

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
August 21, 2024

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on August 21, 2024, at 2:30pm Eastern. Attendance is included in Attachment A - there were 9 NEFAP EC committee members present and 1 Associate members. Jerry Parr also attended.

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

The meeting summary prepared from the August 9, 2024, meeting in Garden Grove, CA was reviewed by the Committee. There were no changes recommended and the summary is included in Attachment C.

2. NEFAP/FAC Meeting in Garden Grove, CA

Tracy reviewed the meeting summary in Attachment C.

Additional Discussion:

- Katie gave a presentation in NEMC on Monday regarding x. There was high attendance and many good questions were asked. There was great interest in the Field Program.
- Ilona commented on a discussion after the NEFAP/FAC meeting. Someone from LA County expressed interest to see if this type of accreditation may be better than NELAP for his group. Christine asked him to attend our meeting to get more information. Dinesh and Kelvin would be good contacts to reach out to. Stacie said she would send Kelvin more information.
- Need to look at Jerry's presentation and prepare it as a template that people can use when they have opportunities to speak on NEFAP. Joel asked Tracy to send a copy to him so he can use it for an upcoming presentation in Austin, TX. Ilona suggested putting a small Workgroup together to update and prepare it. Jerry noted that Katie's information from the August 5th presentation should be added to it. Katie agreed to take a first pass on updating Jerry's presentation with her new information and information from the earlier Marketing Workgroup presentation.
- Katie commented that the Why NEFAP? could be replaced with this updated presentation. Jerry mentioned that there were some very good presentations from the Conclaves that he asked William to post. He will copy Ilona and follow-up with William. He sent William 3 presentations from 2023. He will look at 2024 for things to add also.

- Elizabeth shared that the Water Environment Association of Texas (WEAT) may want to host a webinar to share information about the Field Program. They don't have room at the September conference, but thought it was a great idea to talk about the benefits to the pre-treatment program on a webinar. The webinars are 1.5 to 2 hours long. Looking at November. Talk about the program and then focus on the pre-treatment program. The pre-treatment program charges based on the sample results, so it may help them eliminate a perceived conflict of interest if they were accredited for sampling. WEAT would record it and make it available on their website. It would be WEAT's property. It will only be advertised in Texas, but anyone can register for it. The recording would only be available to WEAT members. Jerry thinks this could be a workshop for TNI also. Katie, Tracy and Elizabeth will help to present. Overview of NEFAP and how to apply and then Elizabeth would discuss the pre-treatment aspect of it. Tracy will send an email to Elizabeth, Katie, Jerry and Ilona. The TNI PPT template will be used. There was support from the Committee for this effort.
- Tracy sent Anand a link to the document that discussed ISO/IEC 9001 and also sent a 2014 document that discussed an accreditation specification. Anand asked that he also be included in distribution of any updated presentation template so that he can share more about NEFAP in EPA. His group is currently reviewing the FAC Standard to send comments as needed. The Policy Tracy is asking about was issued originally in 2011 and reissued in 2016. There is a workgroup doing another update to this. Anand will see if he can get on the workgroup that is doing the update. Maybe there is a chance to get this into contract requirements. He is not aware of field service contracts directly with EPA. Ilona asked about if there are contracts with engineering firms and Anand confirmed they do. There is a competency policy that relates to them. He will see what kind of oversight is done. The good news is that the policy is not going away.

Anand sent a link to EPA's measurement competency policies:

<https://www.epa.gov/measurements-modeling/ensuring-measurement-competency>

Ilona asked if Anand if he could expand on what he said in Garden Grove about how the Committee can help him. He would like to see a benefits paper on NEFAP. He can circulate it to high management. People need to become aware of NEFAP. He would like to receive this in September. He would also like a 20 minute presentation.

Jerry noted that the paper sounds like a position statement. Ilona thought one had been started and Jerry will look. Jerry will send an example. Can also draw on the information that went to the TNI Board when they were examining NEFAP. There might be a white paper also under Advocacy Documents. Might start with the Quality Management Systems position paper. It would be a good start. Try to work on this to share in September. Tracy will work with Katie on this. There might be information in the Marketing Workgroup too. Ilona can help as needed also.

3. Field Workshops

Tracy shared the list developed in Garden Grove, CA (Attachment C).

