

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
December 18, 2024

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on December 18, 2024, at 1pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present and 1 Associate member.

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

The November 20, 2024, minutes were reviewed. A motion was made by Katie to approve the November 20, 2024 minutes as written. The motion was seconded by Elizabeth and unanimously approved.

2. Workshop

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

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
9. *Quality Control Requirements* - Marlene?

Katie mentioned that she could take one of the topics. Tracy asked that she email Jerry about this, since he volunteered to take the remaining open slots. Kim stated she will be available and confirmed she can meet with Shannon to get slides together. Tracy noted that Ilona will create the usual presenter Dropbox folders and send emails to everyone with instructions soon.

3. Internal Audit Course Update

Paul provided an update to efforts made towards training. He provided Ilona with an internal auditor course overview and still needs to organization a call with all presenters. Kim completed the review of Shannon's recording and Katie completed her recording.

No second reviewer reviewed Katie's recording, but the committee felt it wasn't necessary. (*Addition: Ilona did not review this recording.*) The next step is for Paul to work with Kevin and Megan (JEA) on part 3-4. Kevin asked that he also gets access to the recorded presentations and slides so they can ensure they flow parts 3 and 4 out well. Update at the next meeting to be provided.

4. Review of Membership

Review of membership was discussed briefly. Tracy mentioned some members will be coming off in 2025 and we will need to start thing about replacements. Ilona can provide more detail at the next call.

5. Strategic Planning Meeting

Tracy shared where the workgroup was with updating the strategic planning document for the Strategic Planning meeting on February 3, 2025 in Jacksonville, FL. Workgroup meetings have been held with a group to review prior comments. Many items were removed since NEFAP has had many positive changes in the past few years.

Tracy asked the Committee: How would you improve the quality of the program and if you had to start over what would you do differently?

- Tracy - Performing tasks on time would assist the quality of the program.
- Katie- Perhaps starting with education right away to initiate more traction to the program.
- Kim - Mentioned an obstacle we had was with the new version of 17025 holding us back or perhaps discouraging the program.
- Tracy - Mentioned that we did not get a lot of support of the program in regard to what we could do to promote NEFAP through TNI, Lack of a budget.
- Paul - Mentioned that back when NEFAP started, the FAC Standard was actually part of the NELAC 2003 version and the NEFAP AC approved that it would have its own Standard. This may have been the reason for the state ABs to lose track of it and lose interest in being approved by TNI for NEFAP. There were numerous comments in response to this: Thoughts from many committee members :
 - Get this back in front of the states again, how can this standard be used by them (some are accrediting sampling methods now on their NELAP scope but not using NEFAP).
 - Perhaps survey the states or maybe present to the NELAP AC council on the concepts of NEFAP. Would they be supportive in adopting this like Louisiana does or doing this themselves.
 - Good discussion and support of this topic from members was obtained.

6. Winter Meeting in Jacksonville, FL

Tracy requested input for the FAC and NEFAP Session and asked what members would be there: Tracy, Katie, Anand, Kim, Kevin, Joel (maybe).

- Katie will provide a status of Volume 1 and Volume 2 of the Field Standard, Discuss Guidance Tools and timeframes for completion, training initiatives for the new standards, and transition requirements for the Standard.
- NEFAP will discuss topics for 2025 workshops and a session on how to go about discussing NEFAP at a state level.

7. New Business

None.

8. Action Items

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

9. Next Meeting

The next meeting will be on January 15, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 2:30pm 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*) Present	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
Elizabeth Turner (2025) Present	Eurofins	Lab/FSMO	elizabeth.turner@et.eurofinsus.com
Joel Grice (2027*) Present	SPL	FSMO	jgrice@spl-inc.com
Jeff Buystedt (2027*) Absent	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 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		

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

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
287	Evaluate need for White Paper for Advocacy.							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.
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?

292	Training Workgroup: Develop Internal Audit training			1-10-22				<p>3/15/23: Material is developed. Need to determine how to present.</p> <p>4/19/23: Adam is working on pre-recording first 2 presentations.</p> <p>10/18/23: Shannon working with Adam. Shannon may give presentation instead of Adam.</p> <p>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.</p> <p>9/18/24: Kim will review Shannon's Part 1 training. Katie will record Part 2 of training</p>
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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		Complete		<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			Complete	11/24: NEFAP option was included in this Standard.
309	Review Complaint SOP	SOP 5-104		1-17-24				Sep 2024 agenda.
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 January 23, 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	TBD			

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		Completed 10/24.		Completed and Anand presented to EPA.
316	Reach out to Dinesh and Kelvin regarding NEFAP options. (CA)		Tracy	8/21/24	TBD			
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		11/24 Complete		
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		Complete		Anand presented in October 2024.

