

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
September 23, 2026

1. Roll call, Agenda:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on September 23, 2026, at 1pm Eastern. Attendance is included in Attachment A - there were nine NEFAP EC voting members present and two Associate members. A quorum was achieved.

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

The June and July meeting minutes were reviewed. A motion was made by Anand to approve the June 17, 2026, meeting minutes as sent with one spelling correction (Louisiana). Silky seconded the motion, and the motion was unanimously approved.

A motion was made by Elizabeth to approve the July 15, 2026, meeting minutes as sent with one spelling correction. Katie seconded the motion, and the motion was unanimously approved.

2. Fall Workshop – Lessons Learned in the Field

The majority of the meeting was spent developing the upcoming workshop. Ilona shared a spreadsheet with information on possible speakers that the Committee reviewed. With 3 hours allotted for the workshop, the Committee agreed that there could be 5 speakers with a 15-minute break in the middle. This would allow Silky's presentation to be 45 minutes instead of 30 minutes. The time for the workshop will be 12-3pm Eastern with a 15-minute break.

Speakers:

1. Silky Labie – Abstract received – What the Auditor Sees - Extend to a 45 minute talk.
2. Katie Strothman – Will send an Abstract – 30 min
3. Mary Johnson – Will send an Abstract – Test Kits – 30 min
4. Shannon Swantek – Thinks she can pull something together.

Other Possibilities:

1. Tracy will reach out to Kyle King and Justin.
2. Tracy asked Ilona to reach out to Jon Mann who turned in an abstract to see if it could be modified so he could be a possible speaker.
3. Mayank Deore – CloudLims – Was not clear if the contact was for NEMC or for this workshop. Responded, but have not heard back.
4. Kevin will reach out to follow-up on a suggestion Paul Bergeron had to talk to a stack tester and how important calibration checks are, etc.
5. Perhaps Jerry could expand on the Conclave talk he gave?

We need one more speaker. Abstracts and bios will be needed in order to open up registration.

3. Houston Meeting Summary

Tracy reviewed a summary of the Houston meeting that Ilona prepared based on the meeting recording. The Summary reviewed can be found in Attachment C.

4. Standards Development Updates

Volume 2 Standard

The Committee hopes to finish the review of language being updated from the LAB Standard in October and then review a final Standard for vote. A Summary of Changes will also need to be completed to highlight the changes so that it can be posted for comment.

Volume 1 Implementation

The FAC has been working on finalizing the Volume 2 Standard, so has not been actively working on implementation material. There is a small Workgroup consisting of Tracy, Lauren, Katie and David that is beginning to look at implementation materials.

5. Evaluations

Ilona has been working with A2LA to finish up the review of their checklist. IAS will be the next evaluation to start since PJLA is updating materials.

6. New Business

None

7. Action Items

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

8. Next Meeting

The next teleconference meeting will be on October 19, 2026, at 1pm Eastern.

Tracy adjourned the meeting at 2:30 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) Present	JEA	FSMO	holbke@jea.com
Scott Haas (2027*) Absent	Consultant	Other	scottahaas@gmail.com
David Fricker (AB) Absent	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) Present – 1:28	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 Present	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	X	
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	

Field Activities
NEFAP EC and Field Activities Expert Committee (FAC)

Meeting Summary for Houston
August 6, 2026

Attendance – Voting Members: Tracy Szerszen, Katie Strothman, Anand Mudambi, Elizabeth Turner and Silky Labie. Associate Members: Meagan Beaman

Tracy and Katie prepared a presentation that they reviewed with the meeting attendees (Attachment 1).

1. FAC Standard Development Update

FAC reported substantial progress on both volumes of the FSMO Standard.

Volume 1 has completed the standards development and approval process. Accredited FSMOs will transition to the new Volume 1 Standard by December 1, 2028, providing approximately three years for FSMOs and accreditation bodies to prepare. This transition period allows accreditation bodies to update assessment materials, train assessors, revise procedures, and develop supporting training.

Volume 2, covering the accreditation body requirements, is reaching completion and is currently undergoing final editing. A Summary of Changes document needs to be completed before the FAC can vote. It will subsequently be issued for public comment, followed by review and response to comments.

The committees commented that the Standard provides the foundation for a quality field sampling program. Because field sampling is the starting point for environmental data generation, consistent sampling practices, documentation, training, and quality systems are critical to ensuring the validity of data generated downstream.

