NELAP Executive Committee Meeting Summary
Winter Forum – Boston, MA
January 12, 2026

Maria Friedman, Chair, called the meeting to order at 3pm Eastern and had members present introduce themselves. There were 5 voting members present: Maria Friedman, Shari Pfalmer, Aaren Alger, Biran Hulme, Michele Potter. A quorum was met. Associates in attendance: Nick Straccione and Bill Reeves.

A presentation was prepared for the meeting and is included in the Attachment to this Summary. The slides include an agenda for the meeting.

Maria summarized the information contained in Slides 2-8 which included an agenda, membership roster, mission statement, major objectives, SIR management update, 2025 accomplishments and 2026 goals.

SOP 3-106: Review of Accreditation Standards for Suitability

This SOP is under review by the Committee because SOPs are supposed to be reviewed a minimum of every 5 years and use of this SOP during a recent review of a standard led to discussion about the current procedure for providing recommendations to the NELAP AC.

Under the current procedure, the committee must review and make formal recommendations to the NELAP AC on every draft iteration of a standard. This requirement may not be helpful when often there are multiple draft rounds. There is language in the current SOP that implies recommending a standard only after modifications are made is considered a last resort effort and not a simple part of the process in standards development. The committee expressed concern that the SOP no longer aligns well with the practical realities of standards development.

Maria reviewed the SOP prior to the meeting and prepared some recommended changes to the SOP that she reviewed during the meeting. Her proposed revision would streamline the process by allowing the Committee to review and comment on each draft but issue a formal recommendation only once the standard is ready for final adoption. There were recommendations provided during the meeting from Committee members and conference attendees:

- Determining when a standard is truly “final” remains challenging because revisions continue until persuasive comments are resolved.
- Rather than predetermining when a recommendation must occur, allow the committee to decide—after review—whether conditions warrant a recommendation. Don’t put hard rules as being proposed in the revision.
- Include a visual process flowchart in the SOP for clarity.
- Review related SOPs governing standards initiation and development to prevent procedural gaps and to ensure the requirements and process are consistent in TNI. It looks like there may be some inconsistencies.
- Avoid overcomplication. Remove unnecessary language that becomes redundant once the process is streamlined.
- The Committee does need to formally (with vote) review and comment as a consensus body executive committee on DRAFT standards prepared by expert committees for implementation by NELAP.

- The SOP needs to be reorganized into clearer phases to improve usability. The SOP needs a bigger overhaul than just updating language.

The Committee will work on further updating of SOP 3-106. There was not time to discuss SOP 3-103 (NELAP AB Standards Review and Acceptance), but this will be done during Committee meetings.

Maria reminded attendees that all TNI members may participate on the Committee as associate and voting members.

The meeting adjourned at 5PM Eastern. The Committee will not be meeting by teleconference in January. The next regular meeting date will February 26, 2026, at 1:00PM Eastern.

Forum on Environmental Accreditation
NELAP Executive Committee
(Formerly LASEC)

Monday, January 12, 2025, 3 pm Eastern
Boston, MA

Activities of NELAP EC
Maria Friedman, Chair
California ELAP

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Agenda

- Welcome and Introductions
- Accomplishments and Goals
- Review and Update SOP 3-103 and SOP 3-106 related to review of Standards
- Discussion/Questions from Participants
- Adjourn

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NELAP EC Members

Members		Affiliation
Maria	Friedman, Chair*	California ELAP
Shari	Pfalmer, Vice Chair	Pace Analytical
Aaren	Alger*	Alger Consulting & Training
Patricia	Carvajal	San Antonio River Authority
Mike	Delaney	MWRA - Retired
Scott	Giatpaiboon	Irvine Ranch Water District
Brian	Hulme	EPA Region 2
Michele	Potter	NJ DEP
Matt	Sowards	ACZ Labs

