NELAP Executive Committee Meeting Minutes
June 25, 2026
1:30pm Eastern

1 Call to Order

Shari Pfalmer, Chair, called the meeting to order at 1:30pm Eastern. There were 7 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 May meeting minutes were reviewed by the Committee. A motion was made by Patty to approve the May 28, 2026, meeting minutes as written. The motion was seconded by Taryn and unanimously approved.

2 Review of Revised SOP 3-106 – Standard Interpretation

Ilona was asked to prepare a revision of SOP 3-106 for the Committee to consider that eliminates the need for the SIR Subcommittee. A copy of the Draft was sent with the agenda. Ilona noted that in addition to deleting text related to the SIR Subcommittee, she updated the SIR tracking information that is required, added conflict of interest procedures, included information on providing other resources when available to the inquirer when the SIR is not considered to be an SIR, and added a process for Expert Committees to work with the NELAP EC when there are concerns about the validity of an SIR or the response provided by the Expert Committee.

Discussion:

- Section 1.5: It needs clarification. Change to “This SOP establishes a process for responding to questions.”
- Conflict of Interest language added: If an SIR is submitted by an individual or organization that either the Chair of the NELAP AC or NELAP EC has a potential conflict of interest with, the Vice-Chair will step in. An example might be the submission of an SIR by a lab in the NELAP AC Chair’s state or one submitted by someone within the NELAP EC’s organization.
- A new process was proposed to formalize how unresolved disputes will be handled. If an Expert Committee and the NELAP EC cannot reach agreement after the SIR has been returned for further consideration, the issue would be elevated to a discussion involving the CSDP EC Chair, the NELAP EC Chair, and the affected Expert Committee. This group would determine the appropriate outcome, recognizing that some SIRs cannot be resolved because they expose issues within the standard itself that cannot be addressed through interpretation alone. The intent is to document the process that has informally been followed in the past while allowing flexibility for case-by-case resolution.
- The committee agreed that the procedure should clearly state that when the SIR is returned, it should include comments or justification explaining why the NELAP EC believes the request remains valid or why additional consideration is needed. This

clarification ensures the Expert Committee understands the basis for the requested reconsideration rather than simply being asked to respond again without context.
- It was clarified that Workgroups may be established when needed to do SIR reviews and make recommendations when there is an increase in workload for the Committee.
- Additional editorial changes were made. These included relocating notes to more appropriate section, removing outdated references to the Subcommittee, and reorganizing language to improve the flow of the SOP.

The Committee did not have a Super Majority to vote, so a vote to approve the SOP could be started but would need to be completed by email.

A motion was made by Taryn to approve the SOP as sent with the agenda with the changes discussed above. The motion was seconded by Patty. The following voting members provided a roll call vote in favor: Shari, Patty, Taryn, Harold, Matt and Gretchen. Michele had to leave the call so did not vote. *(Addition: The vote was not completed within two weeks, so the vote will be re-done at the July meeting.)*

3 Review of Draft SOP 3-106 – Review of Accreditation Standards for Suitability

The Committee continued revising SOP 3-106 which defines the NELAP EC process for reviewing and recommending standards. It was agreed to align the procedure with the CSDP EC's procedures, replace references to a "subcommittee" with a temporary "workgroup," and reorganize portions of the document for clarity.

Ilona clarified that the NELAP EC is responsible for evaluating the suitability of standards and preparing recommendations for the NELAP AC. While the committee had previously discussed providing its comments to the NELAP AC before the AC's review of a Draft standard, she questioned whether the current draft SOP incorrectly suggested that the NELAP EC should seek feedback from the NELAP AC before making its recommendation. This language may have come from the NEFAP EC version of this SOP where ABs are contacted to provide feedback to the NEFAP EC prior the approval of a new Standard for use in their program. Shari explained that the section applied only after the public comment period had closed and the Expert Committee had determined that no persuasive comments remained. Wording needs to be refined to distinguish this stage from earlier stages.

The Committee reviewed the Notification of Intent process and agreed that the NELAP EC should evaluate proposed changes when the NOI is first submitted, with the opportunity to recommend additional issues such as existing SIRs or implementation concerns.

Discussion of the final Standard review process focused on clarifying when a standard becomes "final" and the respective roles of the NELAP EC and NELAP AC. The committee agreed that the procedure should state that a standard becomes final once all persuasive public comments have been resolved. There is not an additional vote.
At this stage, the committee is not re-evaluating the entire standard but instead verifying that:

- The Expert Committee appropriately addressed comments submitted during public review;
- the NELAP EC's own comments were adequately considered;
- any new SIRs since the last review were considered; and
- the NELAP EC is satisfied with the Expert Committee's disposition of comments before making a recommendation to the NELAP AC.

Debbie agreed that explicitly describing this more limited review would help future users understand that the committee is not repeating the full technical evaluation.

Shari will incorporate the agreed revisions into a near-final draft for consideration at the next meeting in July.

4 Review of Draft Standards

The committee briefly discussed the ongoing review of Module 2.

Ilona asked members to record comments directly within the shared review document in Teams rather than using comment bubbles This makes it easier to consolidate Committee feedback.

Patty reported discovering discrepancies between portions of the shared review document and the Draft Standard posted on the website. Once she identified the mismatch, she limited her review to the posted Draft Standard and accompanying table. Ilona and Debbie agreed to investigate the discrepancies to determine whether they resulted from formatting changes made after the review document had been prepared. If necessary, members will be notified so they can complete their reviews using the correct version.

The Committee was reminded to continue reviewing Module 2 and either enter comments into the shared review document or submit comments directly to Ilona. The Committee intends to complete Module 2 before beginning review of the Microbiology module, allowing comments to be forwarded in time for discussions at the Houston meeting.

5. New Business

Registration is open for the upcoming conference in Houston.

6. Adjourn

The meeting adjourned at 3:00pm Eastern.

The next Committee meeting will be held July 23, 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 **Absent**	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 until 2pm**	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** – joined at 1:42pm.	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
X	Bill Reeves	william.reeves@et.eurofinsus.com	Eurofins	Lab	No
X	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
X	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. 6/25: Revised Draft was reviewed. Additional changes are needed.

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. 6/25: The SOP was completed and the vote started to approve it.
7	Review of V1M2 – Quality Management Systems Standard.							6/25: Review has been started. Reviews are to be placed into Teams document.