

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
June 17, 2026

1. Roll call, Agenda:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on June 17, 2026, at 1pm Eastern. Attendance is included in Attachment A - there were seven NEFAP EC committee members present and one Associate member. A quorum was achieved.

No modifications were made to the agenda, and it was approved by unanimous consent.

The May meeting minutes were reviewed. A motion was made by Anand to approve the May 27, 2026, meeting minutes as written. The motion was seconded by Katie and unanimously approved.

2. Conclave

The Conclave went well. There were 64 attendees; however, this number does not fully reflect actual participation because ten organizations registered under the group registration option. This means there were about 150 individuals participating. Registrants who could not attend live will still receive access to the recordings after they are posted by William.

Ilona prepared a survey for the Conclave that was distributed to all registrants. Thirty people have completed it and it will go out again with the email to let people know the recordings are available. *(Addition: 35 surveys were received – a 55% return.)*

Highlights included:

- Over half the participants had more than 11 years of professional experience.
- Participants reported increased knowledge after attending the Conclave.
- The overall satisfaction score was 4 out of 5.
- There was a score of 4.2 for the duration of the Conclave, but there were also several written comments that felt it was too long and hard to stay focused. Split over two days next time? Add more breaks?
- 94% would like to attend another virtual training event hosted by TNI. The other 6% noted it would depend on approval.
- Ideas for improvement were reviewed and will be considered going forward with more workshops and Conclaves. Ideas included shorter time frame, more breaks and schedule flexibility.
- The list of presentations or speaker's that stood out was reviewed. There was both positive and constructive feedback. Jerry and Renan's presentations had a lot of positive feedback.
- The list of possible future topics or topics that may have gotten missed included:

Reducing errors and increasing accuracy with field instrumentation.
At this point, all field sampling and measurement topics are welcome.
probably regulations between federal and state. Differences between data verification and data validation. It seems that speakers took this as synonymous, when for me is not.
The mystery of the internal audit process for small labs (like one-person labs!)
Validity of send away or at home testing kits. The rise of at home testing kits has increased our customer calls.
I work at a state environmental regulatory agency that is not NEFAP accredited. I've been to previous presentations about NEFAP and something I still can't wrap my head around is how big of an undertaking it would be for my agency to get accredited, and I don't think I'd be supported in pushing for this because we already have lots of procedures and practices in place for field competency/QA and we haven't had any major data quality problems related to field activities. I would be interested in hearing a presentation from someone who spearheaded accreditation for a large agency with diverse types of work to explain both WHY and HOW they sought accreditation when it isn't mandatory in the way that lab accreditation is.
I was hoping to hear more lessons learned from PFAS sampling.
PFAS was the focus of this year's conclave, however, I think including other topics that are relevant to the industry would also be beneficial.
Basic sampling strategies for non-normal sample types. Piles, limited accessibility, calculating travel times of sample slugs to reach a specific point.
Sampling for microplastic Sediment sampling
I would like to see more discussion of quality control for air measurements in the field.
- Importance of traceability in field sampling - More visual demonstrations of sampling - Field documentation recommendations

- There were people that noted interest in becoming accredited. ABs receive requests from organizations seeking practical guidance on becoming accredited. It was noted that laboratories and FSMOs struggle with understanding:
 - What documentation is required
 - The expected level of procedural detail
 - Whether existing procedures meet accreditation requirements

The committee agreed that providing general guidance and educational resources does not constitute consulting. Existing accreditation tools and gap analysis resources developed by the Committee may help address many of these questions.

An idea was proposed to develop a recorded "How to Become Accredited" presentation that could be permanently hosted on the committee website for future applicants. Perhaps Tracy's recording from the Conclave could be used?

3. Fall Workshop Planning

The Committee confirmed "Lessons Learned in the Field" as the working title for the next workshop. Rather than prescribing specific lessons in advance, the Committee agreed to issue a broad call for presenters, allowing contributors to share practical field experiences, troubleshooting approaches, and preventive actions.

A survey comment requesting additional information on field test kits prompted discussion of Mary Johnson's previous training on Test Kit reliability. There was agreement this could become a valuable topic within the workshop, and Mary may be invited to participate.

After further discussion it was agreed the Workshop will take place on October 13, 2025 from 12-3pm Eastern. Tracy will begin preparing a Call for Presenters, with Katie assisting in developing language describing the desired presentation topics and workshop focus. Ilona suggested preparing promotional flyers early so they can be distributed electronically and displayed in Houston.

4. Training

Internal Audit Course

There were 8 students registered for the class. This was TNI's first course using a hybrid approach consisting of self-paced pre-work followed by a live interactive session. Class participants appreciated arriving at the live session with foundational knowledge.

