

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

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on March 18, 2026, at 1pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and 3 Associate members.

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

A quorum was not met for the meeting, so no voting could be done. The meeting proceeded for information sharing. The meeting minutes will be approved next month.

2. Committee Membership and Leadership

Justin will remain on the Committee as an associate member.

There were not enough members on the call to vote on Chair and Vice-Chair so this will be added to the April agenda. In addition, Elizabeth and Paul would like to be voting members and this vote will also be added to the April agenda.

3. FAC Update

The FSMO Volume 1 has been submitted to Jerry so that it can be posted for sale. ABs can notify their FSMOs when the Standard is posted for sale. When we get closer to implementation we can add a standing table to our minutes to keep people updated on where each AB is in the implementation process. Perhaps do an update in December 2026 and June 2027 and then start doing monthly updates late 2027 or early 2028.

FSMO Volume 2 is making good progress. Assessor qualifications and few additional items related to whether information is being duplicated need to be finalized. The goal is to post it sometime in May after the Summary of Changes document is complete.

4. Training Classes

The internal auditor course should be ready for posting. Ilona still has a little more review to do on the course and will reach out to Megan to confirm the final date

Katie is working on the recording of the Boston Class Webcast - Field Sampling and Measurements: Ensuring Reliable Results. This should be done sometime in early May and may be able to be put on the next training flyer depending on when it is actually completed.

5. AB Evaluations and Schedule

Ilona provided an update on Accreditation Body (AB) evaluations, noting that A2LA will be the first to begin. Lauren Webb noted that she will be a contact for the evaluation. The evaluation process will begin with documentation review, followed by witness assessments scheduled based on assessment availability. Additional AB evaluations are planned throughout the year, including IAS-related assessments. The next evaluation start will be PJLA around May 15th. Then IAS in July and ANAB in September.

6. 4th Annual Conclave (June 2026)

Planning for the 4th Annual Sampling Conclave is progressing. The event will be held as a one-day session on June 16, 11:00 AM to 4:00 PM Eastern. The group reaffirmed its plan to include a mix of PFAS-focused and general sampling presentations, targeting approximately nine sessions. If sufficient abstracts are received, the possibility of expanding to a second day remains open.

The call for presenters is being finalized. Tracy presented a DRAFT, and the group agreed to broaden the language to avoid overemphasis on PFAS while still highlighting its relevance—particularly in wastewater and emerging regulatory contexts. A suggestion was made to include references to the new wastewater method update rules to reflect current industry developments. Jerry will be asked to review the DRAFT and provide input into the language.

The deadline for abstract submission was revised to April 21 to allow more preparation time for presenters. Tracy will coordinate with her marketing team to update the Call for Presenters as discussed today. Committee members will also follow up with previously identified potential speakers, including contacts from EPA regions, state agencies, and prior contributors.

Ongoing list of Potential speakers:

Vance – JEA - Latest trends in PFAS sampling. OK

Mike Delany - Jerry

Sage Grass – MASS DEP Jerry

Lem Walker - Jerry

Reach out to MI, Massachusetts. – Tracy

Region 5 – Lauren Zintek - Tracy

Jerry will forward NEMC abstracts that might be appropriate.

Florida- Silky will get in touch with Jessica. Updated procedure for PFAS.

Joel – Industrial Hygiene and ethylene oxide – will get back to Tracy and Ilona

Jerry will continue to send relative NEMC presentations to Ilona.

7. Committee Metrics

Tracy is planning a meeting with Kevin and Ilona on April 10th to work on this. They will meet to finalize a 2025 summary and assess whether the current level of detail remains necessary. The group will also consider whether a more streamlined set of key performance indicators aligned with board expectations is needed. They will also start the development of 2026 goals, but will need Committee and Board input to finalize these.

This will be further discussed next meeting. Perhaps discuss with Jerry and see if the metrics sheet is still needed or whether the monthly reports and Annual update are sufficient.

8. External Presentations

- Megan will be presenting at the upcoming FSEA meeting.
- Lauren Webb is presenting at the NEMC conference regarding general accreditation topics.
- Tracy will follow-up with Katie and Elizabeth to see if they are doing any related presentations.

9. Action Items

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

10. Next Meeting

The next teleconference meeting will be on April 15, 2025, at 1pm Eastern.

Tracy adjourned the meeting at 2:11pm 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) 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 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		
Elizabeth Turner		
Megan Beaman		
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.

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						
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. 3/18/26: Need to finish up Change Summary document so posting in May.

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. - COMPLETE
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.