

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

**November 23, 2015**

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on November 23, 2015 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 9 members present. Associate members present: Scott Haas, Nancy Zikmanis, Gavin Armstrong, Michelle Miranda – Eugene, Rich Smith, Skip Darley, and Mike Miller,

*(Addition: Last meeting was August 26, 2015)*

2. EPA Sample Containers

Justin gave a brief summary about this action item for new members on the call. The committee was approached to update an EPA document regarding sampling containers. The document was originally written in the 1980's. There were a number of technical specifications that were out of date. People seem to be interested in the document, but the committee has struggled to get volunteers to start the review of this effort. Only one bottle vendor was willing to help and no EPA volunteers stepped forward. There is a subcommittee that has tried to work on it, but they needed more expertise.

Justin recommended moving this topic to the backburner since there are not enough volunteers to work on this. The topic has not generated enough interest to productively work on it.

A motion was made by Larry and seconded by Maggie to place the EPA Sample Container action item on the backburner. The motion was passed unanimously.

3. Charter

Justin distributed the Charter for review today and hopes to finalize any changes in December. He will distribute any changes made today after the call and would then like to receive additional comments by email before the December meeting.

Review:

- Should it be “consensus standard development process”? Yes.
- Skip noticed there is a font issue under Success Measures.

- Milestones. The ANSI process has been started. Justin will update this bullet. This committee is now developing the Scope Guidance document – not assisting.

Maggie confirmed that the next Standard review process won't start until 2017. Justin noted that both ISO 17025 and ISO 17011 are being updated. The anticipated completion date of ISO 17025 is May 2017, so this date should be kept in mind when starting the Standard update.

#### 4. Scope of Accreditation Guidance Document

The committee has tried a few times to begin working on this document during meetings. Progress is not being made. Justin asked for suggestions on how to better work on this document.

It was suggested that a subcommittee work on the document and bring a DRAFT back to the committee. The subcommittee will be formed during the December meeting and be given a Scope/mission to begin work. The following people expressed interest on working on this subcommittee: Larry, Maggie, Troy, Scott Haas and Justin. Justin will send out an email to see if more people would like to participate.

The guidance document is not intended to change the Standard. It is only supposed to clarify the Standard. The industry is very diverse and this makes this action item more difficult. The committee needs to make sure there is input from the various types of FSMOs before the document is finalized.

#### 5. New Business

- None.

#### 6. Membership

Justin ended the call at 11:38 for Associate members so that membership could be discussed.

Justin and Yoon will be stepping off the committee. Justin has received two applications that he forwarded to everyone – Scott Haas and Andora Nguyen.

A motion was made by Mike to add both Scott and Andora to the committee. The motion was seconded by Maggie. There was no further discussion.

Roll Call Vote:

Troy – For

Maggie – For

Craig – For

Kevin – For

Tom – For  
Harry – For  
Mike – For  
Larry - For  
Justin – For  
*Angela – For (by email 11/23/15)*  
*Yoon – For (by email 11/23/15)*  
*Lauren – For (by email 11/23/15)*

The vote will be completed by email. *Addition: The vote was completed by email and the motion passed.*

There is a committee member that has left the industry and cannot be reached, so Juan needs to be removed as a voting member of the committee. There were no concerns expressed with this process.

A motion was made by Kevin to remove Juan from the committee. The motion was seconded by Maggie and unanimously approved. *(Addition: Angela, Lauren and Yoon also voted For by email.)*

Justin will send an email letting people know there is an FSMO representative position open on the committee.

Justin asked Michelle if she will be replacing Lauren on the committee and she said “No”. The charter shows she will be finishing her term in January, but she replaced someone and is eligible for renewal. Justin will check with Lauren to confirm she will continue with the committee.

Justin has heard from a few people about interest in stepping into leadership roles on the Committee. Kevin is interested in taking on the Chair position and Larry is interested in Vice-Chair. Justin asked for any other volunteers, but there were no additional volunteers.

A motion was made by Troy to accept Kevin as Chair of the committee and Larry as Vice-Chair starting in January 2016. The motion was seconded by Craig.

