

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
January 21, 2026

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on December 17, 2025, at 1pm Eastern. Attendance is included in Attachment A - there were 4 NEFAP EC committee members present and 1 Associate members.

There were no changes to the agenda. It was approved by unanimous consent.

There was not a quorum present at the meeting so no official business or voting could be done. The Committee met to only review information.

Membership will be discussed during the February meeting. Elizabeth has been an associate this last year and would like to join the Committee as a voting member. Paul Bergeron is also eligible to join as a voting member.

2. FSMO Standards Update

FSMO Volume 1 Standard

Ilona will conduct one more internal review for consistency with the updated Standards Development SOP/style guide and then send to Jan if there are any final format issues where assistance is needed. The goal is to have this completed by late February/early March. Once finalized, the standard will be published for sale on the TNI website. Committee members will be notified once this is available. Full transition to the new Standard was confirmed to be December 1, 2028.

FSMO Volume 2 Standard

There are a few last items in Volume 2 that are being addressed. FAC has a meeting scheduled for February 3rd to resolve remaining questions, with the goal of conducting an email vote on February 10th.

Ilona will distribute the current DRAFT to the NEFAP EC for a preliminary review prior to FAC's vote in order to identify potential concerns early and minimize issues during public comment. Comments are requested by January 30–31 so that revisions can be compiled and redistributed to FAC members by February 2nd. Areas identified for focused review include assessor qualifications, removal of primary versus secondary accreditation language, and revisions to suspension language. Once FAC approves it as a DRAFT Standard for posting, the Standard will undergo a 90-day comment period. During that time, the NEFAP EC must submit collective comments. Individuals may also submit comments separately. It was emphasized that the entire

Standard must be reviewed during the comment period. The NEFAP EC will use a template similar to what was used when Volume 1 was reviewed.

3. Winter Forum - Boston

A number of Committee members were present and there was a small group of attendees. The presentation for the session can be found in Attachment C.

The committee discussed potential topics for the 4th Annual June 2026 conclave, with a focus on PFAS due to ongoing regulatory developments and anticipated 2027 compliance requirements. Proposed content areas include EPA regulatory updates (drinking water, wastewater, and biosolids), state-level requirements, field sampling protocols, contamination avoidance, remediation considerations, and multi-matrix applications.

4. 4th Annual Conclave (June 2026)

The Committee discussed options for the 4th Annual Conclave based on the discussion started during the meeting in Boston. The PFAS workshop a few years ago was well attended. There were some concerns expressed about too many PFAS related meetings and is there really an interest in participating as a speaker or attendee. Anand agreed to conduct a preliminary outreach to EPA contacts to determine speaker availability and internal clearance requirements and will report back prior to the next meeting.

Several format options were discussed, including a single-day PFAS-focused conclave or a two-day event with one day dedicated to PFAS and a second day focused on broader field topics such as common deficiencies, corrective actions, electronic records, and lessons learned. Flexibility could be built in where attendees can attend both days or select just one day. A final decision will be made once the Committee gets the feedback on speaker availability. Tentative dates of June 16–17 were suggested.

5. Training

Boston Class - Field Sampling and Measurements: Ensuring Reliable Results

The class in Boston went well with seven attendees. Overall feedback was positive, with participants commenting on the large amount of information presented and expressing interest in deeper dives into specific topics. Suggested areas for further development included electronic records, sampling plan implementation, and more detailed implementation guidance. Some attendees recommended additional breakout sessions. FAC plans to develop a full 6-8 hour implementation course to address the new Volume 1 Standard.

The class needs to be reviewed and updated as needed based on Boston. A webinar version needs to be planned for April.

Internal Audit Course

The committee discussed scheduling and final details for the NEFAP Internal Audit course. It was agreed that April would be preferable to May for the live session. A proposed date of April 22nd

was discussed. The course will consist of Parts 3 and 4 delivered live in a single day, with Parts 1 and 2 being recorded prerequisites that will need to be completed in advance. A 50-question multiple-choice and true/false exam will be administered at the end of the session, with approximately 45–60 minutes allotted for completion. The group discussed timing considerations, including breakout sessions, presentation length and exam time. Time was tentatively set for 11 to 4:30 PM Eastern. Final timing will depend on review of the presentation materials and the breakout structure.

The committee also identified several remaining action items needed before posting the course.

