NELAP Executive Committee Meeting Minutes
Thursday, March 26, 2026

1 Welcome, Roll Call, Agenda

Shari Pfalmer, Chair, called the meeting to order at 1pm Eastern. There were 9 voting members present. Attachment A includes all voting members, and associate members present at the meeting. Paul Junio (Chair - CSDP EC) was invited to join the discussion.

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

Action Items can be found in Attachment B.

2 Review of SOP 3 -106: Review of Accreditation Standards for Suitability

The goal is to clarify and improve the process, improve structure, and align the SOP with current practices. The current SOP contains useful elements but requires reorganization, clearer language, and consistency with updated procedures. The Committee decided a line-by-line review will be the best way to approach this update.

Clarifying and Improving the Standards Review Process

The Committee discussed the early sections of the SOP, particularly those describing how an expert committee initiates a standards review. It was noted that these sections should be reorganized to reflect a clearer sequence of actions.

There was general agreement that the SOP should outline:
- The initiation of a standard reviews by an expert committee
- Notification and involvement of stakeholders from the beginning
- Evaluation of standards for suitability and implementation concerns

The definition of “suitability” was generally viewed as strong and worth keeping.

Alignment with Current Processes (SOP 2-100 – Procedures Governing Standards Development)

Most of the discussion focused on inconsistencies between the current SOP and the updated CSDP process outlined in SOP 2-100. It was noted that the existing SOP reflects outdated practices, particularly regarding Draft Standards and review timing.

The Committee agreed that:
- The Committee provides a required review when a NELAP Standard is posted as a Draft.
- The SOP must be revised to align with the actual process defined in SOP 2-100
- Section 8 of SOP 2-100 will be especially important for cross-referencing

Members will review SOP 2-100 before the next meeting to ensure alignment.

Role of the Committee vs. Expert Committees

The Committee identified language in SOP 3-106 that suggests the Committee may have more authority than it actually does. Specifically, sections implied that the Committee could require Expert Committees to make changes or continue revisions until agreement is reached.
This was flagged as inaccurate. The clarified understanding is:

- Expert committees determine whether comments are persuasive
- The committee provides input but does not have override authority
- The process is stakeholder-driven, not controlled by this committee

This distinction will need to be clearly reflected in the revised SOP.

Review Frequency and Recommendations

The current SOP suggests multiple rounds of formal recommendations throughout the development process. Members questioned the necessity and practicality of this approach.
There was general agreement that:

- The number of required recommendations is excessive
- The SOP should distinguish between opportunities for comment and formal recommendations
- Recommendations should likely be streamlined and occur at more appropriate stages

This section (5.2) was identified as needing substantial revision.

Language and Structural Improvements

Several language issues were identified:

- SOPs should be written in present tense rather than future tense
- Some sentences are overly complex or unclear and need simplification
- Terms like “known accreditation practices” may need clarification

Additionally, certain sections were noted as not flowing well or mixing concepts (e.g., findings vs. deviations), indicating a need for restructuring.

Ongoing Review and Monitoring

Discussion around tracking progress during standards development show the SOP may inaccurately describe current practices. The committee does not formally receive progress updates from Expert Committees unless members are directly involved.
It was suggested that:

- This section be re-written to accurately reflect what is done
- References to tracking tools be clarified or limited to appropriate use

Optional Activities and Flexibility

The SOP includes optional actions such as meeting with expert Committee Chairs or forming subcommittees. These were generally supported as useful tools but not

commonly used. The group agreed they should remain in the SOP but may need better placement or clarification.

Final Review Process

The final review section was also flagged as outdated, particularly the assumption that a "final standard" exists as a distinct stage. Under current processes, a Draft may become final upon approval.

The committee agreed that:

- The final review and recommendation process must be reworked
- Timing of recommendations relative to comment periods needs reconsideration
- The entire section should be aligned with current approval workflows

Recommendation Categories

The existing recommendation categories were reviewed. The Committee agreed that an explicit option to "not adopt" a standard should be added. This reflects a realistic outcome if suitability criteria are not met.

The Committee will continue its review next meeting.

5. New Business

None

6. Adjourn

The meeting adjourned at 1:44PM Eastern.

The next Committee meeting will be held April 23, 2026 at 1pm Eastern.

Attachment A TNI NELAP EXECUTIVE COMMITTEE ROSTER/ATTENDANCE

First Name	Organization	Stakeholder	Term	Email
Shari Pfalmer Chair **Present**	Pace Analytical Services	Lab	2028	shari.pfalmer@pacelabs.com
Patricia Carvajal Vice-Chair **Present**	San Antonio River Authority	Lab	2028	pmcarvajal@sariverauthority.org
Scott Giatpaiboon **Present**	Irvine Ranch Water District	Lab	2028*	Giatpaib@iRWD.com
Brian Hulme **Present**	EPA	Other	2029	hulme.brian@epa.gov
Taryn Hurley **Present**	Oklahoma Department of Environmental Quality	AB	2029*	taryn.hurley@deq.ok.gov
Silky Labie **Absent**	ELCAT	Other	2029*	elcatllc@centurylink.net
Harold Longbaugh **Present**	City of Houston	Lab	2029*	Harold.Longbaugh@houstontx.gov
Michele Potter **Present**	New Jersey DEP	AB	2027	Michele.Potter@dep.nj.gov
Matt Sowards **Present**	ACZ Laboratories, Inc.	Lab	2028*	matts@acz.com
Tracy Szerszen **Present**	Perry Johnson Laboratory Accreditation Inc.	AB	2029*	tszerszen@pjlabs.com
Ilona Taunton Present – first part	The NELAC Institute			ilona.taunton@nelac-institute.org
Gretchen Welfinger **Absent**	NYS DOH	AB	2029*	gretchen.welfinger@health.ny.gov

* First Term

Associate Members

	Debbie Bond	DBOND@southernco.com	Alabama Power	Lab	No
	Bill Reeves	william.reeves@et.eurofinsus.com	Eurofins	Lab	Yes
	Nick Straccione	nstraccione@emsl.com	EMSL	Lab	No
	Carl Kircher	carl.kircher@flhealth.gov	Florida	AB	No
	Katie Strothman	katie@sanderslabs.net	Sanders Labs	Lab	No
	Maria Freeman			AB	No
	Aaren Alger	aaren@alger-consulting.com	Alger Consulting	Other	Yes

Attachment B: NELAP EC Action Item Summary – 2026

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
1	Review of Chemistry Module 4 Standard	Module 4		9/25/25	10/23/25			9/25/25: Requesting notice from CSDP EC regarding Section 4 inclusion. Comments due mid November. 10/23/25: Letter received. LASEC voted to resume review of DRAFT Standards and started the review of Module 4. 12/12/25: Committee members were requested to complete the review of other Committee member comments and send them Ilona for inclusion in the summary of comments being prepared to send to the Chemistry Expert Committee. Maria will work on a recommendation and Ilona will work on the compilation of comments and letter to the Chemistry Expert Committee.
2	5 year review: SOP 3-103 - NELAP Accreditation Bodies Standards Review and Acceptance	SOP 3-103		9/25/25				
3	5-year review: SOP 3-106 – Review of Accreditation Standards for Suitability	SOP 3-106		9/25/25	3/26/26			3/26/26: Committee started work on SOP

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
4	5 year review: SOP 3-108 – Issuance of Provisional Recognition to NELAP Accreditation Bodies	SOP 3-108		9/25/25				
5	Review SOP 3-114 - Preparation and Approval of Implementation Guidance for the Laboratory Standards	SOP 3-114		9/25/25				