

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
June 21, 2023

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on June 21, 2023, at 1pm Eastern. Attendance is included in Attachment A - there were 5 NEFAP EC committee members present and 2 Associate member. Guest: Jerry Parr.

There was no quorum, so minutes could not be voted on. The vote will be postponed to the next meeting.

2. Sampling Conclave

Feedback on Conclave:

- Everything was very smooth. 75 paid registrations.
- Ilona noted:
 - Most people attending for the day stayed on through all the sessions. It was nice to see that the numbers between the session before break and after break (accreditation sessions) were not very different. People were present to learn more about the field accreditation program.
 - The presentations were excellent, and people are asking for the recordings to listen again or to catch presentations they missed.
 - The technical side went smoothly – presenters had the opportunity to learn how to use the version of Webex we used before the Conclave or on the morning of their presentation. The only issue was one speaker that was trying to run his screen notes on a separate computer while scrolling his presentation slides on another computer.
 - People are interested in doing this again. Someone would like to see something like this every 6 months with similar sessions to give communities like Cannabis an opportunity to share information.
- Could be difficult to do every 6 months. Would we want to entertain specialty groups in the future? Maybe a one-day workshop. Keep Conclave for annual event and Workshop. It wouldn't be hard to fill up workshops.
- People let Tracy know they'd like to participate in the future.
- Paul Bergeron still plans to pursue the criminal investigation unit. Paul could give a presentation on assessing a mobile lab next time.
- Jerry would like to see two presentations posted on the NEFAP website – Tracy and Katie's presentation. Jerry would like to replace Why NEFAP with these two presentations. Ilona will reach out to William and copy Jerry and Tracy.
- Tracy would like to add the 25-minute Podcast the Committee has worked on to the website. Tracy will confirm that it is ready to go up.

- Have written testimonials that could be posted on the website – put under fsmo resources list. Also link to two presentations.
- The Committee would like to plan to do a Workshop in the Fall. Ideas for topics will be brainstormed during next meeting. Need to make sure there are back-up presentations and that at least one presentation should be TNI.

3. August Meeting in Minneapolis

Who will be present: Patrick, Tracy, Ilona, Elizabeth
 Jerry is OK with doing a Webex to include more committee members in the meeting.

It will be a general field meeting. Present the new field standard. Maybe ABs can do this – Patrick and Tracy.

The session is on Thursday from 10:30-12. Tracy will talk to Scott Haas (Chair, FAC) so they can work together. Should discuss the new DRAFT Standards in depth. Also discuss workshop plans.

Review Standard Changes
 Future Sampling Workshops
 Current and Future Sampling Events
 Ilona will make a slide for current field related classes.

4. SOP 5-101 – NEFAP EC General Operations

The Committee reviewed the work Ilona updated in this SOP. The SOP will be sent by email for review and voting by email since there is not a quorum on today's call. Ilona will also send copy of SOP 1-101 (Operation of TNI Committees) with this document.

(Addition: A motion was made online by Elizabeth to approve SOP 5-101 (NEFAP EC General Operations) as emailed on 7-5-23. The motion was seconded by Katie and there was no further discussion. Vote:

Kevin - Yes. 7-5-23

Tracy - Yes 7-5-23

Justin - Yes 7-5-23

Paul - Yes. 7-5-23

Kim - yes 7-5-23

Jeremy - Yes. 7-5-23

Katie - Yes 7-5-23

Elizabeth - Yes 7-6-23

David - Yes 7-6-23

Patrick - Yes. 7-6-23

The motion was approved with 10 affirmative votes. Ilona distributed it to the TNI Policy Committee for approval.)

5. Input on Module 2 NELAP Standard

Patrick and Tracy will send information to the QMS Expert Committee to consider for addition to Module 2.

6. New Business

The FSEA fall meeting is asking for abstracts. Tracy will reach out to Mike Shepherd to see if he would be willing to do a presentation.

Paul Junio presented slides that he and Scott worked on together at FSEA last May.

7. Action Items

Action items are maintained in the Action Summary Table - 2023.

8. Next Meeting

The next meeting will be by teleconference on July 19, 2023 at 1pm Eastern.

Tracy adjourned the meeting at 2:30pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (FSMO) (2023*) Absent	EMT	FSMO/Lab	jbrown@emt.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 (2021*) Absent	EPA	Other	krock.kelly@epa.gov
Elizabeth Turner (2022*) Absent	Pace	Lab/FSMO	Elizabeth.Turner@pacelabs.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@dhsola.state.or.us
Kevin Holbrooks Absent	JEA	FSMO	holbke@jea.com
Kim Watson Absent	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	X	mmoore@advancedsys.com
John Moorman		jmoorma@sfwmd.gov
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	X – 1:30pm Eastern	Carl.Kircher@flhealth.gov
Joel Grice		

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	