Following completion of Volume 2, FAC intends to focus more heavily on practical implementation resources, including guidance documents, trackers, checklists, training materials, and other tools.

2. NEFAP Accreditation Program Update

The NEFAP EC continues to support the development and expansion of the FSMO accreditation program. Three recognized accreditation bodies currently participate in the NEFAP program.

Although growth in accredited FSMOs has been gradual, the committees continue to focus on increasing awareness of field sampling accreditation and helping organizations understand the value and requirements of accreditation.

The NEFAP EC completed its review and approval of Volume 1 during 2026. One issue concerning a definition was identified for future consideration, but the Committee did not believe it warranted delaying approval of the Standard.

The Committee also discussed the importance of maintaining recognition of the accreditation bodies themselves. The NEFAP program undergoes periodic evaluation, and work is underway to ensure the participating accreditation bodies remain current with their recognition requirements.

3. Training and Educational Activities

The committees successfully completed an internal auditing course consisting of a prerecorded component covering foundational quality-system concepts followed by a live, interactive session. The live portion included group exercises and practical scenarios. Feedback was positive, and the hybrid approach was considered successful.

The committees also conducted a four-hour practical overview of Volume 1 during the Boston meeting. A recorded version of the session will also be made available.

The committees continue to hold two major field-focused educational events each year, including the semiannual field conclaves and additional workshops.

The most recent conclave attracted approximately 150 participants, with survey respondents giving an overall positive assessment. See Attachment 1 for future requested topics.

4. Upcoming Workshop and Future Training

A workshop is being planned for October 13, 2026, focused on “Lessons Learned in the Field.” The concept is intended to encourage field sampling organizations and accreditation bodies to share practical experiences, problems encountered in the field, corrective actions, and lessons that can benefit the broader community. Attendees were encouraged to volunteer as presenters, with approximately 30-minute presentations envisioned. *(Addition: The date of the workshop has been updated to October 29, 2026.)*

The committees also discussed a future, more comprehensive training session covering the new Volume 1 standard in detail. This is expected to be a substantially longer course, potentially eight hours, and is targeted for development during 2027.

5. Guidance Tools, and Training Topics

A major portion of the discussion involved identifying practical resources that FSMOs and accreditation bodies need.

The committees intend to develop resources that make the standards easier to understand and implement, particularly for organizations that do not have a traditional laboratory structure.

Potential tools and training topics identified included:

- Calibration requirements, including primary calibration, verification, and related field instrumentation requirements. Considered substantial enough for a separate workshop or course, potentially 2–4 hours. Field instruments and factory calibration introduce issues that differ from laboratory calibration practices and may vary by state.
- Sample planning and monitoring plans, including practical examples and templates. Could support at least an hour of training, including purpose, required content, examples for different programs, document maintenance, review frequency, and connection to the standard. The group suggested incorporating risk planning and risk mitigation into this topic.
- Demonstration of Capability (DOC) for field sampling activities. Viewed primarily as a potential guidance document/SOP explaining how field personnel demonstrate competency in sample collection and what should be considered when performing a DOC.
- Good Field Practices: The group supported developing field-oriented guidance based on the concept of good laboratory practices, potentially supplemented with videos or other practical material.
- Field mobilization checklists, covering equipment, batteries, keys, safety equipment, contingency supplies, and other commonly overlooked items.
- Decontamination procedures and consistency between sampling locations.
- Metrological traceability.
- Training and competency of new field personnel.
- Safety planning, including emergency contacts, nearest medical facilities, PPE, traffic safety, wildlife, and other site-specific hazards. Considered more appropriate as a practical tool/checklist rather than a standalone webinar.
- Soft communication skills and emergency response sampling: Considered a strong candidate for an interactive workshop. Topics could include dealing with property owners, members of the public, and law enforcement, obtaining permission to access private property, difficult interactions, emergency response situations, and field-specific communication challenges.
- Field work involving traffic, bridges, outfalls, and other higher-risk locations.
- Basic Field Skills: The group liked the idea of adapting the concept of existing “basic lab skills” training into a basic field skills course.
- Short/brown-bag training: The attendees saw value in offering focused, approximately 30–60 minute sessions on individual field activities, such as collecting surface-water, sediment, or drinking-water samples. This would provide training without requiring participants to commit to a multi-hour course. After reviewing historical TNI “Brown Bag” offerings and existing courses, they may be possible models or sources of reusable material. Existing topics include corrective action/root-cause analysis, internal audits and management review, ethics, data integrity, organizational responsibilities, quality manuals, document control, and records management.
- Traceability, data verification, and data validation.
- Microplastics and sediment sampling.
- Quality control for air measurements.
- Emerging contaminants and other current field-related topics.
- Field-specific management review training using existing laboratory management review materials as the starting point. The consensus was that the management review requirements are largely the same as the laboratory requirements, but the examples should be adapted to field activities. Examples could include field observational audits, field-specific risks, proficiency testing, field measurement/control charts, and other evidence of field program effectiveness. Management review

was considered a potential shorter webinar or “brown bag” topic, depending on the amount of material.

