

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
May 15, 2024

1. Roll call, Agenda and Meeting Minutes Review: 7 voting members

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on May 15, 2024, at 1pm Eastern. Attendance is included in Attachment A - there were 7 NEFAP EC committee members present and 1 Associate member. Jerry Parr also attended.

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

There was not a quorum at the start of the meeting, so the April meeting minutes could not be voted on. Another voted member added later and the minutes were voted on at the end of the meeting. A motion was made by Kim to approve the March 20, 2024 and April 17, 2024 meeting minutes as written. The motion was seconded by Anand and unanimously approved.

2. Membership

Tracy had new voting members introduce themselves: Anand Mudambi, Joel Grice, and Silky Labie. Jeff Buystedt and Scott Haas were not available, but will introduce themselves in an upcoming meeting. There are now 13 members on the Committee.

Tracy asked people to let her know if they would be interested in the Vice-Chair role.

3. Field Conclave

Ilona reviewed the presentations spreadsheet. She has heard from everyone but Lisa Huff. The moderator schedule still needs to be finalized. There are 4 speakers before each break (except the day of the Integrity Training). Then 3 speakers after the break.

4. NEMC Meeting

The Committee needs to get an agenda together for NEMC. Tracy would like to get together with Katie to plan an agenda. She will send it to Ilona for review.

There will not be any virtual attendance at the meeting. Jerry does not think it is effective. Too hard to hear and participate. Not as useful at a Conference.

5. Training

There are two field related classes that will happen within the next 4 months. Silky will be teaching these:

- Maintenance and Calibration of Field Instrumentation and Equipment
- Traceability of Sampling and Field Measurements to Ensure Reliability

Ilona added information about Silky's more extensive ethics and data integrity class in Silky's class description for the Conclave. Ilona will also be setting up Webex to take people to the training site when they exit.

We need an update from Paul Bergeron regarding the Internal Audit class. He mentioned that Adam would be doing some additional recording.

6. Marketing Workgroup

Things have been hectic with the PFAS Workshop and then planning for the 2nd Annual Field Conclave. Much of this groups work has been on hold, but Tracy expects this will change in June.

7. A2LA Letter

Tracy shared a letter dated April 17, 2024, regarding lead sampling where Randy Querry recommended NEFAP. This is shared in Attachment B.

8. AB Evaluations

Application and Checklists have been sent to NGABs.

9. FAC Update

Jerry mentioned that he is having a hard time finding language in the Standard to write findings to when looking at errors that happen in the field that resulted in data integrity issues. An example he gave was an Alaska project where a filter that was not decontaminated was used. Patrick and Ilona noted that you need to look the section of the standard where it requires verification of equipment.

Scott and Shannon Swantek noted that the challenge has been determining how specific the Standard needs to be. At one point there was more specific language, but additional review noted that there was duplication with ISO/IEC language. The FAC has struggled with this.

Ilona commented that the Annex was added to include language that might help with implementation. It is not a requirement but provides examples. Training on the new Standard will be important because people need to know how to use the Annex.

Once the Standard is completed it would be good to write a White paper on the differences between the ISO/IEC 17025:2017 Standard and the new Field Standard.

Sampling is a big part of Cannabis testing. Though years ago, NEFAP received guidance to keep it applicable to only environmental testing, it was suggested that now may be the time to make sure the Standard will work for other types of testing. Jerry thinks we should re-introduce the concept of using the standard in industries outside of environmental.

10. NEFAP Quarterly Update

The update will be due next month.

Tracy shared the most current copy on screen. Jerry asked that the number of accredited organizations be added back to the table. Jerry (instead of Paul) will now be sending financial reports to Tracy to help with the metrics. He will also pull the training revenue and attendance and sending it to Tracy.

11. SOP 5-104 –

Ilona did some work on this SOP for the Committee to begin review. There was not enough time in the schedule to look at this, but it will be added to the June schedule.

12. New Business

None.

13. Action Items

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

14. Next Meeting

The next meeting will be on June 19, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 2:31pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (2027) Absent	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 (after 1:30pm)	Environmental Testing, Inc. / Consultant	Other	shaas@etilab.com
David Fricker (AB) Absent	A2LA	AB	dfricker@A2LA.org
Anand Mudambi (2027*) Present	US EPA	Other	mudambi.anand@epa.gov
Elizabeth Turner (2025) Absent	Eurofins	Lab/FSMO	elizabeth.turner@et.eurofinsus.com
Joel Grice (2027*) Present	SPL	FSMO	jgrice@spl-inc.com
Jeff Buystedt (2027*)	City of Bend Water	FSMO	jbuystedt@bendoregon.gov
Patrick Selig (AB) Present	ANAB	AB	pselig@anab.org
Kevin Holbrooks Present	JEA	FSMO	holbke@jea.com
Kim Watson Absent	Consultant	Other	kwatson45@aol.com
Katie Strothman Absent	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		
Jeremy Driver		

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	

Att B



April 17, 2024

Kathleen Ferry
U.S. Environmental Protection Agency
Office of Pollution Prevention and Toxics
Attn: NLLAP Program
Mail Code: 7404M
1200 Pennsylvania Ave., N.W.
Washington, DC 20460

RE: Proposed Revisions to the National Lead Laboratory Accreditation Program (NLLAP) [Docket No. EPA-HQ-OPPT-2023-0456]

Dear Ms. Ferry,

The American Association for Laboratory Accreditation (A2LA) appreciates the opportunity to provide comments to this Notice of Availability and Request for Comment.

A2LA is a non-profit accreditation body with over 4200 actively accredited organizations located in all fifty states as well as an international presence. We have been supporting the U.S. EPA NLLAP Program for well over twenty-five years by providing accreditation services to environmental testing laboratories to ISO/IEC 17025 and the NLLAP Laboratory Quality System Requirements (LQSR). We ourselves have been evaluated against rigorous standards in providing these accreditation services and are recognized internationally as an International Laboratory Accreditation Cooperation (ILAC)-recognized accreditation body.

In general, we are supportive of the U.S. EPA updates to the draft LQSR 4.0, and we are pleased with the alignment to the current version of ISO/IEC 17025. We invite your attention to our comments that are directed at the aspects of sample collection activities:

Section 1.1 LABORATORY TYPES, NLLAP recognizes three types of laboratory operations, fixed site, mobile and field sampling and measurement organization (FSMO).

Often, a large component in uncertainty of results, originate with the quality of the samples. We recommend that the NLLAP Program staff considering reviewing The NELAC Institute (TNI) Field Sampling and Measurement Organization Sector Volume 1 General Requirements for Field Sampling and Measurement Organizations and Volume 2 General Requirements for Accreditation Bodies Accrediting Field Sampling and Measurement Organizations as these volumes provide comprehensive criteria for FSMOs and the oversight of FSMOs. The agency may wish to adopt these criteria for the NLLAP FSMOs. Several of the current NLLAP recognized accreditation bodies use these criteria in other accreditation programs.

Thank you for your consideration of our comments. We would be pleased to provide additional information or answer questions. You are welcome to contact me at rquery@A2LA.org.

Best regards,

A handwritten signature in black ink, appearing to read 'Randall Query', is written over a white background.

Randall Query
Director of Government Relations
A2LA

Attachment B – A2LA Letter

(PDF to be added after minutes are converted to PDF.)

Attachment D: 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				5/15/24: FAC expects DRAFT Standard to be posted by the end of June.

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			