She mentioned that Russell Schindler showed her software that tracked where sampling was happening and asked if that would help ABs when doing their assessment. Jerry mentioned that there were two cases where something like this helped management figure out that the samples were not taken or not taken where they were supposed to be. This is a data integrity issue. This fits in with the AI topic, but it might be difficult to find enough information soon to develop a workshop. AI is being used to determine sampling routes. Could also look at the AI session held in Garden Grove, CA. Maybe continue to look at this, but not for the next workgroup coming up. Maybe for Spring?

ANSI is looking at accrediting people for AI. A Standard is or will be available. It is being talked about.

There was support for developing an AI workshop. We should begin work on this, but for a future workshop. Not for the one coming up.

Jerry remembers a document - QA-G5 – How to develop a QA Project Plan. There was an appendix on Chain of Custody that could be developed into a Workshop. Include how to plan a data collection event, insure traceability is maintained from collection to reporting, insure lab work was requested properly, etc. Use the EPA document to put an outline together. There is a new version of the original document but it does not include this Appendix that is in the 1998 version. There is even a checklist included about what should be considered in Chain of Custody.

Look at developing the project plan. What is the goal? How should samples be collected, etc. Elements of Chain of Custody. Use the 1998 document as a starting point. Jerry will flesh out an idea for the Committee to work on. The workshop would be in November. We would identify the presenters instead of sending out a request. Jerry will put an abstract together.

Other workshops would be end of Feb/March. Could focus on TNI Standard. Then one day Conclave in June.

The Committee's preference is to plan the workshop for November 19, 2024 and run it 12-4pm Eastern with a short 10 minute break. This would make it easier for samplers to attend. Will finalize the time as the topic is fleshed out.

(Addition: Jerry sent the following information by email on 8/22/24 to follow-up on the Workshop topic:

OK, I took the 1998 QA/G-5 document, cut out the data assessment and data validation stuff and shortened a 77 page document down to 9 pages of text and 5 pages of supplemental appendices. Changed QAPP to SAP and many other edits Then organized

the 9 pages into 8 major sections, which each could become a ~30 minute talk. Here is a summary description:

Conclave on Developing and Implementing a Sampling and Analysis Plan for Environmental Studies

November 19, 2025

In order to obtain environmental data for reliable decision making, a project should have a Sampling and Analysis Plan (SAP) that translates the project needs into sampling and measurement performance specifications and QA/QC procedures to ensure the information needed is collected. The speakers in this Conclave will address the following topics:

- 1. Purpose of a Sampling and Analysis plan*
- 2. Establishing Quality Objectives and Criteria*
- 3. Documentation and Records*
- 4. Sampling Process Design*
- 5. Sampling Methods*
- 6. Sampling Handling and Traceability*
- 7. Analytical Method Requirements*
- 8. Quality Control Requirements*

So, we need 8 volunteers to cover these topics. I'm willing to take on any of them and could also prepare a draft ppt for all 8 in the next month or so. Both the complete G-5 and my short version are in the conclave folder.

Jerry)

4. Training Update

Shannon is asking for help and input before she starts recording more of the Internal Audit Training.

Ilona is working on a flyer for the two field trainings that will be out this next week. Silky's classes are scheduled for September 13 and October 21st.

5. AB Application

Ilona has received one application and the others mentioned in Garden Grove that they will be submitting an application soon.

6. New Business

Paul Bergeron shared that Louisiana is looking at getting 3 of their mobile labs accredited. He will be reaching out to the NEFAP ABs.

7. Action Items

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

8. Next Meeting

The next meeting will be on September 18, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 2:30pm Eastern.

Attachment A

TNI NEFAP Executive Committee

Members	Affiliation	Balance	Contact Information
Justin Brown (2027) Present – 2pm Eastern	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) Absent	A2LA	AB	dfricker@A2LA.org
Anand Mudambi (2027*) Present	US EPA	Other	mudambi.anand@epa.gov
Elizabeth Turner (2025) Present	Eurofins	Lab/FSMO	elizabeth.turner@et.eurofinsus.com
Joel Grice (2027*) Present	SPL	FSMO	jgrice@spl-inc.com
Jeff Buystedt (2027*) Absent	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		shannon@enlightenedquality.com
Tyler Sullen		tasullen@southernco.com
Nilda Cox		nildacox@eurofinsus.com

