

## **Field Activities Committee (FAC) Meeting Summary**

**May 21, 2014**

### 1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on May 21, 2014 at 1 PM EST. Attendance is recorded in Attachment A – there were 9 members present. Associates present on call: Jo Ann Boyd, Terrance Romaine, Scott Haas.

### 2. Standard Revision Recommendations

Justin requested feedback on the document he prepared to summarize any recommendations for the next Standard revision. He only received a couple of comments, so he encouraged others to comment and decided to move this to the next agenda.

### 3. Stock NEFAP Presentation

Justin has not been able to compile the comments he received. He will take care of this over the next couple of weeks and get it to JoAnn for review. Jo Ann will also work on adding speaker notes to the presentation.

### 4. FSMO Tools Subcommittee

Justin reviewed the subcommittee scope and then reviewed the Priority Elements for Accreditation document distributed by email prior to the meeting. Committee members have been asked to review the lists of priorities and be prepared to discuss this at the next meeting.

Justin and Craig described the next action item this subcommittee is working on – Summary of the Accreditation Process. This will be based on a document that Oregon prepared for NELAP accreditation. The committee asked to be sent a copy of the Oregon document, but Craig commented that he is just about done revising this document to fit NEFAP and suggested waiting to receive his document. Justin solicited more AB assistance in preparing this document.

Other tools the subcommittee should work on were discussed. Justin noted that the subcommittee will need more help as more tools are developed.

## 5. Sample Container Guidance Document Discussion

A vendor asked if this committee could help revise the EPA guidance for sampling containers and Lara Phelps/EPA contacted Justin. Justin distributed a copy of the original document to the committee by email. EPA sees the current version as out of date.

This request came in some time ago, but work on the standard update did not allow the committee time to look at this. Jerry Parr noted that there are no obstacles with the committee working on this, though anything the committee does needs to be approved by the TNI Board of Directors because of potential overlap with NELAP.

It was discussed on the CSDP EC and it was decided that FAC should take the lead on this. A subcommittee should be developed that includes members outside of FAC to represent all interests.

Craig asked if the subcommittee should write the document or if only recommendations should be made. The initial task of the subcommittee would be to look at this. Is it a standard or guidance document that would be needed? The Subcommittee will investigate this and come-up with a recommendation to the FAC. The FAC would then take it to the TNI Board.

Craig asked about overlap concerns. Should the lab community be involved too? The subcommittee needs to be under FAC, but that does not mean that the committee will not be made-up of people from different areas.

Justin asked if anyone on this committee or associates would be interested in working on the subcommittee. Kevin will look at it and see what can be done. Terrence Romain will also help. Justin thinks it will be easier to pull a subcommittee together after there is a little more direction. He will work with Kevin and Terrance to put something together and then pull the subcommittee together. (*Note: Scott Haas from Leidos emailed Justin to let him know he would like to volunteer for this subcommittee also.*)

## 6. NEMC

The FAC meeting will be on Tuesday after lunch. The NEFAP EC will meet Tuesday afternoon after the FAC.

Preliminary Agenda:

Mobile Lab Subcommittee Update  
Sample Container Guidance  
Go over Tools Documents

## 7. New Business

- Registration for the summer meeting in DC is now open.

- Voting is open for NEFAP EC membership.
- Ilona will look into timing to post the new Field Standard.

## 8. Action Items

The table in Attachment C summarizes all action items.

## 9. Next Meeting

The next meeting will be a teleconference planned by e-mail in June.

Attachment B summarizes Advocacy. Action Items are included in Attachment C and Attachment D includes a listing of reminders.

The meeting was adjourned at 1:45 EST. Maggie motioned to adjourn. Brite-female seconded it and it was unanimously approved.