Roll Call Vote:

Troy – For  
Maggie – For  
Craig – For  
Kevin – Abstain for Chair, For – Vice Chair  
Tom – For  
Harry – For  
Mike – For  
Larry – For  
Justin – For  
*Angela – For (by email 11/23/15)*

*Yoon – For (by email 11/23/15)*  
*Lauren – For (by email 11/23/15)*

The vote will continue by email. *Addition: The vote was completed by email and the motion passed.*

With Kevin stepping into the Chair role, the committee may need to choose another representative on the Standard Review Committee (SRC).

## 7. Action Items

The table in Attachment C summarizes all action items. See notes on table.

## 8. Next Meeting

The next meeting will be scheduled by email.

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

The meeting was adjourned at 11:53 am Eastern.

**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>
Larry Duty <b>Present</b>	E-Lab Consultants	Other	(832)364-0173	<a href="mailto:lduty@e-labdc.com">lduty@e-labdc.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>Present</b>	NYCEP	FSMO	(914) 397-7935	<a href="mailto:martinst@dep.nyc.gov">martinst@dep.nyc.gov</a>
Harry O'Neill <b>Present</b>	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	<a href="mailto:Harry.ONeill@Beacon-usa.com">Harry.ONeill@Beacon-usa.com</a>
Juan Ramirez <b>Absent</b>	Seminole Electric Cooperative, Inc.	Other	(813) 739-1219	<a href="mailto:jramirez@seminole-electric.com">jramirez@seminole-electric.com</a>
Mike Shepherd <b>Present</b>	L-A-B (Shepherd Technical Services)	AB	512-970-6789	<a href="mailto:mike@sheptechserv.com">mike@sheptechserv.com</a>
Lauren Smith <b>Absent</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Shannon Swantek <b>Absent</b>	Oregon Public Health Division	AB	(503) 693-4130	<a href="mailto:shannon.swantek@state.or.us">shannon.swantek@state.or.us</a>
Angela Zevely <b>Absent</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>
Ilona Taunton (Program Administrator) <b>Recording</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**

<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</b>
<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 Query
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
US Environmental Protection Agency	2014 Annual EPA Quality Assurance Conference	Speaking	October 24, 2014	Jo Ann Boyd
TCEQ	TCQ Trade Fair	Speaking	May 5, 2015	Marlene Moore
DoD	DoD Conference	Speaking	April 27, 2015	Marlene Moore
NEMC/TNI	NEMC Conference – Full Day Training: Sample Collection Design and Accreditation – Is Your Sample Data Defensible?	Speaking	July, 17, 2015	Marlene Moore

### Upcoming Events

<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</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>
				10/23/14: Justin will distribute to Ilona for finalization and then action item will be moved to Back Burner to remember to periodically update. Move to Tools Subcommittee.
118	Get a schedule of the ANSI process from Ken.	Ilona	TBD	
124	Send John Moorman Marlene's slides and brochures to prepare for the FSEA workshop in October.	Ilona	10/10/15	Complete
125	Update Charter and distribute for review before the December meeting.	Justin	11/30/15	
126	Send email to let people know about open FSMO position on committee.	Justin	12/15/15	
127	Send information to CSDP to approve new committee membership and notify them about new Chair and Vice-Chair.	Ilona	12/15/15	

**Attachment D**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Update charter in October 2015	2/2/11	
3	Analyze container issue and present initial plan to committee. Started in 2014 and summarized 4/24/15 and at the Chicago meeting in July 2015.  Subcommittee: Justin, Terrence, Kevin, Scott	2014	
4			

## Field Activities Expert Committee (FAC)

2016 Charter

(Revised: DRAFT-11-23-15)

### **Mission:**

The mission of the TNI Field Activities Committee (FAC) is to develop standards for accrediting bodies and field sampling and measurement organizations. The FAC will engage experts to develop consensus-based standards with the goal of improving the consistency of field methods and the quality of environmental data.

