

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
June 26, 2024

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on June 26, 2024, at 2:30pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present and 3 Associate members. Jerry Parr also attended.

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

A motion was made by Justin to approve the May 15, 2024 meeting minutes as written. The motion was seconded by Kevin and unanimously approved.

2. Membership

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

3. Field Conclave

The Conclave went well and had all sessions were filled. There were 50 registrations.

Jerry shared the budget on screen and NEFAP is doing well.

The NEFAP EC will combine their meeting with FAC in Garden Grove. Tracy hopes to brainstorm ideas for the next workshop in Fall. It looks like the shorter workshops may work better for attendees than the 3-day Conclaves.

Katie agreed that the shorter workshops are easier. Three days out of the field is an issue. It is also easier to do a single topic. Justin agreed with Katie. More frequent one day works better. 2-4 a year would work well.

Workshop Ideas:

- Jerry had an idea for a workshop – the methylene chloride rule was passed – safety related. It is in effect now with a 90-day implementation period. ACIL is trying to convince them to give 3 years to meet exposure requirements in environmental laboratories. It is an EPA regulation ... not an OSHA regulation. Jerry will do a little more work on this and discuss at the July meeting.

- EPA is coming out with 1621 and 1633 late this fall as a proposed rule. There are some sampling issues, composite sampling – sampling for PFAS in wastewater.
- Passive samplers
- EMF – a lot of interest in air sensors. Anand may be a good contact on this.
- ASTM came out with two new standards. Ambient air quality sensors. Jerry will talk to Raul in CA.

Perhaps the schedule for these shorter workshops could be October, last half of February and mid-June. The June meeting could still be a multi-speaker workshop, but for 1 day instead of 3 days.

4. Summer Meeting

There will be a joint session with FAC.

- Where the Standard is.
- Feedback on what people want to see.
- Talk about future workshops.
- Re-Cap on PFAS?

Any additions needed to the agenda should be mentioned to Stacie.

5. Internal Audit Training

A lot of work has been done, but everyone is over committed. The internal audit section has changed in the new Standard. Should they wait to do this training?

Shannon is still willing to help. One method has been to write a script and the other is to use the slides and expand during the presentation.

Should the class be shortened into multiple classes. Need to look at the materials and see if something like this will work. Katie and Ilona will take a look at the material.

6. Evaluations

One partial application has been submitted.

7. Status of Field Standard

The Volume 1 Field Standard is just about ready for a final vote. Katie is working on the Change Summary.

8. New Business

None.

9. Action Items

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

10. Next Meeting

The next meeting will be on July 24, 2024, at 2:30pm Eastern. Tracy needs to move the meeting out an additional week.

Tracy adjourned the meeting at 4:05pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (2027) 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*) Absent	Environmental Testing, Inc. / Consultant	Other	shaas@etilab.com
David Fricker (AB) Present	A2LA	AB	dfricker@A2LA.org
Anand Mudambi (2027*) Absent	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*) Present	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 Present	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	X	
Jeremy Driver	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 – 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			