NELAP Executive Committee Meeting Minutes
May 28, 2026
1:30pm Eastern

1 Welcome, Roll Call, Agenda

Shari Pfalmer, Chair, called the meeting to order at 1:30pm Eastern. There were 10 voting members present. A quorum was met. 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 April meeting minutes were reviewed by the Committee. A motion was made by Brian to approve the April 23, 2026, meeting minutes as written. The motion was seconded by Taryn and unanimously approved.

2 Review of Draft Standards

It was noted that the DRAFT Volume 1 Module 2 Standard has been posted for comment and a Summary of Changes document was included with the post. Rather than conducting a line-by-line review during the meeting, discussion focused on establishing a process for the Committee's review considering that multiple standards are expected to be released in the coming months.

Ilona reported that additional standards, including Microbiology and Whole Effluent Toxicity (WET), are expected to be released shortly, with the NELAP AB Volume 2 Standard potentially following later in the summer. Given the anticipated workload, she shared the approach being used by the NELAP Accreditation Council, where members will independently review Draft standards and enter comments into a shared document housed in Microsoft Teams. This process allows Committee members to view one another's comments, avoid duplication, and build consensus before formal committee discussions.

Committee members generally supported the proposed approach. Patty commented that a shared document would allow participants to review others' perspectives and reduce redundant comments. Debbie noted that organizational firewall restrictions may limit her ability to access Teams documents, and Ilona offered to collect comments directly from anyone unable to access the shared platform and enter them into the document on their behalf.

The Committee agreed that members would independently review Module 2 and record comments in a common document. The Committee will review and discuss submitted comments during upcoming meetings. Members were encouraged to begin their reviews now due to the anticipated release of additional standards. The comments they compile can then be entered into the shared document.

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

Shari noted that extensive comments have been received and suggested forming a Workgroup to complete the revision of SOP 3-106 before the upcoming conference in Houston. Members discussed the benefits of allowing a smaller group to work through structural revisions and present recommendations to the full Committee for consideration.

Several members volunteered to participate in a Workgroup. The final membership consisted of Shari, Patty, Debbie, Gretchen, and Tracy. Ilona Taunton offered to participate as available in an advisory capacity.

The Committee reviewed language concerning adoption recommendations. Questions were raised regarding whether separate recommendation categories of “Adopt After Changes” and “Do Not Adopt” were both necessary. Members expressed concern that if changes are required to meet suitability requirements, the distinction between the categories may not be clear. Additional comments focused on language indicating that non-adoption should be used only as a “last resort,” with several people suggesting that suitability determinations should be based solely on established criteria rather than perceived severity. These issues were identified for Workgroup review and recommendation.

The Workgroup will meet prior to the next committee meeting and provide an updated draft and recommendations for Committee consideration.

4. Review of SOP 3-105: Standard Interpretation

Ilona provided an update regarding Standards Interpretation Requests (SIRs). She reported that several SIRs are expected to be approved as SIRs that will need to be responded to by an Expert Committee. She raised the question of whether the current SIR Subcommittee structure is still needed. This question was initially raised a few months ago.

The Committee discussed prior conversations regarding the efficiency of the current process. Debbie observed that the existing structure requires both the Subcommittee and the full Committee to review the same requests, potentially resulting in duplicate effort. Ilona noted that the original Subcommittee structure had been established to address a significant backlog of requests.

Patty expressed support for handling SIRs through the full Committee when the number of SIRs in manageable while retaining the ability to create focused Workgroups when complex issues arise. Members generally agreed with this approach. Ilona proposed updating SOP 3-105 to reflect a more flexible process that would allow Workgroups to be formed only when needed.

A preliminary show of support indicated general agreement with pursuing revisions to the SOP. Ilona will prepare a Draft SOP update for the Committee to review at the next meeting.

5. New Business

Ilona Taunton reminded members that registration is open for the upcoming conference in Houston. She also announced that registration is available for the upcoming virtual Field Conclave conference scheduled for mid-June.

6. Adjourn

The meeting adjourned at 2:10pm Eastern.

The next Committee meeting will be held June 25, 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 **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 **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	No
	Michael Delaney	Michael.F.Delaney@mass.gov	Mass		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	Yes
	Maria Freeman	maria.friedman@waterboards.ca.gov	CA	AB	Yes
	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	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	Workgroup	9/25/25	3/26/26			3/26/26: Committee started work on SOP. 4/23: Update in progress. 5/28: Workgroup created to finish review and recommend an update to the Committee.

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				
6	Prepare DRAFT SOP 3-105 (Standard Interpretations) for Committee review.	SOP 3-105	Ilona	5/28/26	5/28/26			5/28: Complete by June meeting.