

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
July 19, 2023

1. Roll call:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on July 19, 2023, at 1pm Eastern. Attendance is included in Attachment A - there were 5 NEFAP EC committee members present and 2 Associate members.

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

2. Summer Meeting - Minneapolis

Tracy will reach out to Scott to plan the session in Minneapolis. Marlene said she does not think he will be ready to present a complete Standard. There are still a few sections that need more work.

The agenda:

10:30 – 12:00 TNI Special Session on Field Sampling and Measurement

Session Moderator: Tracy Szerszen, Perry Johnson Laboratory Accreditation

The National Environmental Field Activities Program (NEFAP) Executive Committee and the Field Activities Committee hold a joint session on future efforts related to the accreditation of Field Sampling and Measurement Organizations (FSMOs).

- Review of Changes to FSMO NEFAP Volume 1 and 2 Standards
- 2023 and 2024 Sampling Conclaves
- Future Sampling Workshops
- Current and Future Training Events

3. Work Group and Committee Updates

Training Work Group

Marlene let people know the training committee is looking for help with writing a script for the Internal Audit training. People would like to know how much time would be needed to do something like this. Tracy will send a message to Paul and people can also reach out to Paul. Adam can also be contacted. Ilona's guess is that it could take 3-4 hours to complete the project.

The slides are prepared, but a script needs to be written based on the slides. Adam can read it, he just needs to have someone write it.

Marlene shared the presentation and the script that was started for Part 1.

Part 1 and 2 is self paced and there is a quiz. Then they will be doing exercises through Parts 3 and 4 on a webinar.

TNI Training Committee

Ilona did a training update. The Field Data Integrity Webcast has been posted on the Training website. The Training Committee is working on procedures to help with the credentialing work.

4. Language for Volume 1 Module 2 Lab Standard

Tracy pulled up DRAFT language to send to the Quality Management Systems (QMS) Expert Committee. Ilona noted that “other appropriate documents” is too vague. Need to give a few examples. Sampling plans, SOPs, etc

After further input, Tracy and Patrick decided to send the following language for the QMS Expert Committee to consider:

Section 7.3.4 Labs performing field sampling activities shall define the competence requirements of personnel and authorize personnel to perform sampling. Where an external sampling organization is used, the laboratory shall have procedures to ensure that the experience and technical competence of the samplers are sufficient for sampling activities and that they comply with the relevant clauses of this document and other sampling documents (i.e. sampling plans, sampling methods, regulatory documents, etc.). Use of NEFAP Accredited Sampling Organizations meets these requirements.

While in Minneapolis, Tracy would like to ask how a NELAP state is going to accredit for sampling?

Some states are currently doing mobile lab, but not sampling accreditation.

5. Metrics

Tracy summarized the changes she made to the metrics table in preparation to submit it to the Board.

6. New Business

Conclave recordings were sent out and available to everyone who registered for the conference. PPT presentations will be available by 9/1/23.

7. Action Items

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

8. Next Meeting

The next meeting will be on August 16, 2023 at 1pm Eastern by teleconference.

Tracy adjourned the meeting at 2:30pm Eastern. (Motion: Kim, Second: Katie)

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 Absent	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) Absent	Environmental Standards Inc./Vitale Scientific Associates, LLC	FSMO	jgruzalski@envstd.com
Pamela Hamlett (2024) Present	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@dhsosha.state.or.us
Kevin Holbrooks Absent	JEA	FSMO	holbke@jea.com
Kim Watson Present	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 – came in at 2:08	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	