

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
April 15, 2026

1. Roll call, Agenda:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on April 15, 2026, at 1pm Eastern. Attendance is included in Attachment A - there were 8 NEFAP EC committee members present and 4 Associate members. Two guests: From EMT, Nicholas Barich and Courtney Lee.

There was one change to the agenda to add the addition of membership and leadership vote. The agenda was approved by unanimous consent.

2. Membership and Committee Leadership

The Committee previously discussed voting membership for Elizabeth Turner and Paul Bergeron. They were previously voting members and have been Associate members this last year. A motion was made by Anand to add Elizabeth and Paul as voting members of the Committee. The motion was seconded by Kim Watson and unanimously approved. Justin Brown rotated off the Committee after serving his terms.

Tracy and Kevin are willing to serve another year and Chair and Vice-Chair of the Committee. A motion was made by Kim to approve Tracy and Kevin to serve another year as Chair and Vice-Chair. The motion was seconded by Silky and unanimously approved.

3. Review of Minutes

Tracy reviewed the February and March minutes with the Committee. A motion was made by Kim to approve the February 18, 2026, minutes with a clarification to make clear that IAS in an approved NELAP AB. The motion was seconded by Anand and unanimously approved.

A motion was made by Silky to approve the March 18, 2026, minutes as written. The motion was seconded by Paul and unanimously approved.

4. Conclave

The meeting flyer was distributed to a TNI mailing list. Anand sent the flyer to various organizations in EPA and specifically contacted Michelle Karaondo and Troy Strock. He noted that Troy from the Land and Emergency Management side that someone from EPA should be able to participate, though approvals remain difficult because participation decisions are outside his direct authority.

Anand also identified Steven Blaze and the Environmental Response Team as possible contributors because their operational role may provide more flexibility for participation, especially since the conference is virtual.

It seems as though the EPA organizational restructuring has slowed down external participation, but Anand noted that the recent completion of internal reassignments may start to improve responsiveness.

Ilona prepared a spreadsheet to share the status on confirmed speakers and outreach for the June Conclave. Several potential presenters and organizations were discussed:

- Vance is expected to submit an abstract.
- Teledyne indicated they intend to participate and are preparing an abstract submission.
- Joel is checking with his organization about a potential presentation.
- Silky is coordinating with Florida contacts regarding updated PFAS sampling procedures.
- Jerry was tasked with following up with contacts in Massachusetts.
- Tracy is continuing to outreach to Region 5
- Jerry is still able to provide a back-up – his presentation focused on quality management failures and sampling issues.
- Katie and/or Tracy could prepare a presentation focused on accreditation. Ilona noted that FAC has an implementation tool they are working on updating that might be helpful for this presentation.

5. Internal Audit Course

The live portion of this class is on May 29, 2026, and is being held after students complete the first half self-pace. There is a test for both portions.

6. NEFAP Metrics Review

Tracy shared the metrics and noted that she has added information from the previous to help develop the 2026 metric goals.

Discussion:

FSMO Growth:

- Current FSMO count for 2025 is approximately 26.
- The prior goal had been to increase by four additional FSMOs.
- AB data is still pending to confirm current totals.

Standard Sales

The committee reviewed standard sales performance:

- 8 - Volume 1 standard sold in 2025.
- Volume 2 sales remain very limited – NEFAP ABs receive a copy with payment of annual fees.
- The target for 2026 should be 12.
- A target of 12 Volume 1 standard sales for 2026 is more realistic and achievable.

Training Metrics

Training-related activities already completed or scheduled in 2026 include: Boston class, Internal Audit class in May, June Conclave, “Scared Straight” update, and future training on the Field Standard.

Attendance Metrics

Attendance numbers for NEFAP workshops and conclaves increased from approximately 210 attendees in 2024 to 224 attendees in 2025. The goal for 2026 will be 250.

External Presentations

Known external presentations include:

- WEF conference presentation
- FSEA presentation by Megan
- Elizabeth's upcoming TCEQ Trade Fair presentation
- Paul's A2LA standards update presentation, which included field standard information
- A goal of four external presentations for 2026 is reasonable.

