

**NEFAP Executive Committee (NEFAP EC)**  
**Meeting Summary**  
**April 17, 2024**

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on April 17, 2024, at 1pm Eastern. Attendance is included in Attachment A - there were 4 NEFAP EC committee members present and 1 Associate member. Jerry Parr also attended. Tracy noted that she has not notified new members, so May will be the first meeting with new voting membership.

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

There was no quorum to approve any minutes or make any final decisions. Tracy decided to continue the meeting to share information only.

2. 2<sup>nd</sup> Annual Field Conclave – June 4-6, 2024

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

- Silky confirmed she will be able to do the Data Integrity Training. Suggests that it be done after Jerry's presentation on sampling issues. It will be about 2 hours.
- FDA – presenter – Brittany Nork – Tracy is working on this.
- CDC Surveillance Program. Will Jeff be presenting or who is presenting topic? Tracy will reach out.
- Dan – Jerry has a conference call scheduled with him tomorrow.
- Incremental – Jerry will try one other option to reach a possible speaker.
- Two air presentations from NEMC – Look at website for titles.
- Storm water – Elizabeth can do a presentation on storm water monitoring. She could not reach anyone else.
- Ilona suggested a day of sampling issue related topics – Silky and Jerry. Silky suggested that Marlene's presentation may fit into this also. That may be a whole day.
- David is working on a presentation. Reaching out to a client.

We will need some moderators. Kim Watson may be able to moderate and will let us know about dates she can do. Paul Bergeron may be able to help also.

### 3. FAC Update

Volume 1 of the Field Standard is still in review and Marlene is finalizing Volume 2 for final review. Volume 1 will post first as a DRAFT Standard and then Volume 2 will be posted within a few weeks after that.

### 4. Field Related Training

Adam has started working on Part 2 of the training and plans to finish on April 26, 2024. He is working on a Script. Paul and Adam met on March 22, 2024. Shannon will not be helping with this effort. Tracy sent Paul a copy of the Part 1 recording.

Paul needs to talk to Marlene about how Part 3 and 4 will be handled. Ilona noted that the last meeting she was invited to it was discussed that Part 1 and 2 would be pre-recorded for students to complete before a live webinar of Part 3 and 4.

### 5. NELAP AB and PTPA Evaluations

Ilona expects that the applications will go out first half of May. Once applications are received, evaluation dates will be determined based on the AB and evaluator schedules.

### 6. Update on Environmental Methods Forum

Jerry sent an update by email on 3/27/24 and parts are included below:

*John is the Chair of the EPA Environmental Methods Forum. More information here: <https://www.epa.gov/labs/national-program-manager-regional-laboratories-activities>*

*John was active in NELAC in the early days and works in the Office of Air and Radiation where is a very experienced radiochemist. He is my primary contact in EPA on general method issues and I sent him our State of National accreditation report last fall. He then reached out to me in December and we tried to schedule a conference call but the holidays got in the way.*

*We talked last Friday (Anand participated as a guest) and he primarily wanted to talk field measurements. Apparently, EMF is taking this on and is trying to develop some guidance regarding ensure the competence these technologies but quickly realized it is so very different from laboratory. I suggested they go back to fundamentals like calibration, traceability, data integrity, analyst competency, etc. I suggested our FSMO VI standard could be a starting point and promised to sent him and Ananad a copy (Side Note: Anand has applied to join either NEFAP EC or FAC.)*

*I created a "cleaner" version of the Standard FAC is still working on that I have now sent them.*

*We then moved onto the State of National Accreditation Report. John indicated he has scanned it last fall, but did not remember much. We are planning another call in 3 weeks or so. We did have a short discussion about maybe creating a new 40 CFR 136.8 on reliable data and a new section in part 460 or 464 for the RCRA regulations which could drive a QMS approach without mentioning accreditation.*

Jerry will be doing a follow-up call and including Tracy and Ilona.

#### 7. New Business

None.

#### 8. Action Items

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

#### 9. Next Meeting

The next meeting will be on May 14, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 1:59pm Eastern.

**Attachment A**

**TNI NEFAP Executive Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Justin Brown (FSMO) (2023*) <b>Absent</b>		FSMO/Lab	jbrown@thesterlinglab.com
Tracy Szerszen (AB) Chair <b>Present</b>	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Paul Bergeron (2023) Vice-Chair <b>Present</b>	LELAP	Other	Paul.bergeron@la.gov
David Fricker (AB)  <b>Absent</b>	A2LA	AB	dfricker@A2LA.org
Kelly Krock (2024)  <b>Absent</b>	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2025)  <b>Absent</b>	Eurofins	Lab/FSMO	elizabeth.turner@et.eurofinsus.com
Jeremy Driver (2024)  <b>Absent</b>	Alabama Power Company	FSMO	jddriver@southernco.com
Jacob Gruzalski (2024)  <b>Absent</b>	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	<a href="mailto:jgruzalski@envstd.com">jgruzalski@envstd.com</a>
Pamela Hamlett (2024)  <b>Absent</b>	US Air Force/DoD	Other	pamela.hamlett@us.af.mil
Patrick Selig (AB)  <b>Present</b>	ANAB	AB	pselig@anab.org
Ryan Pangelinan (2022*)  <b>Absent</b>	Oregon Health Authority	Other	<a href="mailto:Ryan.pangelinan@dhsaha.state.or.us">Ryan.pangelinan@dhsaha.state.or.us</a>
Kevin Holbrooks  <b>Absent</b>	JEA	FSMO	holbke@jea.com
Kim Watson  <b>Present</b>	Consultant	Other	kwatson45@aol.com
Katie Strothman  <b>Absent</b>	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		tauntoni@msn.com

<b>Associate Members</b>	<b>Attendance</b>	<b>Contact Information</b>
Marlene Moore		mmoore@advancedsys.com
Silky Labie	X	
Scott Haas		shaas@etilab.com
Shannon Swantek		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		

**Attachment B**

**Backburner / Reminders – NEFAP Executive Committee**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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.							



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. 4/17/24: Shannon will not be doing Part 1 and 2. Paul and Adam will finish these up
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Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
								and work with Marlene on status of Part 3 and 4 delivery.

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		4/17/24		<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> <p>4/17/24: New membership will be notified and new voting members will start in May.</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		3/20/24		2/20/24: Ilona will provide initial review of this SOP at the March meeting. 3/20/24: SOP was completed and sent to Policy. 4/17/24: Awaiting Policy review.

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			