

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
November 19, 2025

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on November 19, 2025, at 1pm Eastern. Attendance is included in Attachment A - there were 4 NEFAP EC committee members present and 4 Associate members.

There were no changes to the agenda, and 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 review information.

2. FSMO Volume 1 – Approval Status

Volume 1 has been completed but will need some formatting before it can be officially published and posted on the TNI website. The target for completion will be late December or early January. Need to decide on implementation date so this can be included in any announcements.

3. FSMO Volume 1 – Implementation/Effective Date

There was extensive discussion on whether implementation should be 2 years or 3 years. David (A2LA) and Tracy (PJLA) provided feedback as NEFAP ABs, but Patrick Selig (ANAB) was not present at the meeting. The following information was considered in the discussion:

- Consistency with ISO transitions (historically three years).
- FSMOs already familiar with ISO/IEC 17025:2017.
- Accreditation body workload (checklists, SOP updates, assessor training).
- FSMO accreditation cycles (generally two-year cycles).
- Risk of forcing early reassessments if timeline is too short.

There was general support expressed for a 3-year implementation period to provide flexibility and minimize disruption. David and Tracy confirmed support for this time frame. Marlene suggested 2-years could be feasible but could understand the NEFAP AB support of 3-year.

No vote could be taken since there was not a quorum at the meeting. An implementation date requires a 2/3 supermajority vote and must be completed within 2-weeks once started.

Tracy will follow-up with Patrick by email to provide his position. Ilona will summarize today's discussion and include Patrick's confirmation in an email to begin an email vote on implementation date. The proposed implementation date will December 1, 2028.

The new Standard can be purchased once it is posted. NEFAP ABs will continue to accredit to the 2014 FSMO Volume 1 Standard until the new Standard is effective. NEFAP ABs may start limiting new application under the old Standard at their discretion.

4. FSMO Volume 2 Standard

The FSMO Volume 2 Standard is still in development. Ilona is working on formatting and final editing of the Standard. There are some substantial changes in finalizing the Environmental Lab AB Standard that Ilona has been waiting for to complete the FSMO AB Standard (Volume 2). She plans to have this done before Boston.

5. January Training in Boston

The training will be on January 15, 2026, in Boston. It will be a 4-hour training that includes an overview of the new FSMO Standard with an emphasis on implementation. Registration is low for the course, but there is still time for more registration.

A Certificate of Attendance will be provided, so there will not be an exam.

Ilona will be working on implementation tools the end of December that can be considered for use in the training. The tools can be further developed and finalized after the training as needed. These items include a Volume 1 Checklist, GAP Analysis and a re-write of the accreditation procedure summary originally provided with the 2014 Standard.

6. Internal Audit Course

Paul Bergeron developed 70 exam questions and sent it out to reviewers to take the test. One exam was returned, and he is using this to complete the exam with a target of 50 questions.

Katie is working on completing recordings with updated information. Workload means this will be done late November or December.

Meagan is awaiting Katie's update and format so she can complete Parts 3 and 4 with the addition of some examples.

7. Evaluations

The Recognition Committee needs to meet so that a Chair can be selected so the formation of teams can be completed. This should happen in December. Evaluations will proceed in order that they were received.

8. New Business

None.

9. Action Items

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

10. Next Meeting

The next teleconference meeting will be on December 17, 2025, at 1pm Eastern.

Tracy adjourned the meeting at 2:05pm 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*) Absent	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 Present	JEA	FSMO	holbke@jea.com
Kim Watson Absent	Consultant	Other	kwatson45@aol.com
Katie Strothman Absent	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	X	mmoore@advancedsys.com
Shannon Swantek	X	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		
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	

Attachment C: 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: 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.

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.

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		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			

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			
329	Review FAC Volume 1 for Approval and Implementation			8/20/25				