The Committee also discussed a Department of Defense conference scheduled for July (Zachary (last name) has been coordinating abstracts. The DOD agenda is very full. PFAS topics and sampling discussions are expected to be part of the DOD event.

The Committee also discussed adding DOD representation after several years without active participation. Ed Correll is likely the correct contact. Tracy to send DOD contact information and presenter materials to Ilona.

White Paper & Outreach Materials

The committee revisited plans for an EPA-focused white paper originally developed to support discussions around sampling and NEFAP. The Committee agreed that completing at least one white paper remains should remain the goal for 2026. The committee also discussed:

- Developing short informational videos or media clips promoting NEFAP
- Posting additional free webinar content online
- Improving LinkedIn and social media tracking metrics

Attendance & Membership

The committee reviewed meeting participation metrics and noted that attendance rates have been below the desired 75%. Two additional members are expected to turn in application for Committee membership. Goal will remain at 2 members. Ilona will develop a tracking spreadsheet for meeting attendance and pull historical participation numbers for future review.

Board Reporting Frequency

Now that the program is more stable and growing, Jerry felt the need for intensive reporting has decreased. Semiannual reporting may now be sufficient instead of quarterly reporting. The primary objective is demonstrating that the program is self-sustaining and financially stable.

7. Standards Development Updates

Volume 2 Standard

Ilona commented that final revisions to Volume 2 are underway and that assessor qualification is one of the major updates being worked on

Volume 1 Implementation Tools

Work has started on the Accreditation Process tool.

8. TNI Newsletter

Tracy and Katie are working on a newsletter article that is due 5/15/26.

9. New Business

There was an issue during the meeting where it appeared that TEAMS had added meeting scribes that were not requested by TNI. They were deleted and it was generally agreed that these scribes will continue to be deleted in the future if they show up during meetings. Apparently, bots can be sent to meetings as a guest participant to take notes for someone invited to a meeting.

10. Action Items

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

11. Next Meeting

The next teleconference meeting will be on May 20, 2025, at 1pm Eastern.

Tracy adjourned the meeting at 2:34pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (2026) 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*) Present	Consultant	Other	scottahaas@gmail.com
David Fricker (AB) Absent	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 (2027) Present	JEA	FSMO	holbke@jea.com
Kim Watson (2027) Present	Consultant	Other	kwatson45@aol.com
Katie Strothman (2027) Absent	Eurofins	Lab-FSMO	katie.strothman@et.eurofinsus.com
Silky Labie (2027*) Present	ELCAT, LLC	Other	elcatllc@centurylink.net
Ilona Taunton (Program Administrator) Present	The NELAC Institute		tauntoni@msn.com

Elizabeth Turner (LAB) and Paul Bergeron (Other) were voted in as new voting members effective 4/15/26. New balance: FSMO/Lab – 5. Other – 5. AB – 3. (Justin rotated off the Committee after this meeting.)

Associate Members	Attendance	Contact Information
Marlene Moore		mmoore@advancedsys.com
Shannon Swantek	X	shannon@enlightenedquality.com
Nilda Cox		nildacox@eurofinsus.com
Carl Kircher		Carl.Kircher@flhealth.gov

Paul Bergeron	X	Voted in as voting member 4/15/26.
Jeremy Driver		
Elizabeth Turner	X	Voted in as voting member 4/15/26
Megan Beaman	X	
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 4/15/26: Committee committed to complete a white paper in 2026.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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, 4/15: Volume 2 is currently being worked on.
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. 4/15: Class is set to be taught on 5/29/26.

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. 4/15/26: Jerry will check into it again.
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. 4/15/26 – Tracy to send Ilona contact info to follow-up.
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

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
326	Send request to NEFAP ABs to review Volume 1 for potential barriers to implementation.		Ilona	7/23/25	8/20/25		COMPLETE	
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.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
331	Update 2026 Metrics			4/15/26	4/15/26			Updates: - Tracy include linked in and attendance data. - Ilona work on meeting attendance info. Jerry provide revenue info including class info.