NELAP Executive Committee Meeting Minutes
Thursday, April 23, 2026
1:30pm Eastern

1 Welcome, Roll Call, Agenda

Shari Pfalmer, Chair, called the meeting to order at 1:30pm Eastern. There were 8 voting members present - quorum. Attachment A includes all voting members, and associate members present at the meeting.

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

Action Items can be found in Attachment B.

The March meeting minutes were reviewed by the Committee. A motion was made by Patty to approve the March 26, 2026, meeting minutes as written. The motion was seconded by Harold and unanimously approved.

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

The Committee continued its review of SOP 3-106.

Discussion:

<u>Section 2:</u>

- Added: The NELAP EC reviews all draft standards posted on TNI website for comment by TNI Expert Committees after committee approval and develops a recommendation relevant to the standards' suitability for use in TNI's NELAP, using the definition of suitability in section 3.3 above.
- The Committee will look at the NEFAP and PTP SOPs to see if some additional information needs to be added.

<u>Section 5:</u>

- Language in Section 5.1.1 was edited to:
    - Review and comment of intent to establish or modify a standard.
    - Once the decision to develop and/or revise a standard has been confirmed, a notification will be sent in accordance with SOP 2-100.
    - The NELAP EC will meet to discuss the need for a new or revised standard. If the NELAP EC determines that a new or revised standard is justified, the NELAP EC will consider any items that should be included in the standard and any needed changes if it is an existing standard.
    - Following the Expert Committee's publication of a list of proposed items to be included in the standard (which may or may not be accompanied by a draft revision of the standard itself), the NELAP EC will review the document for apparent issues or implementation concerns and will notify the Expert Committee of any issues.

    - If warranted, the respective Expert Committee may revise its development/modification plans for the standard. NELAP EC representatives may serve as associate members of the Expert Committee.
    - The NELAP EC may choose to meet again with the Expert Committee to further discuss and refine the list of proposed items to be included in the standard.
    - The NELAP EC ~~may~~ also comments on the proposed standard or standard modification when the Draft Standard (and any subsequent revisions) is posted for comment. The NELAP EC will consider whether the Standard is suitable per section 5.3.

- Need to add language about how the NELAP EC shares its comments with the NELAP AC. The NELAP AC is also developing comments.
    - NELAP EC coordinates with AC on comments.
    - EC needs to send comments to AC with at least 3-4 weeks before end of comment period. Before AC final meeting before end of comment period

- Need to add language about SIRS:
    - Confirm SIRs addressed per notification from expert committee.

- Does the Committee use the same process to review the Draft Standard as when it reviews the Standard for the final recommendation to the NELAP AC? Is the suitability review done with each iteration of the Draft Standard?

- Comments need to be approved by a Super Majority of the Committee.
    - If EC doesn't agree to all comments, individual still can submit

- Section 5.1.3: Does the Committee need to do this to monitor progress or only at the end?

- Section 5.2 needs a lot of updating.

The Committee will continue its review next meeting. Shari will send a copy of the SOP to the Committee with the changes made during the meeting. She asked that people review the SOP and provide comments/language before the next meeting.

3. New Business

   None

4. Adjourn

   The meeting adjourned at 2:30pm Eastern.

   The next Committee meeting will be held May 28, 2026, at 1:30pm 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 **Absent**	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 **Absent**	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 **Present**	NYS DOH	AB	2029*	gretchen.welfinger@health.ny.gov

* First Term

Associate Members

	Debbie Bond	DBOND@southernco.com	Alabama Power	Lab	Yes
	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	Yes - Phone
	Katie Strothman	katie@sanderslabs.net	Sanders Labs	Lab	No
	Maria Freeman			AB	No
	Aaren Alger	aaren@alger-consulting.com	Alger Consulting	Other	No

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	1/15/26		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. 1/15/26: Approved comments were sent to Nicole and Bob Wyeth. COMPLETE.
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. 4/23: Update in progress.

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				