Carl Kircher		Carl.Kircher@flhealth.gov
Paul Bergeron	X	
Jeremy Driver		

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	




Welcome to NEFAP EC / FAC Meeting

August 8, 2024

Tracy Szerszen-NEFAP EC Chair
Katie Strothman-FAC Chair




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About FAC and NEFAP

- FAC- Develops the Field Sampling and Measurement Standard FSMO Volume 1 (For FSMOS) and Volume II (For ABs)
- TNI NEFAP – Program that implements the TNI FSMO Standard by promoting it to regulators and industry and sets criteria for the assessment process of FSMOs. Currently recognizes 3 Accreditation Bodies and approximately 28 FSMOs are accredited




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Who is in the room? Thanks for joining us!

- FSMO
- AB
- Consultant
- Regulatory agency
- End Date User




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FAC Year in Review


- Developed Draft standard
 - Volume 1
 - Volume 2
- Presented at 2024 Field Conclaves
- Worked in conjunction with NEFAP
 - Develop Metrics
 - Training Courses



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Brief Overview of FSMO Standard Volume 1




03/15/22

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Change Summary

- We will move to word Document for change summary




03/15/22

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The Plan for the Future

- Finalize standards
 - Participate in 2025 February and June Field Conclave
- Training Classes
- Create Implementation Tools:
 - FSMO GAP Self Analysis Tool
 - FSMO Assessment Checklist
 - Present Summary of Changes between 2014 and new Standard(s)




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Guidance Tools (What do you want see)

- Sample Plan Guidance
 - Example Sample Plan
- Calibration
 - Requirements
 - Common Issues
- Deviations and Non-conformance
 - Common occurrences
 - How handle them




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NEFAP/Field Training Sessions 8/2023 – 8/2024

- **Oct 2023** - Quality for Field Operations – Marlene Moore
- **Feb 2024** - PFAS –Field Sampling Blanks -1 day workshop, over 100 attendees
- **June 2023** - 3 day Field Conclave (international representation, FDA, State or Oregon, sample plans, ethics, accreditation, water, air, LIMS, new innovations/technologies – 50 + attendance <https://nelac-institute.org/events/conclave/2024/program.php>)
- **May 2024** – Sampling and Analytical Considerations for National Primary Drinking Water Regulations for PFAS - Jerry Parr
- **August 2024** - Improving the Reliability of Field - Katie Strothman, Sanders Laboratories




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Pending Training Events-2024

- Internal Audits for FSMOs
- FSMO Vol 1 –New standard
- **9/13/24:** The Care and Feeding of Field Equipment
 - Open for Registration – Silky Labie
- **10/21/24:** Field Sampling and Measurement Records – Are they Traceable?
 - Open for Registration – Silky Labie
- **Oct 2024** -1 Day- Short Session –topic to be discussed



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2024-2025 Field Conclaves

- 1 Day 4-6 Hours
 - October 2024
 - February 2025
 - June 2025
 - October 2025




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Future Sampling Workshops/Web Based – Ideas

- Internal Audit
- Sample Plan
- Data Integrity
- Updates to the standard
- EPA –Methane Gas Requirement
- Passive Sampling
- ASTM Ambient Outdoor Sensors
- PFAS Update



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Future Plans-Market Advocacy

- Direct Promotion of the Program
 - Surveys
 - Website
 - Outside Presentations
 - Gather presenters from past conclaves/start discussions




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Downloadable Templates

- Ideas
 - Sample Plans
 - Calibration Logs
 - Other?




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Thank you!



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Attachment D: 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			
312	Develop Position Paper for NEFAP		Tracy Katie (Ilona)	8/21/24				
313	Develop November 19, 2024 Field Workshop: <i>Developing and Implementing a Sampling and Analysis Plan for Environmental Studies</i>		Committee	8/21/24				
314	Monitor feasibility of AI Field Workshop.		Committee	8/21/24				
315	Update Jerry's Field Presentation with Katie's 8/5 Presentation and earlier Marketing Workgroup presentation.		Katie	8/21/24				

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
316	Reach out to Dinesh and Kelvin regarding NEFAP options.		Tracy	8/21/24				
317	Follow-up with William to post select conclave presentations on website.		Jerry	8/21/24				