**Attachment A**  
**Participants**  
**TNI Field Activities Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Justin B. Brown (Chair) <b>Present</b>	EMT	FSMO	(847) 324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Troy Burrows <b>Present</b>	STAC (Golden Specialty)	AB	(800) 429-8445	tburrows@goldenspecialty.com
Maggie Cangro <b>Present</b>	Catalyst Air Management, Inc.	FSMO	(813)994-5880	<a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</a>
Yoon Cha <b>Absent</b>	Eurofins Eaton Analytical	Other	(626)386-1188	<a href="mailto:YoonCha@eurofinsUS.com">YoonCha@eurofinsUS.com</a>
Craig Forbes <b>Present</b>	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	<a href="mailto:CFORBES@HRSD.COM">CFORBES@HRSD.COM</a>
Kevin Holbrooks <b>Present</b>	Jacksonville Electric Authority	Other		<a href="mailto:holbke@jea.com">holbke@jea.com</a>
Tom Martins <b>Absent</b>	NYCEP	FSMO	(914) 397-7935	<a href="mailto:martinst@dep.nyc.gov">martinst@dep.nyc.gov</a>
John Moorman <b>Absent</b>	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561) 753-2400 x4654	<a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>
Juan Ramirez <b>Present</b>	Seminole Electric Cooperative, Inc.	Other	(813) 739-1219	<a href="mailto:jramirez@seminole-electric.com">jramirez@seminole-electric.com</a>
Mike Shepherd <b>Absent</b>	L-A-B (Shepherd Technical Services)	AB	512-970-6789	<a href="mailto:mike@sheptechserv.com">mike@sheptechserv.com</a>
Lauren Smith <b>Present</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Angela Zevely <b>Present</b>	LG&E and KU Energy, LLC	Other	(502) 347-4196	<a href="mailto:angela.zevely@lge-ku.com">angela.zevely@lge-ku.com</a>
Craig Sprinkle <b>Present</b>	CH2MHILL	Other	(678) 530-4333	<a href="mailto:Craig.Sprinkle@CH2M.com">Craig.Sprinkle@CH2M.com</a>
Shannon Swantek <b>Present</b>	Oregon Public Health Division	AB	(503) 693-4130	<a href="mailto:shannon.swantek@state.or.us">shannon.swantek@state.or.us</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

## Attachment B

### NEFAP ADVOCACY SCHEDULE

Organization	Event	Type of Presentation	Event Dates	Presenter
<b>Past Events</b>				
Midwest Groundwater Association	2009 Annual Midwest Groundwater Conference	Poster	October 15, 2009	Justin Brown
National Groundwater Association	2010 National Groundwater Summit	Speaking	April 13, 2010	Justin Brown
US Department of Defense	2010 EDQW	Speaking	April 15, 2010	Justin Brown
AEHS Foundation, Inc	26th Annual International Conference on Soils, Sediments, Water, and Energy	Poster	October 18, 2010	Declined Invitation (nobody to present)
US Environmental Protection Agency	20 <sup>th</sup> Annual Quality Assurance Conference	Speaking	October 20, 2010	Jo Ann Boyd
Pacific Northwest Clean Water Association	2010 Annual Conference	Speaking	October 26, 2010	Keith Champman
NWEC	2010 Northwest Environmental Conference	Speaking	December 6, 2010	Scott Hoatson
Midwest Water Analysts Association	2011 Winter Expo	Speaking	January 28, 2011	Justin Brown
Battelle	Battelle for the International Conference on Remediation of Contaminated Sediments	Poster	February 7, 2011	Declined Invitation (nobody to present)
SSAAP	Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference	Speaking	March 20, 2011	Scott Evans
American Water Works Association	2011 Watercon	Speaking	March 20, 2011	Justin Brown
US Department of Defense	2011 EDQW	Speaking	March 28, 2011	Justin Brown
ASQ	2011 ASQ Energy and Environment Conference	Speaking		Randy Querry
US Environmental Protection Agency	2011 Annual EPA Quality Assurance Conference	Speaking	October 18, 2011	Jo Ann Boyd
Midwest Environmental Laboratory Stakeholders	2011 MELSS Annual Meeting	Speaking	December 2, 2011	Justin Brown
	2012 Environmental Regulatory and Compliance Conference	Speaking		Calista Daigle
US Environmental Protection Agency	2012 On-site testing conference	Speaking	January 23, 2012	Lauren Smith
US Department of Defense	2012 EDQW	Speaking	March 2012	Justin Brown/ Marlene Moore