There were seven surveys received. Survey results demonstrated:

- Significant increases in participant knowledge before and after the course.
- High satisfaction with course content, learning objectives, pacing, and instructor knowledge.
- An overall course rating of 4.7 out of 5.
- Interactive breakout sessions, the audit exercises, real-world examples and opportunities to discuss findings with peers were mentioned as highlights of the class.
- Suggestions for improvement primarily involved including even more practical examples, which reinforced the Committee's decision to expand example-based instruction.

Paul asked about the course tests. Students all did well on the exams and finished very quickly. It was mentioned that there was a pattern in the test and future tests should probably be more challenging.

The course included references to the new Standard, so this class will not need to be updated when the new Standard is implemented.

Boston Training Course

Katie is still working on recording the Field course taught in Boston. Once the recording is completed it will be posted as a Webcast.

5. Standards Development Updates

Volume 2 Standard

Ilona provided an update. Language is still being worked on and a meeting had to be rescheduled due to conflicts. Good meeting participation is important before the formal vote because additional improvements continue to come up during the review process when attendance is sporadic. The Committee is just about done reviewing language and then the Summary of Changes table needs to be completed. Tracy offered to assist with final review of the Standard.

Volume 1 Implementation

David reported that implementation work continues, including preparation of updated checklists reflecting the revised standard. Tracy confirmed similar implementation activities are underway within her organization.

6. Evaluations

Kevin has agreed to serve as the new Chair of the Recognition Committee since Marlene has increased consulting activities with one of the ABs and this may be viewed as an increased conflict of interest.

Evaluation activities are currently underway with A2LA, and Ilona will begin coordinating evaluation planning with Tracy's organization using an updated evaluation approach that may be adopted more broadly.

7. New Business

- Ilona noted that she was contacted by Troy Strock of EPA. He noted that someone from the Contract Laboratory Program contacted him looking for references they can use to update their field samplers' guide. He asked if we thought they would benefit from including the TNI field sampling accreditation standards as a reference. A link was sent to the Standard along with a link to the TNI Training site highlighting field related courses. An invitation to the Conclave was also sent.
- Consider inviting guest speakers from attendee organizations to the Field meeting in Houston.

8. Action Items

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

9. Next Meeting

The next teleconference meeting will be on July 15, 2026, at 1pm Eastern.

Tracy adjourned the meeting at 2:17 pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Tracy Szerszen (AB) Chair Present	PJ Laboratory Accreditation, Inc.	AB	tszerszen@pjlabs.com
Kevin Holbrooks (2027) Absent	JEA	FSMO	holbke@jea.com
Scott Haas (2027*) Absent	Consultant	Other	scottahaas@gmail.com
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Anand Mudambi (2027*) Present	Retired (EPA)	Other	amudambi@netzero.net
Joel Grice (2027*) Absent	Eurofins	FSMO	joel.grice@et.eurofinsus.com
Jeff Buystedt (2027*) Present	City of Bend Water	FSMO	jbuystedt@bendoregon.gov
Patrick Selig (AB) Absent	ANAB	AB	pselig@anab.org
Paul Bergeron Present	Louisiana DEQ	AB	paul.bergeron@la.gov
Kim Watson (2027) Absent	Consultant	Other	kwatson45@aol.com
Katie Strothman (2027) Present	Eurofins	Lab-FSMO	katie.strothman@et.eurofinsus.com
Silky Labie (2027*) Present	ELCAT, LLC	Other	elcatllc@centurylink.net
Elizabeth Tanner Absent	Eurofins Environment Testing (USA)	Lab	elizabeth.turner@et.eurofinsus.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute	N/A	ilona.taunton@nelac-institute.org

Balance: FSMO/Lab – 5. Other – 4 AB – 4

Associate Members	Attendance	Contact Information
Marlene Moore		mmoore@advancedsys.com
Shannon Swantek		shannon@enlightenedquality.com
Nilda Cox		nildacox@eurofinsus.com
Megan Beaman		

Lauren Webb		
Courtney Lee	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 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
-----	---	--	--	---------	--	--	--	---

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.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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. 5/27: Program was finalized and Ilona will work with presenters and moderators to prepare for the Conclave. 6/17/26 – The Conclave occurred on 6/16/26 with about 150 participants. Survey overall result: 4/5.

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.
332	Update outdated accreditation organization names.			5/27/26				5/26: Tracy noted that the Committee needs to review TNI documents for references to outdated accreditation organization names (e.g., APLAC/APAC, ILAC references) and update as needed.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
333	Fall Workshop: Lessons Learned in the Field – October 13, 2026 – 12-3pm			6/17/26	6/17/26			6/17: Tracy will work with Katie on initial flyer with call for presenters.