Training could be a mix of training lengths and formats. Longer or more complex subjects could become workshops, while focused subjects could be offered as webinars or short brown-bag sessions. It was noted that TNI can develop training through committee-generated topics, requests for proposals, or proposals submitted by individuals who have an idea for a course. This provides flexibility to develop both committee-driven and independently proposed training. *(Addition: Proposals can be submitted on the TNI website under the Professional Development - Training Resources tab. Proposals can also be discussed with Ilona Taunton (Training Coordinator) at Ilona.taunton@nelac-institute.org.)*

6. Sample Plans, DOCs, and Field Checklists

Attendees highlighted weaknesses they have observed in sample planning and field personnel competency.

A useful future resource would be an example sample/monitoring plan showing the information that should be available to field personnel, including sampling requirements, equipment, safety considerations, contacts, site-specific risks, and emergency information.

There was also significant interest in developing guidance for field Demonstrations of Capability. The discussion noted that demonstrating competency for field analytical measurements can be relatively straightforward, while demonstrating competency for actual sample collection can be more difficult. A practical DOC example could help organizations establish consistent expectations for field personnel.

The group also supported development of a field mobilization checklist. This could include both field-specific equipment and general safety/contingency items, helping prevent situations where personnel arrive at a site without critical equipment or information.

7. Risk and Safety Considerations

Risk-based thinking was identified as an important area for additional guidance. Field sampling presents risks that differ considerably from laboratory environments, including equipment exposure to extreme temperatures, wildlife, difficult terrain, traffic, interactions with property owners or the public, and remote locations without reliable communication.

Participants suggested that sampling plans and field checklists should address these risks and, where appropriate, identify emergency procedures and the closest medical or emergency facility for a sampling location.

The discussion also included communication skills and procedures for dealing with property owners, law enforcement, traffic, and members of the public. These considerations may be particularly important for personnel working alone or in remote locations.

8. Accreditation Guidance and Readiness Resources

The NEFAP EC is establishing a working group to develop clearer guidance for organizations interested in accreditation.

Three initial areas were identified:

1. What it takes to become an accredited FSMO, including applicable standards, preparation, implementation, internal auditing, and readiness activities.
2. How organizations already accredited to other standards can transition or build upon their existing systems to meet NEFAP requirements.
3. What to expect during the NEFAP accreditation process, including how assessments are planned and conducted for field organizations.

The committees discussed using flowcharts, short videos, visual aids, and concise guidance rather than relying solely on lengthy documents.

Existing NEFAP website resources were also discussed. Some information is outdated and will need to be reviewed and refreshed, including information related to accreditation bodies, FSMO accreditation, and existing guidance documents.

The possibility of developing additional guidance for organizations interested in becoming recognized NEFAP accreditation bodies was also discussed.

9. Committee Operations and Membership

See Attachment 1 for Committee membership information.

With the major standard-development work largely completed, FAC expects to return to its normal monthly meeting schedule and focus more heavily on implementation resources.

10. 2027 Direction and Priorities

With Volume 1 approved and Volume 2 nearing completion, the committees expect the focus to shift from standard development toward **implementation and education**.

Key priorities for 2027 include:

- Developing guidance and implementation tools for the new standards.
- Developing gap-analysis tools comparing the new and previous standards.
- Creating practical training and examples.
- Supporting accreditation bodies with implementation materials.
- Developing readiness and assessment-preparation resources.
- Expanding field-focused training and conclaves.
- Addressing topics identified through participant surveys and stakeholder feedback.
- Updating NEFAP website resources.
- Supporting consistent implementation of the new standard across FSMOs and accreditation bodies.

11. EPA and External Outreach

The group discussed opportunities to increase recognition of NEFAP field sampling within EPA-related programs. Recent EPA organizational changes have made it less clear who the appropriate contacts are, but attendees identified continued outreach as worthwhile.

