

NEFAP Executive Committee (NEFAP EC)
Meeting Summary
September 18, 2024

1. Roll call, Agenda and Meeting Minutes Review:

Tracy Szerszen, Chair, called the NEFAP Executive Committee to order on September 18, 2024, at 1pm Eastern. Attendance is included in Attachment A - there were 9 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.

The August meeting minutes were reviewed. Katie's presentation title needs to be added to the minutes. A motion was made by Kim to approve the August 21, 2024, minutes as written with the addition of the presentation title. The motion was seconded by Katie and unanimously approved.

2. Glossary

TNI is working on the glossary and definitions are being looked at. It is important that all our NEFAP SOPs are current to ensure definitions are accurate.

3. November 19th Field Workshop

Jerry sent the following information and abstract to develop the workshop being planned for November 19, 2024.

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, 2024

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* – 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?

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.

Discussion:

- Change title to Workshop instead of Conclave and fix typos.
- Shannon is willing to take Part 1 of the Workshop. She is willing to do more than one topic.
- Silky can't make the date but can pre-record Part 7 as noted above.
- Jerry offered to help put draft presentations together. We will wait to see what does not get covered first. Jerry also willing to do a presentation.
- Kim noted that SW-846 also has a section on Sampling. Anand can follow-up on finding out if there is an update planned for this section. He will check with Troy at EPA and provide an update at the next meeting.
- A flyer will need to be developed after speakers are finalized. Tracy will work on speakers.

4. Training Update

Shannon finished the DRAFT recording on Part 1. She asked if someone can listen to it and provide feedback? Tracy asked for a volunteer to listen to it and Kim volunteered. It is 30 minutes long.

There is also a Part 2. Shannon is not sure if she is expected to do this part. If so, the earliest this will get done is late October. After further discussion, Shannon asked if there

is another volunteer to do Part 2. She shared the Part 2 slides. Katie volunteered, but can also not do it until the end of October.

Megan and Kevin will take Part 3 and 4 which are the live portions.

A possible time frame for the training would be the 3rd week of January or second week of February.

Silky's class (The Care and Feeding of Field Equipment) was on September 13, 2024. There were 9 people in attendance- 4 FL, 3 CA, OR, AZ. The class went well and there were lots of compliments. There was very good information. Silky has another training class on October 21, 2024.

Elizabeth gave an update on the web training on NEFAP – Water Environment Association of Texas (WEAT) – November 6, 2024. All the information was submitted, and an abstract is complete. Katie, Tracy and Elizabeth are working on the presentation. There will be a practice session planned.

Katie and Tracy have been working on the PPT slides for a presentation template that people can use to prepare NEFAP presentations for speaking opportunities. It will be an overview of what NEFAP is.

- Kim asked Anand what he needs to presentation information about NEFAP to EPA. He is looking for an informative presentation and then more detail on what is in the Standard. He needs it for an October meeting.
- Anand mentioned there is a Science and Technology Council meeting every month. He will be reaching out to them to let them know about the Standard.
- Anand also noted that his team has prepared comments on the DRAFT Field Standard that he will send to Katie and Ilona.

Jerry forwarded information on preparing an NEFAP position statement. Tracy is working on this and will send it to Ilona so she can help. Once a DRAFT is completed, they will send it to Jerry for input.

5. Field Standard Update

To date, one comment has been received on Volume 1 of the Standard.

The Committee is planning a meeting for October 2nd to start review of the Volume 2 Standard in preparation to post it as a DRAFT Standard for comment. Ilona is working on updating the Volume 2 Standard since Marlene's schedule is not allowing her to complete this. *(Addition: The meeting was delayed due to major storm damage in the south east.)*

6. AB Application

Iona has received one application and the NGABs mentioned in Garden Grove that they will be submitting an application soon. A2LA has a NEFAP assessment scheduled in January so this will be included in the schedule.

7. New Business

None.

8. Action Items

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

9. Next Meeting

The next meeting will be on October 16, 2024, at 1pm Eastern.

Tracy adjourned the meeting at 2:32pm 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*) Absent	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 Present	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	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 C: 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.
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				

