

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
February 18, 2026

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on February 18, 2026, at 1pm Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present and 3 Associate members.

There were no changes to the agenda. It was approved by unanimous consent.

There were not enough Voting members present at the start of the call to vote on minutes, so these will be distributed by email for vote (November, December and January).

(Addition: A motion was made by email on February 18th by Katie to approve the November 19, 2025, December 17, 2025, and January 26, 2026, minutes as written. The motion was seconded by email by Jeff Buystedt. The following votes were received: For: 2/18/26 – Katie, Tracy, Jeff, Justin, 2/19/26 - Patrick, Kim, 2/20/26 – Silky. The motion passed.)

2. Classes

Internal Audit Class

Megan will be doing a check between the course content and the Learning Objectives to let Ilona know what should be posted for the class. The proposed date is April 22nd at 11am Eastern. The class will be posted for registration mid-March.

Ilona requested that she be sent the 4 presentations to be sure she has the most current versions.

Boston Class Webcast - Field Sampling and Measurements: Ensuring Reliable Results

Katie requested that the webcast be recorded instead of doing a live webinar. She will use PowerPoint to record it and will send it to Ilona when she has it completed. An exam for the course will also be developed. The goal is to have the recording complete in May so it can be offered as a new Webcast.

New FSMO Volume 1 Standard Course

FAC will be developing a training class for the new FSMO Standard. It will likely be a 6-hour comprehensive course.

3. 4th Annual Conclave (June 2026)

The Committee continued to discuss options for the 4th Annual Conclave.

Anand reached out to people in EPA to see if they would be interested in being involved, but has not heard back from anyone. He will be reaching out to Michella Karapondo (EPA) for assistance. Jerry will also reach out to EPA contacts that include Lem Walker.

Jerry expressed concern about focusing the Conclave on PFAS related to drinking water. Wastewater and finalization of the method update rule would be a more current topic. PFAS will begin being added to NPDES permits.

After further discussion there was general agreement to pursue one day (June 16th – 11am – 4pm Eastern) for the Conclave with 9 presentations. A second day can be added if there are more abstracts submitted. The day could be structured into:

- 5 PFAS-focused presentations
- 4 general or mixed-topic presentations (e.g., accreditation, best practices).

Potential speakers:

Vance – JEA - Latest trends in PFAS sampling.

Mike Delany

Sage Grass – MASS DEP

Lem Walker

Reach out to MI, Massachusetts. – Tracy

Region 5 – Lauren Zintek

Jerry will forward NEMC abstracts that might be appropriate.

Tracy will work on an updated flyer that she will share with the group. The call for presenters should be broad with the inclusion of possible topics like PFAS.

4. Standard Volume 2 Update

Good progress is being made. A few more comments are being addressed that came in from other Committee members. Hoping to vote on the Standard in March and then prepare a Change Summary so the Standard can be posted for comment.

5. Committee Metrics

Tracy is planning a meeting with Kevin and Ilona to work on this. This will be further discussed next meeting.

6. Membership

Justin will be rotating off the Committee. Tracy will follow-up with him to confirm he will continue as an Associate member.

Elizabeth Turner and Paul Bergeron requested to become Voting members of the Committee. There was agreement, but there were not enough voting members left on the call to vote. This will be followed up at the next meeting or by email.

The Chair and Vice-Chair will also be voted in next meeting.

7. Action Items

Action items are maintained in the Action Summary Table – 2025/2026 (Attachment C).

8. Next Meeting

The next teleconference meeting will be on March 18, 2025, at 1pm Eastern.

Tracy adjourned the meeting at 2:40pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (2027) Present	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*) Present	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 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		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	X	

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, 1/21/26: 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. 1/21/26: Need to finalize description and learning objectives for posting early March for April course.

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. 1/21/26: Standard should post in March 2026.

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	1/14/26		Completed.
329	Review FAC Volume 1 for Approval and Implementation			8/20/25				Completed.
330	4 th Annual Conclave – June 2026							1/21/26: Anand reaching out to EPA to see if speakers are available for PFAS topic. 2/17: June 16, 2026 – 11-4pm Eastern Tracy will work on flyer and Jerry and Anand are following up with possible EPA speakers.