One possible avenue is working with EPA personnel involved with field sampling and related programs to identify places where existing NEFAP materials or concepts could be incorporated into EPA resources. The Committee also recalled previous correspondence with EPA in connection with the LQSR program that referenced TNI/NEFAP and may provide a useful model for future outreach.

The discussion emphasized that the immediate goal would be to establish a practical connection and get NEFAP information in front of the appropriate EPA contacts, rather than immediately pursuing a formal regulatory requirement.

12. Other Updates

Florida DEP was briefly discussed. It was noted that the new SOPs have now been officially posted, and attention will turn to reviewing the differences between the new and previous SOPs and providing training as needed.



Forum on Environmental Accreditation
The NELAC Institute (TNI)
TNI Field Activities Committee

Year in Review & Forward Plan
From standard development to implementation support

Katie Strothman, FAC Chair
katie.strothman@et.eurofinsus.com

Environmental Measurement Symposium | Houston, Texas | August 3-6, 2026

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Today's Update
A quick look back, where we are now, and what FAC is building next.

- Volume 1 completed last year
- Volume 2 is nearly complete this year
- Training and field conclaves continued
- Next phase: practical implementation trackers and courses

Key message: FAC has moved from writing standards to helping the field community use them.

Completed Nearly Complete Training Tools Courses

2



FAC's Role
Standards work is only useful when organizations can implement it consistently.

Maintain and advance FSMO standards Support NEFAP and the accreditation community Develop practical tools, training, and examples

FSMOs ABs Assessors Regulators Consultants

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TNI Field Activities Expert Committee Members

VOTING MEMBERS
Katie Strothman, Chair • Paul Bergeron, Vice Chair • Patrick Selig • Marlene Moore • Matthew Sica • Shannon Swantek • Adam Szafran

ASSOCIATE MEMBERS
Nick Barich • Megan Beaman • Justin Brown • Yiping Cao • Nilda Cox • Jeremy Driver • David Fricker • Bill Guyton • Scott Haas • Wanda Harney • Kevin Holbrooks • Thomas Krause • Nicholas Maddox • Linda O'Donnel • Mike Shepherd • Kim Watson • Lauren Webb • Daryl Young

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The Progression
FAC is turning the corner from development into implementation support.

Last year
Volume 1 completed

This year
Volume 2 nearly completed

Next year
Tools, trackers, and training

Long-term
Consistent implementation across FSMOs and ABs

V1 completed V2 drafted/refined Training delivered Trackers next Courses continue

5



Volume 2: Nearing Completion
This year's standards focus has been completing the AB-side requirement ents.

- Primary committee effort this year
- Remaining work focused on cleanup, consistency, and usability
- Completion supports a more complete accreditation framework
- Sets up the next phase of implementation guidance

Once Volume 2 is complete, FAC can shift more effort toward tools that help ABs and FSMOs apply the standards consistently.

6



Training and Conclaves

Education is part of implementation, not separate from it.

Internal auditing classes finished

Field-focused conclaves

Committee discussion and feedback loops

- Continue conclaves to keep feedback moving
- Use training questions to identify confusing requirements
- Convert repeated questions into tools, examples, or future courses



FIELD ACTIVITIES COMMITTEE

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What We Learned

The field community needs practical "how do I start?" and "what changed?" tools.

- Standards alone are not enough for new organizations
- Already-accredited organizations need focused gap tools
- ABs and assessors need consistent implementation aids
- Training topics should match real field pain points

The next phase should make implementation easier, clearer, and less intimidating.



FIELD ACTIVITIES COMMITTEE

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About the TNI NEFAP Executive Committee

VOTING MEMBERS

Tracy Szerszen — Chair, AB
 Kevin Holbrooks — Vice Chair, FSMO
 Paul Bergeron — Other • David Fricker — AB • Anand Mudambi — Other
 Jeff Buystedt — FSMO • Kim Watson — Other • Katie Strothman — FSMO
 Elizabeth Turner — Lab • Scott Haas — Other • Silky Labie — Other • Patrick Selig — AB

ASSOCIATE MEMBERS

Justin Brown • Carl Kircher • Marlene Moore • Shannon Swantek • Joel Grice • Jeremy Driver •
 Megan Beaman • Lauren Webb • Courtney Lee • Nilda Cox



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Update to the NEFAP EC –Tracy Szerszen NEFAP EC Chair