- Megan is finalizing updates to her PowerPoint presentations.
- Paul previously developed a course description, learning objectives, and exam materials. This needs to be reviewed again to ensure alignment with the updated Standard material that was added.
- Learning objectives must align with the exam to demonstrate that course outcomes are measurable. This review needs to be done.
- Final presentation slides need to be sent to Ilona for review.
- Once bullet two and three above are completed, Ilona will prepare the course flyer and coordinate website posting, with a goal of advertising by early March.

6. Outreach

The committee discussed the upcoming FSEA conference scheduled for May 20-22, 2026, in Clearwater, Florida. Abstracts are due by the end of the week. Megan confirmed she plans to attend and agreed to submit an abstract, potentially presenting on field sampling accreditation or related NEFAP topics.

7. New Business

None.

8. Action Items

Action items are maintained in the Action Summary Table – 2024/2025 (Attachment D).

9. Next Meeting

The next teleconference meeting will be on March 18, 2025, at 1pm Eastern.

Tracy adjourned the meeting at 2:40pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (2027) Absent	The Sterling Lab	FSMO/Lab	jbrown@thesterlinglab.com
Tracy Szerszen (AB) Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Scott Haas (2027*) Absent	Environmental Testing, Inc. / Consultant	Other	shaas@etilab.com
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Anand Mudambi (2027*) Present	US EPA	Other	mudambi.anand@epa.gov
Joel Grice (2027*) Absent	SPL	FSMO	jgrice@spl-inc.com
Jeff Buystedt (2027*) Present	City of Bend Water	FSMO	jbuystedt@bendoregon.gov
Patrick Selig (AB) Absent	ANAB	AB	pselig@anab.org
Kevin Holbrooks Absent	JEA	FSMO	holbke@jea.com
Kim Watson Absent	Consultant	Other	kwatson45@aol.com
Katie Strothman Present	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
Silky Labie Absent	ELCAT, LLC	Other	elcatllc@centurylink.net
Ilona Taunton (Program Administrator) Present	The NELAC Institute		tauntoni@msn.com

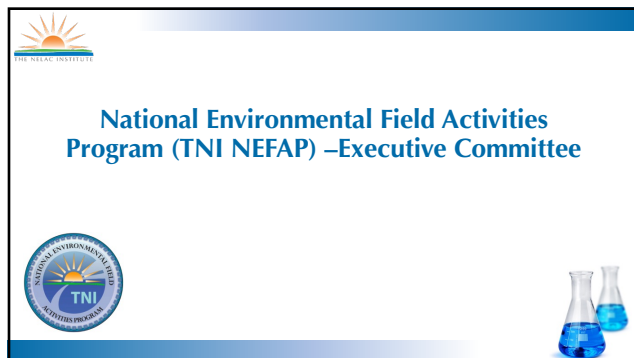
Associate Members	Attendance	Contact Information
Marlene Moore		mmoore@advancedsys.com
Shannon Swantek		shannon@enlightenedquality.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov

Paul Bergeron	X	
Jeremy Driver		
Elizabeth Turner	X	
Megan Beaman	X	
Lauren Webb		

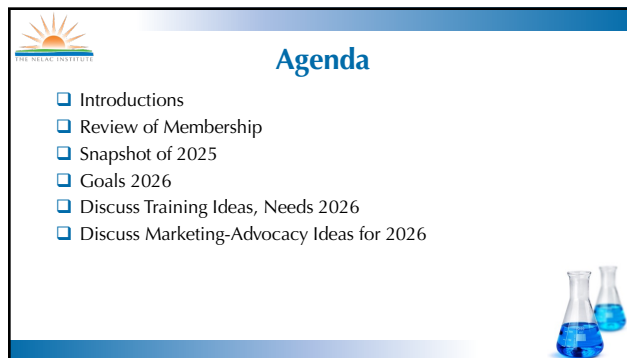
Attachment B

Backburner / Reminders – NEFAP Executive Committee

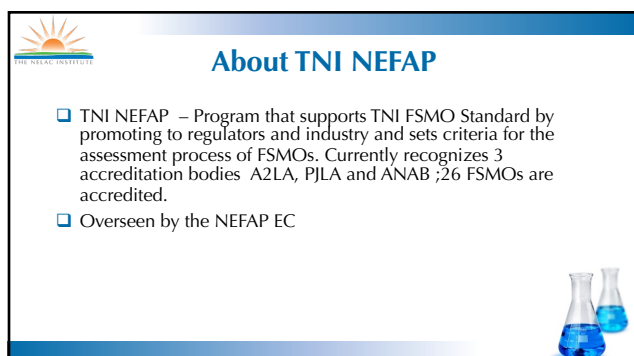
	Item	Meeting Reference	Comments
4	Review Charter.	October 2020	
6	Evaluate how to handle adding additional ABs. Impact on committee size.	8-6-12	
9	Determine need for a policy or statement regarding the assessment of sampling.	4-22-13	
11	Form transition plan for implementation of new Field Standard when it is approved.	1-17-18	



