

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**November 29, 2023**

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on November 29, 2023, at 1pm Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present and 2 Associate members. Jerry Parr also attended.

2. PFAS Workshop

The flyer was distributed to the labs and additional contacts sent by Jerry.

Tracy reviewed the list of additional contacts that may need follow-up:

- Vance from JEA is a confirmed presenter. Need to make sure they are working on abstract and get a title.
- Michigan Great Lakes - monitor labs. Tracy sent her the flyer. Terry Kuhn- looking for interest.
- Jerry - EPA, DoD to see if they want to do something.
- Massachusetts and CA - Jerry will reach out.
- Need 3-4 people for panel session.

Session moderators may need to be established. Tracy asked for volunteers to help with planning the workshop: Kim, Katie, Elizabeth, Jerry, Tracy and Ilona.

3. Workgroup and Committee Updates

Marketing Workgroup

- Recent presentations have gone well:
  - Oregon – Jerry. Tracy commented that this should be considered a standing meeting to participate in.
  - Oregon - Jan Wilson . Group needs to consider forming a free presentation from this talk that can be put on the TNI website. Someone from the NEFAP EC can record this.

- FSEA – Need feedback from Mike Shepherd’s talk. Want to keep a copy of it as well. FL DEP sampling requirements related to NEFAP. Katie said it was a good presentation according to some of her people that attended.
- Article in Newsletter.
- Need to start working on June Field Conclave in February.

### Training Workgroup

Shannon recorded one of the two introductory trainings (Part 1 and 2) that will need to be completed before the live portion (Parts 3 and 4) is taken. She asked for feedback and was concerned that what she was doing did not meet the Workgroups expectations. Paul will set up a meeting with the Workgroup to discuss and provide support for Shannon to move forward and complete the recordings.

### TNI Training Committee

The Training Committee is updating SOPs, working on a new online training catalog and preparing an RFP for training. At least one class in the RFP is field related: Maintenance and Calibration of Field Instrumentation and Equipment. Elizabeth has been involved in writing up this course description.

## 4. Evaluation Update

Applications will be going out in January. Kim and Katie volunteered to help with the NEFAP evaluations. Ilona will be the Lead evaluator. Each of the evaluators will go through training that involves self-lead training (study the Standard and SOP and take a 100+ question test) and then live training will occur on December 21, 2023, to work through test results, exercises and how to write findings.

## 5. Membership

Membership will be reviewed before the next meeting in hopes that the Committee can vote in new membership at the December meeting.

## 6. Internal Audit and Winter Meeting Presentations

Ilona and Tracy will meet end of the December and/or early January to complete the Committee’s internal audit, develop the 2023 accomplishments /2024 goals slides and to finalize an agenda for the meeting.

## 7. New Business

*(Addition: A motion was made by Katie by email on December 1, 2023 to approve the 12/21/22, 12/6/22, 10/19/22, 9/8/22, 7/20/22, 6/15/22, 5/18/22, 4/20/22, and 2/16/22 minutes as prepared and sent by email on December 1, 2023. The motion was seconded by Kevin by email on December 1, 2023. Vote: Vote on 12/1/22: Jeremy, Kim, Justin, Paul, Tracy, Katie, Patrick, Elizabeth. The motion passed and the minutes have been posted.*

*Addition: A motion was made by Katie by email on December 2, 2023 to approve the 1/9/23, 2/15/23, 5/17/23, 6/21/23, 7/19/23, 8/16/23, 8/3/23, 9/23/23, and 10/18/23 minutes as prepared and sent by email on December 2, 2023. The motion was seconded by Jeremy by email on December 2, 2023. Vote: Vote on 12/2/22: Katie, Jeremy Vote on 12/3: Kim, Elizabeth Vote on 12/4: Patrick, David, Tracy, Justin. The motion passed and minutes have been posted.)*

## 8. Action Items

Action items are maintained in the Action Summary Table - 2023.

## 9. Next Meeting

The next meeting will be on December 20, 2023, at 1pm Eastern by teleconference.

Tracy adjourned the meeting at 1:50pm Eastern. (Motion: Katie. Second: Paul. Unanimously approved.)

**Attachment A**

**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Justin Brown (FSMO) (2023*) <b>Absent</b>		FSMO/Lab	jbrown@thesterlinglab.com
Tracy Szerszen (AB) Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Vice-Chair <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB)  <b>Present</b>	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2024)  <b>Absent</b>	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2025)  <b>Present</b>	Eurofins	Lab/FSMO	elizabeth.turner@et.eurofinsus.com
Jeremy Driver (2024)  <b>Absent</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024)  <b>Absent</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2024)  <b>Present</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Patrick Selig (AB)  <b>Present</b>	ANAB	AB	pselig@anab.org
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsaha.state.or.us">Ryan.pangelinan@dhsaha.state.or.us</a>
Kevin Holbrooks  <b>Absent</b>	JEA	FSMO	holbke@jea.com
Kim Watson  <b>Present</b>	Consultant	Other	kwatson45@aol.com
Katie Strothman  <b>Present</b>	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

<b>Associate Members</b>	<b>Attendance</b>	<b>Contact Information</b>
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**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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	