- January 2026 –Face to Face –Training- Overview of New FSMO Vol Standard -Boston
 - 8 attendees ; positive feedback
 - Self-pace version (recorded Webcast) coming soon!
- Voted on chair positions (continued Tracy Szerszen, Chair, Kevin Holbrooks Vice Chair)
- New Committee membership:
 - Two new voting members – Paul Bergeon, Elizabeth Turner.
 - Added two new associate members - Lauren Webb and Courtney Lee.
 - Justin Brown and Joel Grice moved from voting members to associate members.
- Reviewed and Approved the Volume 1 FSMO Standard
- Approved a transition date of 3 years - **December 1, 2028**
 - Accredited FSMOS should follow up with their AB on transition requirements and trainings to ensure you meet this deadline



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Update to the NEFAP EC — Tracy Szerszen, NEFAP EC Chair

- Completed hybrid internal auditor course on new standard 2nd QTR 2026
 - Prerecorded slides –basic concepts
 - Live session on standard topics, case studies, exam
 - Look for self-pace course on TNI training schedule
- 4th Annual Field Sampling Conclave –June 16th- 11:00 -4:00 EST –Webcast 9 Presenters
 - Latest Trends in PFAS Sampling: Lessons Learned as PFAS Monitoring Becomes Routine
 - PFAS - Automatic Sampling Strategies
 - Field Sampling Procedures for Air Analyses
 - Is Quality Control Necessary in the Field?
 - PFAS Requirements: Sampling from Surface Water and Groundwater
 - Are Fixed Acceptance Criteria Fit for Purpose? Rethinking Field Duplicate Evaluation in Environmental Sampling
 - Case Studies of Faulty Field Data Due to a Lack of a Strong Management System - Adventures of the Frankenstein Plant
 - How to Prepare for an Accreditation Assessment
 - An Overview of the TNI National Environmental Field Activities Program (NEFAP)



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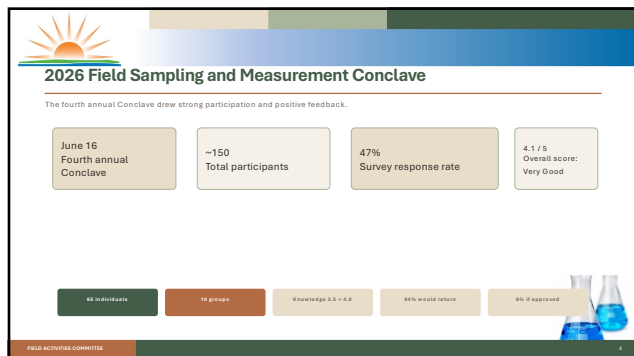
Update to the NEFAP EC –Tracy Szerszen NEFAP EC Chair

- 4th Annual Conclave-Well attended – Approximately 150 participants (Individuals and groups)
 - Feedback Positive ; Survey sent out to seek additional training needs ; and workshop modification related to time, topics, interactive material, polls, etc.
- Worked on committee metrics for 2026
- Develop working group on accreditation preparation materials
- Recognition Committee Assignments, Evaluator Assignment ; Started AB evaluations A2LA, PjLA, ANAB