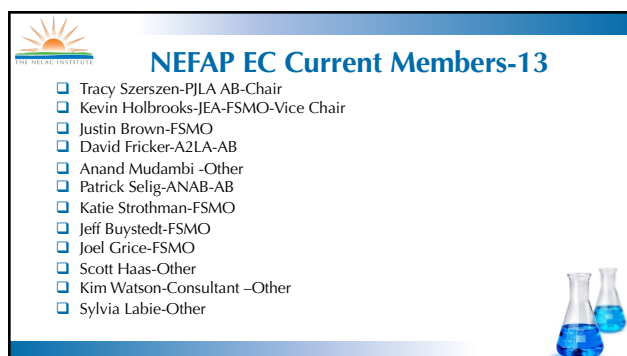
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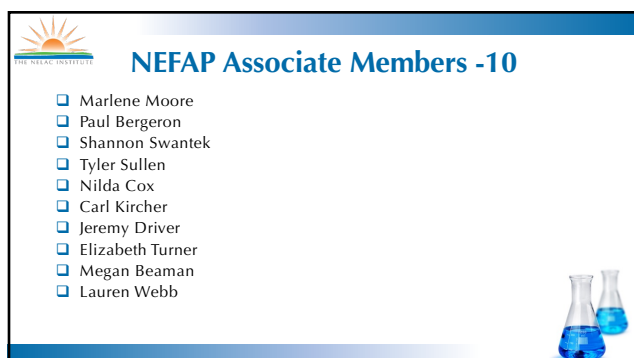
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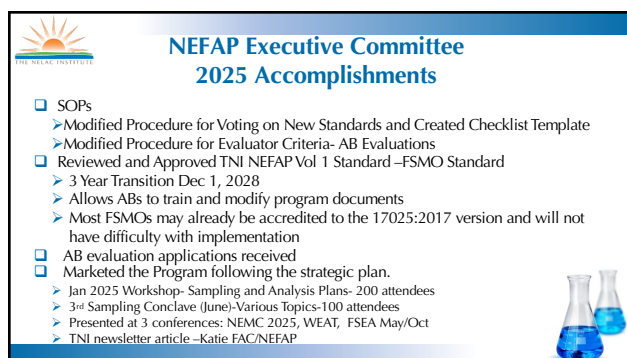
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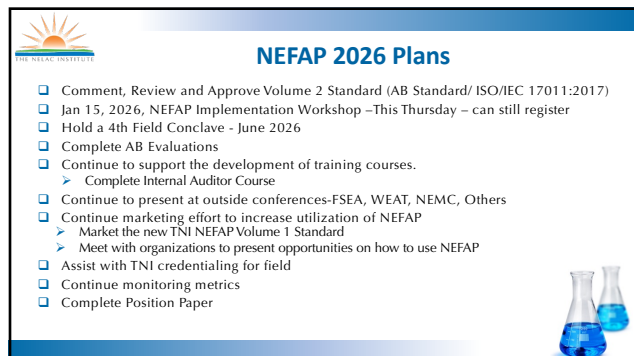
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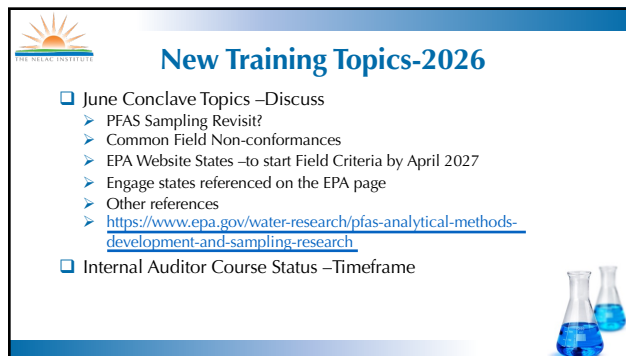


The slide features the NEFAP logo in the top left corner, which includes a stylized sun and the text 'THE NELAC INSTITUTE'. The title 'NEFAP 2026 Plans' is centered at the top. A bulleted list of tasks is on the left, and an illustration of two Erlenmeyer flasks with blue liquid is in the bottom right corner.

