

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

October 18, 2013

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on October 18, 2013 at 11 am EST. Attendance is recorded in Attachment A – there were 8 members present. Associate members present: Mike Miller, Kevin Holbrooks, Terrance Romaine, Craig Sprinkle and Rich Smith.

The minutes did not make it to all members of the committee, so the 7/29/13 and 8/8/13 minutes will be distributed by e-mail to all committee members for their review and confirmation.

2. Further Discussion on Standards

The interim standard has been sent to the Standards Review Council. Since this Council has not been formed yet, the CSDP EC will be doing the review as a complete committee. This group is made up of the chairs of all the Expert Committees. They will be looking for grammar, formatting and consistency with other modules of the standard. Justin thinks the only possible concern might be with definitions, but the FAC did try to make definitions consistent.

The CSDP set a date of November 11th for the committee to complete their review. Any recommended changes will then come to the FAC. The FAC will need to re-vote before the standard is finalized. If there are no changes, the standard is final.

Justin's goal is to have the standard finalized by the Kentucky meeting.

3. Charter

Mission:

Language is needed to make it clear that the FAC works closely with the NEFAP EC. Perhaps it would help to add language such as: The FAC supports the efforts of the NEFAP EC in providing guidance materials etc

Mike noted that it is not clear that there is a standard for ABs and a separate one for FSMOs.

Suggested Language Change:

The mission of the TNI Field Activities Committee is to develop ~~specific field accreditation~~ standards for accrediting bodies and FSMOs. This is accomplished by engaging ~~industry~~ experts in a consensus-based standards development process providing the means to improve the quality and consistency of environmental data ~~throughout the United States~~.

After further discussion on the roles of FAC and the NEFAP EC, the following language changes are suggested:

The committee supports the efforts of the NEFAP EC to implement these standards by developing guidance materials to facilitate implementation and adoption of these standards on a national and international level. This is accomplished by working with the National Environmental Field Activities Program (NEFAP). The committee is committed to establishing and maintaining an environment for standards development that will ensure continual improvement of ~~field accreditation~~ standards that are aligned with the practical constraints of sampling and field measurement as well as regulatory and industry specific requirements. *(Language about SIRs needs to be added.)*

Justin and Ilona will further work on the language and distribute it for review to the committee.

Strategic Goals and Objectives:

The following changes were recommended:

2. Engage ~~industry~~ experts ~~in the standards development process~~ through targeted outreach activities to ensure the development of standards ~~for various media~~ that are practical, appropriate and implement-able for organizations of varying size and structure.
3. Last sentence is not needed. Don't need to specify field accreditation.
4. and 5. Delete. This is implementation.
6. Success measures need to be evaluated for the committee.
7. Emphasize support role of FAC.

Add a section regarding role with SIRs. Ilona will find the language being used in other committee charters.

Also add something about revising and improving the standards based on stakeholder comments and experience in implementation.

Justin will send a notice for everyone to provide comments by e-mail so the committee can try to finish this in November. Justin will send his comments to Ilona and she will make the changes to the Charter.

4. Membership

There are 4 members rotating off. We have been receiving nomination forms and it does not look like there will be any balance issues. The resumes will be distributed to the committee members before the next meeting and the committee will plan to vote in new members in November. Justin thanked Magie for her help in getting nominations.

5. New Business

- Brochure. Jerry has a final copy of the brochure and it is being printed.
- There is a Battelle Conference in May 2014 in Monterey, CA. Justin did not want to apply to speak until we could confirm we have a speaker that will be attending that meeting. It looks like we do, so Justin will ask JoAnn to submit an abstract.

6. Action Items

Action items were reviewed and recorded directly into the table. The table in Attachment C summarizes all action items.

7. Next Meeting

The next meeting will be planned by e-mail for mid November.

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

The meeting was adjourned at 12:23 EST. John motioned to adjourn. Maggie seconded it and it was unanimously approved.

**Attachment A
Participants
TNI Field Activities Committee**

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Dane Wren Absent	Wren Engineering, P.A.	Other	(407)833-0061	dwren47@aol.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Troy Burrows Absent	Entec Services, Inc.	FSMO	(800)429-8445	TBurrows@entecservices.com
Jan Wilson Absent	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Jo Ann Boyd Absent	Southwest Research Institute	Accred. Lab.	(210)522-2169	joann.boyd@swri.org
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Mike Shepherd Present	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Virginia Murray Present	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	Vmurray@dep.nyc.gov
Craig Forbes Present	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Maggie Cangro Present	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Yoon Cha Present				YoonCha@eurofinsUS.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment B

NEFAP ADVOCACY SCHEDULE

Organization	Event	Type of Presentation	Event Dates	Presenter
Past Events				
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 th 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

Organization	Event	Type of Presentation	Event Dates	Presenter
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 th , 2013	John Moorman
Upcoming Events				
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 rd , 2013	John Moorman

Attachment C

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
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.

	Action Item	Who	Expected Completion	Actual Completion
93	Prepare a list of updates to the standard when it is finalized to help people with implementation.	Justin FAC	TBD	
94	Look at EPA container request.	FAC	TBD	
95	Prepare an updated charter based on discussion comments and distribute to committee for comment by e-mail before the next meeting.	Ilona Justin	10/28/13	
96	Submit speaking application to Battelle.	JoAnn	11/1/13	
97	Send resumes for potential new members to committee members for review.	Justine	11/1/13	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2013	2/2/11	
3			
4			