

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
October 16, 2024

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on October 16, 2024, at 1pm Eastern. Attendance is included in Attachment A - there were 6 NEFAP EC committee members present and 2 Associate members. Jerry Parr also attended.

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

There was no quorum, but Tracy decided to meet to share information and conduct no business. The minutes will be sent for an email vote.

(Addition: Justin Brown made a motion on October 16, 2024 by email to approve the September 18, 2024 minutes as written. The motion was seconded by Katie by email on October 16, 2024. Vote: For – 10/16/24: Katie, Tracy, Elizabeth, Anand, and Kim 10/17/24: David, Patrick, Justin Against – 0. Abstain – 0. The motion passed and the minutes will be posted.)

2. November 19th Field Workshop – Date Change

Workshop Outline:

1. *Purpose of a Sampling and Analysis plan – Shannon – 20 minutes*
2. *Establishing Quality Objectives and Criteria*
3. *Documentation and Records*
4. *Sampling Process Design – Kim/Shannon*
5. *Break – 10 minutes*
6. *Sampling Methods*
7. *Sampling Handling and Traceability – Silky - recording*
8. *Analytical Method Requirements*
9. *Quality Control Requirements - Marlene?*

*Jerry is willing to be a speaker also.
Justin is willing to moderate.*

Discussion:

- Jerry emailed the document to the Committee he based the workshop outline on – Developing and Implementing a Sampling and Analytical Plan for Environmental Studies. EPA QA-G5. Jerry shortened the version he sent.
- The Committee decided to change the workshop to January 14th or the 23rd. Jerry and Kim can attend either day. Ilona will check with Shannon, Silky and Marlene.

(Addition: Marlene – January 23, 2023 is better. Silky - I have committee meetings on both dates so will have to cancel one or the other. Shannon – No response yet.)

- Once date is finalized, Tracy and Ilona can work on getting a flyer out so people know about the upcoming workshop.
- Need to fill in more presenters. Jerry will look at making a contact list based on previous NEMC presentations or old field related committee lists. Kirstin Daigle (form NELAP EC Chair) may be a good candidate. She may have some sample presentations to draw from.

3. Training Update

Kim is working on the review of Shannon's recording for Part 1, but the recording ends after slide 10. She will be working on this with Shannon.

4. Presentations

Anand

Anand's presentation within EPA went well. It gave him ideas for other people to share it with. His goal was to make EPA aware of NEFAP. He also liked the 1 page summary sheet.

His Group also reviewed the DRAFT Field Standard. He sent some editorial comments. They generally like the DRAFT Standard.

Competency documents are being worked on. Lara may be working on this. NEFAP may fit in well with that.

The length of the presentation was good. His next presentation will be to the field services group.

Tracy will make some edits to what was sent to Anand and then share it with the rest of the Committee.

Jeff

Jeff's group is presenting at a conference - Pacific Northwest Pre-Treatment Workshop. He will be talking about why accreditation makes sense. There are 250 people registered.

Jeff noted that the information Tracy provided was very helpful. They are working on the presentation now. Tracy also sent him Jerry's presentation.

Jerry will make a folder for NEFAP to store the presentations.

WEAT – Water Environment Associate of Texas

Elizabeth, Tracy and Katie will be presenting on November 6, 2024. This is a group similar to the group Jeff will be presenting to.

5. AB evaluations –

One application has been received and 2 more are still needed.

6. New Business

None.

7. Action Items

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

8. Next Meeting

The next meeting will be on November 20, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 2pm 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*) 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) Absent	ANAB	AB	pselig@anab.org
Kevin Holbrooks Absent	JEA	FSMO	holbke@jea.com
Kim Watson Absent	Consultant	Other	kwatson45@aol.com
Katie Strothman Absent	Sanders Labs	Lab-FSMO	katie@sanderslabs.net
Silky Labie Absent	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		

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 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.							

292	Training Workgroup: Develop Internal Audit training			1-10-22				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.
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				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.
314	Monitor feasibility of AI Field Workshop.		Committee	8/21/24				

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
315	Update Jerry's Field Presentation with Katie's 8/5 Presentation and earlier Marketing Workgroup presentation.		Katie	8/21/24				
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				
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				
319	WEAT Presentation on November 6, 2024.		Katie, Tracy and Elizabeth	9/18/24				
320	NEFAP Position Statements		Tracy	9/18/24				9/18/24: Ilona will help. Send to Jerry for input after DRAFT is completed.
321	NEFAP Presentation for EPA		Tracy Anand	9/19/24				Due in October.