NEFAP 2026 Plans

- Comment, Review and Approve Volume 2 Standard (AB Standard/ ISO/IEC 17011:2017)
- Jan 15, 2026, NEFAP Implementation Workshop –This Thursday – can still register
- Hold a 4th Field Conclave - June 2026
- Complete AB Evaluations
- Continue to support the development of training courses.
 - Complete Internal Auditor Course
- Continue to present at outside conferences-FSEA, WEAT, NEMC, Others
- Continue marketing effort to increase utilization of NEFAP
 - Market the new TNI NEFAP Volume 1 Standard
 - Meet with organizations to present opportunities on how to use NEFAP
- Assist with TNI credentialing for field
- Continue monitoring metrics
- Complete Position Paper

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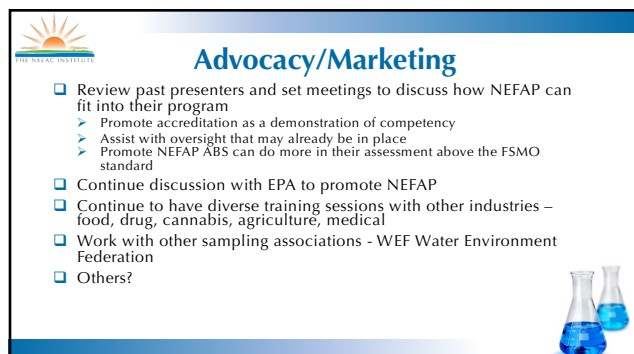


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New Training Topics-2026

- June Conclave Topics –Discuss
 - PFAS Sampling Revisit?
 - Common Field Non-conformances
 - EPA Website States –to start Field Criteria by April 2027
 - Engage states referenced on the EPA page
 - Other references
 - <https://www.epa.gov/water-research/pfas-analytical-methods-development-and-sampling-research>
- Internal Auditor Course Status –Timeframe

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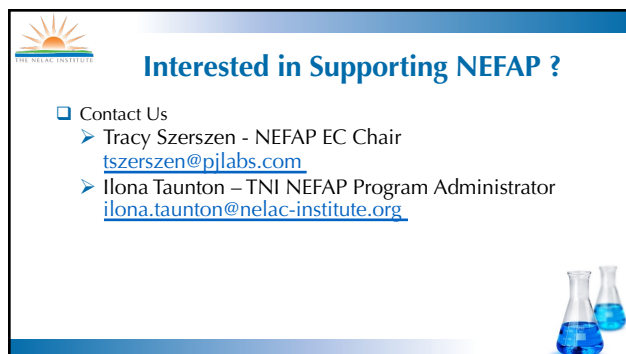


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Advocacy/Marketing

- Review past presenters and set meetings to discuss how NEFAP can fit into their program
 - Promote accreditation as a demonstration of competency
 - Assist with oversight that may already be in place
 - Promote NEFAP ABS can do more in their assessment above the FSMO standard
- Continue discussion with EPA to promote NEFAP
- Continue to have diverse training sessions with other industries – food, drug, cannabis, agriculture, medical
- Work with other sampling associations - WEF Water Environment Federation
- Others?

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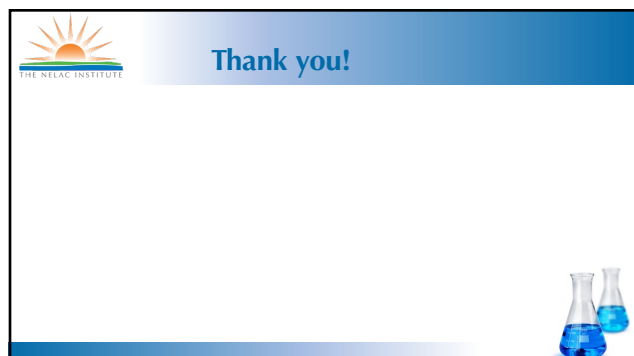


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Interested in Supporting NEFAP ?

- Contact Us
 - Tracy Szerszen - NEFAP EC Chair
tszerszen@pjlabs.com
 - Ilona Taunton – TNI NEFAP Program Administrator
ilona.taunton@nelac-institute.org

10



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Thank you!