Associate Members		Affiliation
Debbie	Bond*	Alabama Power
Bill	Hall*	NH ELAP
Silky	Labie*	ELCAT
Harold	Longbaugh	Houston Drinking Water Operations Laboratory
Bill	Reeves	Eurofins
Nick	Straccione	EMSL Analytical, Inc.
Katie	Strothman	Sanders

* SIR Subcommittee Member

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Our Mission

Manage TNI's efforts in supporting a national program for the accreditation of environmental laboratories by

- Supporting the NELAP Accreditation Bodies (ABs) and Non-Governmental Environmental Laboratory ABs (NGEL ABs) recognized to accredit to the TNI Environmental Laboratory Sector (ELS) Standard
- Enabling stakeholders such as laboratories, proficiency testing providers and data users to effectively participate in the development of, adoption and implementation of, and compliance with, the TNI standards

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Our Major Objectives

- Work in cooperation with the NELAP Accreditation Council (AC) to assist in implementing this program
- Work with the Consensus Standard Development Program Executive Committee to ensure that new or revised accreditation standards developed for this program are suitable for use by reviewing standards and by considering AB and laboratory needs early in the development process
- Manage the Standards Interpretation Request (SIR) process to ensure that all SIRs meeting the requirements of SOP 3-105 are successfully addressed
  - Engage the assistance of Expert and Executive Committees as appropriate for standards interpretations, guidance documents and related tools
  - Manage development of Implementation Guidance (IG) in accordance with SOP 3-114, as needed
  - A standing subcommittee manages interactions with Expert Committees and IG preparers and provides draft final documents to NELAP EC for SIR and IG decisions that will move those products forward

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SIR and SIR Management Update

- New submittals receive an acceptance decision within 5 business days
- Sign up to receive notice when approved SIRs are posted, on the SIR webpage, https://nelac-institute.org/content/NELAP/interpret.php

SIR History

#	Year
44	2008
54	2009
49	2010
44	2011
31	2012
21	2013
36	2014
13	2015
12	2016
10	2017

Total/ Valid	Year
19/14	2018
30/6	2019
26/10	2020
29/17	2021
24/13	2022 plus 2 withdrawn
25/6	2023 plus 3 withdrawn
27/4	2024 plus 1 withdrawn
15/2	2025

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2025 Accomplishments

- Reviewed Volume 1 Module 4 and provided comments.
- Reviewed and approved Standard Interpretation Requests (SIRs).
- Reviewed and approved Module 7.
- Initiated a review of Implementation Guidance developed by the Microbiology Committee.

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2026 Goals

- Sustain the program.
  - Review and update policies and procedures as appropriate.
- Review any new standards.
- Continue to review Standard Interpretation Requests.
- Assist in efforts to revise the evaluation process.
- Review and approve Implementation Guidance.

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Review of SOPs 3-106 and 3-103

- SOP 3-106: **Review of Accreditation Standards for Suitability** - July 2020
- This SOP details the steps in the review process and the elements that must be considered for an accreditation standard to be recommended for adoption by TNI's NELAP Accreditation Council (AC) and its component Accreditation Bodies (ABs).
- https://nelac-institute.org/docs/sop-policy/SOP-3-106-Rev2-LASEC-Suitability-FINAL.pdf

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Review of SOPs 3-106 and 3-103

- SOP 3-106:
  - What is the current process?
  - Concerns about the current process?
  - Discussion – What should the process be (general concept)?
  - Work on update to language.

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Review of SOPs 3-106 and 3-103

- SOP 3-103: **NELAP Accreditation Bodies Standards Review and Acceptance** - October 2020
- This SOP details the steps in the review process and the elements that must be considered for an accreditation standard to be accepted for implementation by NELAP.
- https://nelac-institute.org/docs/sop-policy/SOP-3-103-Rev2.1-NELAP-StandardsReview-10-6-20-FINAL.pdf

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Any other issues? Questions? Discussions?



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Vice Chair – Shari Pfalmer, Shari.pfalmer@pacelabs.com
Program Administrator – Ilona Taunton, Ilona.taunton@nelac-institute.org

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