<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</b>
Stack Testing Accreditation Council	2012 Source Evaluation Society Annual Conference	Speaking	March 7, 2012	Maggie Cangro
Texas Commission for Environmental Quality	2012 TCEQ Environmental Trade Fair and Conference	Speaking	May 1, 2012	Mike Shepard
US Environmental Protection Agency	2012 Annual EPA Quality Assurance Conference	Speaking	October 15, 2012	Jo Ann Boyd
PIANC USA/ COPRI ASCE	2012 Dredging PIANC/ COPRI ASCE	Speaking	October 22, 2012	Declined Invitation (nobody to present)
Environmental Protection Agency / Dept. of Homeland Security	2013 On-site Analysis Conference	Speaking	January 23, 2013	Lauren Smith
Louisiana Water Environment Association	21st Annual Technical Exhibition and Conference Louisiana Water Environment Association Conference	Speaking	April 18, 2013	Tracy Szerszen
Oregon Environmental Laboratory Association	OELA/ORELAP Annual Environmental Lab Workshop	Speaking	May 16, 2013	Kim Watson
Florida Society of Environmental Analysts	2013 FSEA Annual Spring Meeting and Technical Session	Speaking/ Technical Seminar	May 22, 2013	John Moorman
State Assessor Forum	Conference Call	Speaking / Q&A	July 22, 2013	Justin Brown Marlene Moore
US Army Corp of Engineers	Regional Workshop	Speaking	September 11 <sup>th</sup> , 2013	John Moorman
US Environmental Protection Agency	2013 Annual EPA Quality Assurance Conference	Speaking	October 14, 2013	Jo Ann Boyd
Florida Society of Environmental Analysts	Field Quality Systems Workshop	Speaking	October 23 <sup>rd</sup> , 2013	John Moorman
Illinois Association of Environmental Testing Labs	Midwest Environmental Stakeholder Summit	Speaking	December 6 <sup>th</sup> , 2013	Jerry Parr
TWUA	??	Speaking	March 10 <sup>th</sup> , 2015	JoAnn Boyd
<b>Upcoming Events</b>				

**Attachment C**

**Action Items – FAC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
47	Update Presentation Summary and distribute before meetings. (Prepare table of speaking engagements. This will be added to minutes and website. Follow-up with Scott Hoatson, Jan and other committee members to find out about other speaking engagements to add to the summary table being prepared.)	JoAnn Justin	Each Meeting	Ongoing  1-15-13: Ilona meeting with William to set this up to add to website. 4/20/13: Ilona requested status update from William.
61	Update presentation and distribute for review. (General presentation people can use when attending conferences.)	Justin JoAnn	March 5, 2012  Needs to be updated by 3/31/13.	Presentation was done, but not reviewed yet. Probably needs more updating at this point. 2/20: Update from John. He is adding some info from the white paper and will then get back to Justin and Marlene. Justin will have it back from John first week of March. Need to work on speaker notes. 5/23/13: John sending FL presentation. 7/29/13: Presentation not received.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
93	Prepare a list of updates to the standard when it is finalized to help people with implementation.	Justin FAC	TBD	4/2014: Committee members look at it and make recommendations for changes – then it will be updated and sent out.
94	Look at EPA container request.	FAC	TBD	Backburner. EPA specifications and guidance for sample containers. The vendor asked EPA to look at these outdated specification. EPA referred him to our group. Next Agenda. Justin will provide information and what they are asking for us.
102	Update checklists based on final standard.	Ilona	2/14/14	AB Evaluation will be complete this week. Format now similar to AB Assessment checklist.
104	Follow-up on posting of new Standard.	Ilona	6/30/14	
105	Analyze container issue and present initial plan to committee.	Justin, Kevin, Terrance, Scott	6/30/14	



**Attachment D**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Update charter in October 2014	2/2/11	
3			
4			