

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
November 20, 2024

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on November 20, 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.

There were no changes to the agenda, and it was approved by unanimous consent.

The October 16, 2024, minutes were reviewed. Kim's attendance at the meeting needs to be added. A motion was made by Anand to approve the October 16, 2024 minutes as written with the attendance correction. The motion was seconded by Katie and unanimously approved.

2. Strategic Planning Meeting

A strategic planning meeting will be held in Jacksonville the day before the winter conference. Jerry provided a copy of the 2019 worksheet used for the last strategic planning meeting 5 years ago. It needs to be updated. A small group volunteered to help: Ilona, Kevin, Shannon, Tracy, Kim and Katie. Tracy suggested that Justin may want to also help.

Ilona suggested looking at the original document from 2019 where there was discussion about expanding into markets beyond environmental. Back then that was discouraged and some of the information may have been removed. Jerry noted that this is something the Program can look into. The new workgroups and focus on training will also need to be reflected in the new worksheet.

3. Presentations

Water Environment Association of Texa (WEAT) – Elizabeth, Tracy, Katie

The online webinar presentation went well. WEAT mentioned having us out at the next face-to-face meeting. WEAT sent out the links with the presentations to members.

Pacific Northwest Pre-Treatment Workshop - Jeff

There were about 250 people attendance – many EPA people and regulators. Jeff noted someone from Chicago reached out to his co-worker that presented. She wanted more

information. The presentation was well received. This is an annual conference in the Fall. One way the presentation could be improved is to add more case studies.

Adding accreditation gives credibility to their work. Not a lot of people knew about NEFAP.

EPA - Anand

Anand has not had any follow-up since the meetings he discussed last month. He will begin follow-up next week and look for more meeting/speaking opportunities.

4. Workshop

The workshop will be held on January 23, 2024 from noon to 4:15pm Eastern.

Fees:

\$95 member. \$125 non-member.

Groups registration will be offered also.

Agenda:

1. *Purpose of a Sampling and Analysis plan* – Shannon
2. *Establishing Quality Objectives and Criteria* - Jerry?
3. *Documentation and Records*
4. *Sampling Process Design* – Kim/Shannon
5. *Break – 10 minutes*
6. *Sampling Methods*
7. *Sampling Handling and Traceability* – Silky - recording
8. *Analytical Method Requirements* Jerry? Or Kirstin?
9. *Quality Control Requirements* - Marlene?

Jerry is willing to speak where needed and Justin has volunteered to moderate.

Jerry will reach out to NEMC people to see if someone wants to help with a session.

5. Federal Register Notice – NLLAP – October 23, 2024

The notice is included in Attachment C. Tracy reviewed the Sampling Criteria Section and the mention about TNI and Volume 1 of the Field Standard.

Randy Query (A2LA) proposed language for this notice that was accepted. It does not say NEFAP accreditation is required – but it is mentioned. Randy kept it very simple. Tracy will keep the language for other opportunities.

6. Internal Audit Update

Shannon recorded the first of four parts of the training. Kim has reviewed it and thinks it is fine. Katie will be recording Part 2 by the end of the month. Kevin and Megan have volunteered to do Parts 3 and 4. Kevin is not sure on timing for this and needs the latest versions. Paul will pull together a meeting with the training group to finalize information and begin working with Ilona on getting a training date set-up.

7. New Business

None.

7. Action Items

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

9. Next Meeting

The next meeting will be on December 18, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 2:04pm 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) Absent	A2LA	AB	dfricker@A2LA.org
Anand Mudambi (2027*) Present until 1:40pm Eastern	US EPA	Other	mudambi.anand@epa.gov
Elizabeth Turner (2025) Absent	Eurofins	Lab/FSMO	elizabeth.turner@et.eurofinsus.com
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 Present	Consultant	Other	kwatson45@aol.com
Katie Strothman Present	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
Silky Labie Present	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	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		

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	

Attach C – Federal Register Notice
Added when posted since it is a PDF.

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				5/15/24: FAC expects DRAFT Standard to be posted by the end of June.

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. 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.
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			
312	Develop Position Paper for NEFAP		Tracy Katie (Ilona)	8/21/24				
313	Develop November 19, 2024 Field Workshop: <i>Developing and Implementing a Sampling and Analysis Plan for Environmental Studies</i>		Committee	8/21/24				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.
314	Monitor feasibility of AI Field Workshop.		Committee	8/21/24				

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
315	Update Jerry's Field Presentation with Katie's 8/5 Presentation and earlier Marketing Workgroup presentation.		Katie	8/21/24				
316	Reach out to Dinesh and Kelvin regarding NEFAP options.		Tracy	8/21/24				
317	Follow-up with William to post select conclave presentations on website.		Jerry	8/21/24				
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				
319	WEAT Presentation on November 6, 2024.		Katie, Tracy and Elizabeth	9/18/24				
320	NEFAP Position Statements		Tracy	9/18/24				9/18/24: Ilona will help. Send to Jerry for input after DRAFT is completed.
321	NEFAP Presentation for EPA		Tracy Anand	9/19/24				Due in October.