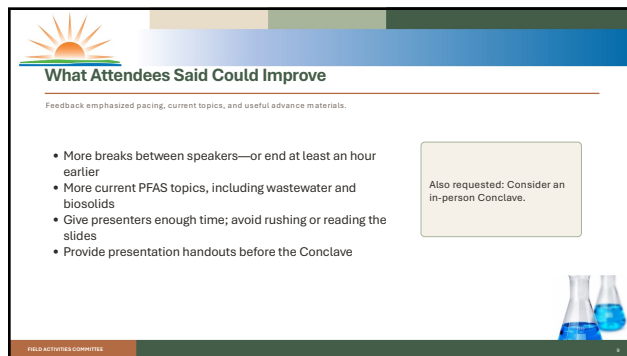


FIELD ACTIVITIES COMMITTEE

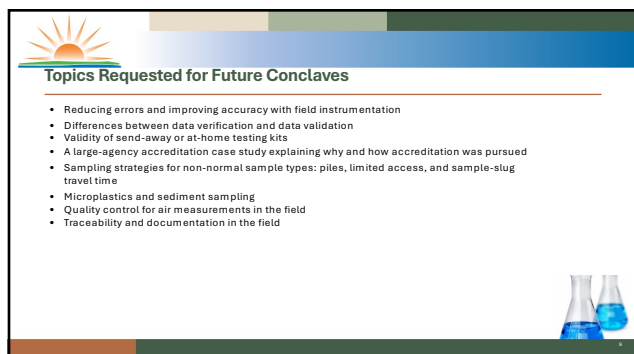
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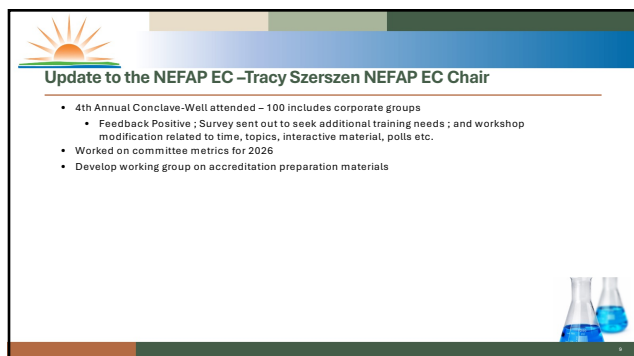
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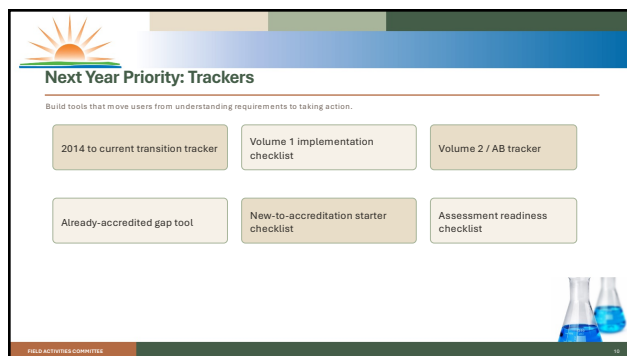
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Gap Analysis Pathways

Different starting points need different tools.

Already accredited to one standard

Identify what must be added to meet the second standard.

Accredited under older FSMO standard

Map 2014 requirements to the new requirements.

Never accredited

Start with core system readiness before clause-by-clause detail.

Second Standard

Transition

New Starter



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New-to-Accreditation Starter Checklist

A plain-language entry point for organizations that need to build the basics first.

- Define scope and field activities
- Assign management and quality responsibilities
- Document methods, sampling plans, and field procedures
- Control equipment, calibration, and decontamination
- Maintain records, data integrity, and corrective action
- Complete internal audit and management review



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Second-Standard Gap Tool

For organizations already accredited, the tool should focus on what is different—not everything they already do.

- Start with the current accredited system
- Identify overlap, partial overlap, and new requirements
- Focus evidence requests on changed or added expectations
- Create a concise action plan for implementation

Goal: reduce duplicate work while still showing clear objective evidence.



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Assessment Readiness Checklist/Guidance Tools

A practical bridge between the standard and the assessment process.

Before application
Scope, structure, key procedures

Before assessment
Records, training, equipment, examples

Before decision
Corrective action, evidence, closure

- Make readiness visible
- Help organizations avoid preventable findings
- Give assessors and applicants a common roadmap



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Continuing Courses and Conclaves

FAC should keep using education to turn requirements into working practices.

- Continue field conclaves
- Continue internal auditing courses-Finished
- Boston Recording- Finished
- Offer practical sessions on using the trackers
- Consider a focused course on field management review

Courses should be short, practical, and based on real examples from field operations.



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Potential Course: Field Management Review

A useful next topic because it connects field performance, quality, and leadership action.

- What management review means for field operations
- How to use audits, complaints, NCRs, corrective actions, and trends
- How to review sampling and measurement performance
- How to make management review useful—not just paperwork

Outcome: organizations leave with a simple agenda, inputs list, and example action log.



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Volunteer Needs

The next phase needs practical experience from all sides of the field community.

- Tracker builders and reviewers
- FSMO implementation examples
- AB and assessor perspective
- Sampling and field measurement subject matter experts
- Training reviewers and course contributors

Best tools are built by the people who will actually use them.



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Closing

FAC completed the foundation and is now focused on implementation support.

From standards → to tools → to consistent implementation

Thank you

Katie Strohman, FAC Chair, Tracy Szerszen NEFAP EC Chair
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Program Administrator - Ilona Taunton
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Attachment D: NEFAP Action Item Summary – 2026

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		5/29/26	CLOSED	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
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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. Class was completed.

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.
334	Workgroup – Accreditation Guidance Material		Tracy, Lauren, Katie and David	7/15/26	TBD			