

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
December 17, 2025

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 member.

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 only review information.

2. FSMO Volume 2 Standard

Volume 2 is getting cleaned up and is nearing completion. In addition to formatting and final edits, updates are still being made to better align the standard with recent changes adopted by the LAB Expert Committee to maintain consistency and reduce conflicting requirements, particularly for NGABs. The revised standard is expected to be completed by the end of December/Mid-January, after which the committee will review it to ensure all intended changes were incorporated. A change summary will need to be prepared also, so this will likely push the release of the Draft Standard for comment to February/March. However, a solid working version will be available for discussion at the Boston meeting.

3. January Training in Boston: Field Sampling and Measurements: Ensuring Reliable Results

The group discussed concerns regarding the January 15th training in Boston, which currently has only two registrants. Questions were raised about cancellation policies, minimum attendance requirements, and whether the class should proceed in person or be hybrid to allow for online participants.

Discussion:

- Re-advertising the class to registered conference attendees and field-related professionals in the Boston area.
- Highlighting the course in final registration reminder emails.
- Improving website visibility and promotion of the training session.

The intention is to offer the class as a webinar after the training in Boston. Ilona will check in with Jerry. *(Addition: There will likely be more people registering, so Jerry would like to move forward with the class in Boston. It is a good trial run before the webinar.)*

4. Internal Audit Course

Katie is finalizing the voiceover portion and expects completion shortly. Once finished, materials will be forwarded Paul and Marlene for review. She will also forward it to Megan so she can finish up Parts 3 and 4. The complete training will then be sent to Ilona for review.

8. Boston Meeting – Metrics, Goals and Presentation

Tracy and Ilona will work on preparing accomplishments and goals for the Monday morning summary. This information will also be helpful for the Wednesday morning meeting. Tracy discussed refocusing outreach efforts and reviewing older SOPs for 5-year reviews.

9. Action Items

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

10. Next Meeting

The next meeting will be in Boston on January 14, 2026, at 10:30am Eastern. The next teleconference meeting will be on January 21, 2026, at 1pm Eastern.

Tracy adjourned the meeting at 1:40pm 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) Absent	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 Absent	JEA	FSMO	holbke@jea.com
Kim Watson Present	Consultant	Other	kwatson45@aol.com
Katie Strothman Absent	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		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		
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	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			
329	Review FAC Volume 1 for Approval and Implementation			8/20/25				