The committee supports the efforts of the National Environmental Field Activities Program (NEFAP) Executive Committee in the implementation of standards by providing technical assistance in developing guidance materials to facilitate adoption and use of these standards on a national and international level. The FAC will establish and maintain an environment for standards development that ensures continual improvement of standards that are aligned with the practical constraints of sampling and field measurement as well as regulatory and industry specific requirements.

### **Strategic Goals and Objectives:**

- Improve the quality and consistency of environmental data by establishing consensus-based standards for activities related to environmental sampling and field measurements.
- Engage experts to develop standards that are practical, appropriate and implementable for organizations of varying size and structure.
- Develop consensus-based standards that are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements.
- Establish and evaluate the FAC's success measures to target opportunities for improvement.
- Provide technical assistance in developing the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent implementation of the Standard.
- Revise and improve the Standard using the standard development process.
- Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)
- Utilize existing and future TNI infrastructure and resources to accomplish mission.

### **Success Measures:**

- Maintain a diverse group of experts that actively support the FAC.
- Show year over year continued increase in associate committee members.
- Increase stakeholder acceptance of the NEFAP standards including voluntary adoption by accrediting bodies (3<sup>rd</sup> Party or government agencies), and having standards written into regulation where applicable.
- Prompt responses to SIRs (responses within 60 days).

**Key Milestones for 2016:**

- Continue the process of ANSI approval for the Standard
- Assist in development of tools for implementation of the Standard
- Development of scope of accreditation guidance document

**Considerations:**

- Volunteer member organization with significant time constraints
- Ability to identify and engage the industry experts
- Ability to develop consensus-based standards
- TNI field accreditation standards based on ISO Standards which are copyrighted and language is sacrosanct
- Standards must establish a consistent baseline for acceptable field data quality, while providing maximum flexibility to FSMOs to conduct their work.
- Substantial learning curve for FSMOs which have not previously been subjected to rigorous quality requirements and/or accreditation
- Government agencies may have their own standards for field data quality
- Willingness and authority of government agencies to require FSMO accreditation
- Stakeholder “buy-in” and acceptance of the Standard within the industry
- Industry “politics” and prior investments in assuring field data quality

**Available Resources:**

- Volunteer FAC committee members
- Participating stakeholders and their organizations
- Existing national and international consensus-based standards
- FSMO Experts
- EPA Cooperative Agreement
- TNI Website
- TNI support resources (administrative, technical editing, etc.)
- National Environmental Field Activities Program Executive Committee (NEFAP EC)
- Other TNI Committees (Expert and Support)
- Teleconference and web-based teleconferencing services
- Outreach assistance from Advocacy Committee
- Effective and accessible TNI member database

**Additional Resources Required:**

- None

**Anticipated Meeting Schedule:**

- Monthly Committee Teleconferences (open to all Full and Associate Members)
- Additional committee teleconferences as needed
- Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

**Committee Membership**

<b>Proposed Members</b>	<b>Organization</b>	<b>Term Expires January</b>	<b>Representation</b>	<b>Subgroup</b>
Kevin Holbrook (Chair)	JEA	2017 *	Other	Data User
Troy Burrows	STAC	2018	AB	
Maggie Cangro	Catalyst Air	2017	FSMO	
Andora Nguyen	EEA	2019 *	Other	Accredited Lab
Craig Forbes	HRSD	2017	FSMO	
Larry Duty (Vice Chair)	e-lab	2018 *	Other	
Tom Martins	NYC DEP	2017 *	FSMO	
Harry O' Neill	Beacon Env. Services	2018*	FSMO	
Scott Haas	Environmental Testing, Inc.	2019 *	FSMO	
Michael Shepherd	L-A-B	2018	AB	
Lauren Smith	A2LA	2019	AB	
Shannon Swantek	Oregon Public Health Division	2017 *	AB	
Angela Zevely	LG&E and KU Energy, LLC	2017 *	Other	Data User

\* - Renewable for 3 years.

**Balance:**

- 5 FSMO
- 4 Others
- 4 AB

**Subcommittees:**

- FSMO Tools Subcommittee
- Scope of Accreditation Subcommittee

**Program Administrator:** Ilona Verrips Taunton