

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
March 20, 2024

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on March 20, 2024, 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.

The agenda was reviewed. There were no changes to the agenda, and it is accepted by acclamation.

The February 2024 minutes were reviewed. A motion was made by Kim to approve the February 21, 2024 minutes as written with the removal of a reminder highlight. The motion was seconded by Elizabeth and unanimously approved.

2. 2nd Annual Field Conclave – June 4-6, 2024

Tracy sent a copy of the flyer to the Committee.

This will be the 2nd Annual Field Conclave

- Time: 12-4pm
- Dates: June 4-6, 2024
- Flyer needs to go out.
- 4/16/24 – let us know
- 4/26/24 – Abstracts due
- 5/28/24 – Presentations due

The Committee reviewed the presentation tracking table and Tracy made updates directly into the table.

- Ilona will work with Kim and Elizabeth to put a presentation together to summarize the PFAS workshop and next steps.
- DoD - Incremental Sampling - explosive testing – ITRC. Implemental sampling is important for explosive testing. Jerry will follow-up on this. Massachusetts Military Reservation. US Army lab in Maine – might be another contact. Mentioned again on 3/20/24. Jerry will do some more homework to see if he can find someone to help.
- Anand Mudambi. - Sampling Presentation - EPA related. Ilona will follow-up for Tracy. Environmental Sampling and Analytical Methods (ESAM) program. It went up on their website on January 19, 2024.
- Air quality sampling. Related to wildfires. Jerry will talk to Lara Phelps.
- Jerry found the presentation from NEMC with the e.coli sampler – Jerry will reach out to him. Dan Anglesc. He submitted an abstract for NEMC and perhaps

would be willing to do similar talk for the Field ConclaveConclave. Jerry will still follow-up.

- Tracy to follow-up with David Fricker about a possible talk. FSMO's in South America. Tracy is still following-up.
- Storm water monitoring. There is lots of sampling. Is this an opportunity for a session? Who? Elizabeth has a Texas stormwater committee meeting on Friday. She will look into it.
- Jerry noted that some of the abstracts coming in for NEMC could be considered for the Conclave also. The Air Session at NEMC is very field related. Jerry will follow-up with these presenters.
- Elizabeth will reach out regarding ambient air monitoring for mining. Georgia has a great state program. Reached out- the lab said no, but State of GA said maybe.
- Jerry suggested the training done this last year in Oregon on poor sampling practices could be presented at the Conclave. 30 minutes.
- Marlene can do something on Sample Planning. Maybe tie some of the new FAC Standard into this too?
- Lead – Initially Jerry thought this was all lab focused. 17025 – Section – Only 2 sentences. Why not mention NEFAP? Might still be ASTM E15833 – Lead dust paint soil. Jerry will ask William Lipps who is responsible for this and maybe there is a speaker there. Might be committee D22.1 They have a number of possibly relevant standards. Jerry will follow-up to get a speaker. 50 standards for lead. Overview of standards related to field.

Everyone needs to be working on getting these finalized.

3. SOP 5-106 - SIR

Ilona reviewed the SOP and found that changes are needed, but that most are editorial. The Committee agreed so the update numbering should be 1.1 instead of 2.0. There was general agreement on the changes Ilona made.

Katie made a motion to approve SOP 5-106 as sent by email for review by the Committee. The motion was seconded by Elizabeth and unanimously approved. The SOP has been placed in the Policy Committee review file.

4. FAC Update

The Volume 1 Standard is essentially complete and has been sent to Jan for formatting and clean-up. It will have a final review after Jan sends it back to confirm references are correct, italic language is correct, etc ... Ilona will update the cover page, headers, history and table of contents. It will then be ready for voting.

Volume 2 went through a re-write to line it up with the current DRAFT of the LAB Standard. Matt Sica was on the FAC call, but ABs still need to do a final review.

5. NEFAP AB Evaluations

Checklists are being revised and renewal applications will go out to NEFAP ABs end of April.

6. NEFAP Training Workgroup

Paul is still working with Shannon to finish up the pre-recorded portion of the course. He will pull the workgroup together and have an update at the next meeting.

7. Membership Status

Associate members were asked to leave the meeting.

Ilona provided the following information by email:

The resumes for new membership candidates were sent by email:

Silky - Other

Anand - Other

Joel – FSMO

Jeff – FSMO

Scott - Other

The following individuals are eligible for a second term:

Justin Brown – FSMO

Kevin Holbrooks - FSMO

Katie Strothman – FSMO/Lab

Elizabeth Turner – Lab

Kim Watson – Other

Rotating Off:

Paul Bergeron

Jeremy Driver

Jacob Gruzalski

Pamela Hamlett

Kelly Krock

Ryan Pangelinan

If all people eligible for a second term stay on and all membership candidates are voted in, the make-up of the Committee will look like this:

Justin Brown – FSMO

David Fricker – AB

Kevin Holbrooks – FSMO

Patrick Selig – AB

Katie Strothman – FSMO/Lab

Tracy Szerszen – AB

Elizabeth Turner – Lab

Kim Watson – Other
Silky Labie – Other
Anand Mudambi – Other
Joel Grice – FSMO
Jeff Buystedt – FSMO
Scott Haas – Other

AB – 3
Other – 4
FSMO – 6
Total - 13

This would leave the Committee in balance.

A motion was made by Kim to approve Silky, Anand, Joel, Scott and Jeff for new membership on the Committee. The motion was seconded by Katie and unanimously approved.

A motion was made by Patrick to approve Kim, Justin, Kevin, Katie and Elizabeth for a second term on the Committee. The motion was seconded by Kim and unanimously approved.

The Committee will need to approve a new Vice-Chair in an upcoming meeting.

8. New Business

None.

9. Action Items

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

10. Next Meeting

The next meeting will be on April 17, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 2:33pm Eastern.

Attachment A

TNI NEFAP Executive Committee

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

Associate Members	Attendance	Contact Information
Marlene Moore		mmoore@advancedsys.com
Scott Haas		shaas@etilab.com
Shannon Swantek	X	shannon@enlightenedquality.com
Jeff Buystedt		jbuystedt@bendoregon.gov

Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov
Joel Grice	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 – 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.							
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?
287	Evaluate need for White Paper for Advocacy.							Justin had a DRAFT that could be a starting point.
288	Provide comments on DRAFT Standards to FAC.			Ongoing				

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.							

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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				<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	TBD			
309	Review Complaint SOP	SOP 5-104		1-17-24				
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			