They are working on an Informative Appendix to accommodate information that should not really be in the Standard portion, but is important to someone implementing Volume 1 of the Standard. They are also expanding language related to Data Integrity. They are looking finalizing the DRAFT Standard for Volume 1 in March and Volume 2 in April. Once the Committee votes and approves these DRAFT Standards they will be posted on the TNI website for comment.

6. NEFAP AB Evaluations

Checklists are being revised and renewal applications will go out to NEFAP ABs end of March/early April.

7. NEFAP Training Workgroup

Paul is still working with Shannon to finish up the pre-recorded portion of the course. Once this is complete the course will be ready to post.

8. Membership Status

Tracy and Ilona will work on applications so new members can begin being voted onto the Committee during the March meeting.

From previous minutes:

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.

9. Review of SOP 5-106 (NEFAP Standard Interpretation)

There was not enough time to begin review of this SOP. Ilona will work on an initial review of this SOP prior to the next meeting. Kim Watson may be able to help with this.

10. New Business

Tracy was voted on as a new member of the TNI Board of Directors.

A summary of the Field Session in Columbus, OH can be found in Attachment C.

11. Action Items

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

12. Next Meeting

The next meeting will be on March 20, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 2:34pm 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@dhsosha.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	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

	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 – Summary of Winter Forum Meeting in Columbus, OH

January 23, 2023, 3:30-5 pm Eastern

Attendance: Tracy, Kevin, Katie, Elizabeth, Ilona and Jerry Parr.

Summary Prepared Ilona Taunton (Program Administrator)

SUMMARY

Tracy shared a presentation for the meeting (see Attachment 1).

1. June Field Conclave

The Second Annual Field Conclave will take place in June 2024. The Committee working on finalizing dates. Initial though was June 4-6, 2024. Pamela noted there may be a conflicting meeting: <https://www.asms.org/conferences/annual-conference/annual-conference-homepage>.

Ideas for Sessions:

- Strong Quality Management Systems - related to sampling.
- Poor Sampling Practices Affect Data
- Offer Data Integrity Training as a Session. There would be no additional cost for the training, but there would be a quiz and cost for a certificate. Ilona will reach out to Silky.
- New Lead Copper Rules are out.
Intensive sampling effort - Dan Hartman would be a key contact.
- Lead Paint Program - Talk to EPA to include this as a topic. Sampling as part of the program. EPA would not be able to give any detail on any proposed rule related topics.
- Presentation to summarize the PFAS workshop and possibly discuss next steps.
- DoD - 1,4-Dioxane - sampling guidance? Talk to Jordan.
- DoD - Incremental Sampling - explosive testing
- *Anand* Mudambi. - Sampling Presentation - EPA related?
- CDC - Wastewater Surveillance Program - Patsy Root to find contact - or federal notice.

- Jeff Buystedt - Covid sampling. Maybe help with CDC.
- International - France – Device floated down the river and measured Coliform and sent it to a satellite. NEMC - Innovative Presenter
- Storm water monitoring - lots of sampling
- David Fricker - Presentation about South American FSMOs they accredit.
- Wildfires - Laura Phelps may be able to help with this.
 - When do you tell people to evacuate.
 - Sensors - she may be able to provide 3-4 speakers.
 - Ambient Air
 - Routine sampling, emergency sampling
- OSHA
- How do you prevent contamination of food from agricultural runoff?

The Committee needs to continue to come up with ideas so a call for abstracts can go out. This will be further discussed at the February NEFAP meeting.

2. Upcoming Opportunities to Reach Out - Presentations

- FSEA is looking for abstracts
- CA Waterboards - June Conference - Maybe we can do a presentation?
- Pacific Northwest Pre-Treatment Conference - Jan did a presentation last year.
- Oregon meeting that Jerry presented at this last year.
- American Ground Water
- Air and Solid Waste Management Association
- Florida AWMA.org. - Kevin
- Maryland has people taking Coliform samples take a class. Talk to David Fricker to see if there is an opportunity.
- NEMC Field Session - Presentation about FAC Standard?
- DoE Conference – NGABs will be in attendance. Maybe a presentation could be given.
- DoD Conference – NGABs will be in attendance also.

Action Item: Get dates for each of these conferences and put a plan together.

3. Advocacy - NEFAP

1. Contact DoD - Letter surfaced that does not mention NEFAP.
 2. Randy Query - Lead Program. He can help give us a contact.
 3. Denix.osd.mil. Look for EDQW site.
Acquisitions involving environmental sampling service memorandum.
- White paper on how FSMO's handle PTs?

4. FAC Update -

Once the Standard is complete the FAC will be working on guidance documents, Gap analysis, checklists, etc. Also looking at QAM template depending on whether a QAM will be required. Training will also be worked on.

May also look at Scope of Accreditations. This was started a number of years ago but was never completed.

Adjourned at 5pm Eastern.

Attachment D: NEFAP Action Item Summary – 2024

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 Standards 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.							

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
292	Training Workgroup: Develop Internal Audit training			1-10-22				<p>3/15/23: Material is developed. Need to determine how to present.</p> <p>4/19/23: Adam is working on pre-recording first 2 presentations.</p> <p>10/18/23: Shannon working with Adam. Shannon may give presentation instead of Adam.</p> <p>2/21/24: Paul is working with Shannon to complete recorded portion of the class and then it will be ready to pick a date for the training class and advertise.</p>

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> <p>2/20/24: New Membership will be considered in March.</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
305	Prepare NEFAP language for Volume 1 Module 2 of the Lab Standard		Tracy Patrick		4/19/23	2/20/24	CLOSED	<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> <p>2/21/24: New language has been placed into Vol 1 Module 2 of the Lab Standard. This action item is being closed out, but the NEFAP AC should review the Lab Standard when it is posted for comment to ensure final proposed language work works.</p>

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	2/7/24	CLOSED	9/20/23: Date will be 2/7/24 12/23: Flyer for interest in presenting was sent out. Database updated with interested presenters. 2/20/24: PFAS workshop was held on 2/7/24.
307	Follow-up on DOD posted Competency Document.			1-17-24	TBD			
308	Follow-up on Lead Standard that includes Sampling.			1-17-24	TBD			
309	Review Complaint SOP	SOP 5-104		1-17-24				
310	Review SIR SOP	SOP 5-106		1-17-24				2/20/24: Ilona will provide initial review of this SOP at the March meeting.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
311	Review Volume 1 Module 2 of the Environmental Lab Standard when it is posted for comment. Ensure language about NEFAP works.	Environmental Lab Standard – Volume 1 / Module 2		2/20/24	TBD			