11

Attachment D NEFAP Action Item Summary – 2025

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.							8/24: Tracy and Ilona were approached by CA organizations interested in NEFAP.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
287	Evaluate need for White Paper for Advocacy.		Tracy Ilona	1/15/24	2025 TBD			Justin had a DRAFT that could be a starting point. 9/24: Jerry suggested doing a Position Paper. Tracy used it to prepare an information document for EPA for Anand to present. Needs to be completed for Advocacy. See #312. 1/15/24: The Committee will work on this. March Agenda
288	Provide comments on DRAFT Standards to FAC.			Ongoing				5/15/24: FAC expects DRAFT Standard to be posted by the end of June. 12/24, 1/21/26: Volume 2 is currently being worked on.

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.							Kirstin and Paul worked on this. Should this still be done? 2019 – Paul has something. Do we need it? Maybe make it a crosswalk to help state agencies recognize NEFAP accreditations.

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. 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. 9/18/24: Kim will review Shannon's Part 1 training. Katie will record Part 2 of training
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Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
								by the end of October. Part 3 and 4 are live trainings that Kevin and Megan will do. 7/23/25: Course is just about complete so it can be posted for registration. Need to work on breakout sessions. 1/21/26: Need to finalize description and learning objectives for posting early March for April course.

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	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. 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.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
307	Follow-up on DOD posted Competency Document.			1-17-24	TBD			1/15/24: Need to talk to Jordan. Also submit abstract to speak at DOD conference regarding NEFAP. Maybe focus on importance of QMS to minimize field problems. 2/19/25: Too late to submit. Tracy will still talk to Jordan.
309	Review Complaint SOP	SOP 5-104		1-17-24				Sep 2024 agenda.
310	Review SIR SOP	SOP 5-106		1-17-24				
311	Review Volume 1 and Volume 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			7/23/25: Volume 2 is still in development. 1/21/26: Standard should post in March 2026.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
312	Develop Position Paper for NEFAP		Tracy Katie (Ilona)	8/21/24				2/19/25: Use Lab position paper. Send to Ilona – worked on in October
313	Develop January 23, 2024 Field Workshop: <i>Developing and Implementing a Sampling and Analysis Plan for Environmental Studies</i>		Committee	8/21/24		COMPLETE		9/18/24: Reviewed abstract and working on assigning speakers. Flyer needs to be developed after speakers are assigned. 10/16: Jerry will prepare a possible speaker list. Need to finalize a new date in January. 1/23/25: Workshop completed.
314	Monitor feasibility of AI Field Workshop.		Committee	8/21/24	TBD			
316	Reach out to Dinesh and Kelvin regarding NEFAP options. (CA)		Tracy	8/21/24	TBD			2/19/24: Ilona can get Dinesh contacts info to Tracy and Katie.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
317	Follow-up with William to post select conclave presentations on website.		Jerry	8/21/24				1/18/25: Jerry following up on this.
318	SW-846 also has a section on Sampling. Anand will follow-up on finding out if there is an update planned for this section.		Anand	9/18/24				2/19/25: Anand will check with Troy. May take Troy a little time since it is just him.
322	Discuss possible presentation to NELAP AC to discuss state opportunities for use of NEFAP.			12/20/24	TBD			1/18/24: Discuss in Jacksonville meeting. 2/19/25: Tracy discussed with Kristin Brown (NELAP AC Chair). Need to work on this.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
323	Prepare new SOP to approve new Standards into the Program.	SOP 5-108	Ilona	5/21/25	5/21/25	8/20/25	Complete	DRAFT sent to Committee on 5/28/25 for review. 6/18/25 – Committee approved DRAFT and it was forwarded to Policy for review. 7/23/25: SOP is complete. Need to finalize vote. 8/20/25: Final
324	Reach out to EPA for possible involvement in the Committee.		Jerry	6/18/25				Jerry to reach out to Anand's manager.
325	Prepare survey for conclave and distribute.		Ilona	6/18/25		8/20/25	COMPLETE	7/23/25: Sent Share results in August. 8/20: No time. Share in September.
326	Send request to NEFAP ABs to review Volume 1 for potential barriers to implementation.		Ilona	7/23/25	8/20/25		COMPLETE	

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
327	Look into presenting at FSEA in Nov 2025.		Katie	7/23/25		8/20/25	Close	Katie will present.
328	Develop Course for Boston.		Marlene Tracy Katie	8/20/25	8/20/25	1/14/26		Completed.
329	Review FAC Volume 1 for Approval and Implementation			8/20/25				Completed.
330	4 th Annual Conclave – June 2026							1/21/26: Anand reaching out to EPA to see if speakers are available for PFAS topic.