

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

December 15, 2015

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on December 15, 2015 at 10am Eastern by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Associate members present: Nancy Zikmanis, Michelle Miranda – Eugene, Rich Smith, Skip Darley, and Brooke Moack.

The minutes from the 11/23/15 meeting were reviewed. A motion was made by Mike to approve the minutes as written and it was seconded by Maggie. The minutes were unanimously approved.

2. Charter

Justin distributed the updated charter for review and comment through email. Justin will verify that he did not get any input by email. If there are no further comments, he will solicit a vote by email.

There were no additional comments during today's call.

Michelle will submit an application to the committee. Lauren Smith will not be renewing her membership in January. Juan and Lauren's spots on the committee will be listed as OPEN on the Charter.

Addition: Justin prepared the final Draft Charter and distributed it to the committee for review and voting.

A motion was made by Craig Forbes to approve the Charter sent by Justin on 12/15/15 with one change – delete EPA Cooperative Agreement under Resources. The motion was seconded by Maggie. Vote:

Shannon – For (Email – 12/16/15)

Larry – For (Email – 12/16/15)

Troy – For (Email – 12/16/15)

Harry – For (Email – 12/16/15)

Michael – For (Email – 12/16/15)

Tom – For (Email – 12/16/15)

Yoon – For (Email – 12/16/15)

Kevin – For (Email – 12/17/15)

Angela – For (Email – 12/17/15)

Justin – For (Email - 1/6/16)

Maggie – For (Email – 1/6/16)

The motion passed and the Charter will be sent to the CSDP.)

3. Tulsa – Winter Forum

The committee will be meeting in Tulsa at 8am CT on Wednesday, January 27, 2015. Justin, Craig, Kevin, and Mike plan to attend the meeting in Tulsa. Troy and Harry have not finalized plans yet.

Possible Agenda Items:

- Scope Guidance. A Scope/Mission will be developed for this subcommittee in Tulsa.
- ANSI Approval. Ilona prepared a summary of the ANSI process and this can be presented in Tulsa. A general update can be provided and the committee can begin planning how to pull together the information needed for the next steps.
- Justin can do a short presentation on the changes in the new Standard. This will be the last agenda item and will be a good lead in for the NEFAP EC meeting that will begin after the break. Ilona will look into the possibility of recording this for the website. Justin will send out the slides before the meeting to get input from everyone in early January.

Justin asked everyone to continue to think about what should be covered in the meeting and send him an email.

4. New Business

- None.

5. Action Items

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

6. Next Meeting

The next meeting will be in Tulsa, OK on 1/27/15 unless there is a need to meet earlier.

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

The meeting was adjourned at 10:30 am Eastern. (Motion: Maggie Second: Kevin 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
Troy Burrows Present	STAC (Golden Specialty)	AB	(800) 429-8445	tburrows@goldenspecialty.com
Maggie Cangro Present – 10:12	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Yoon Cha Absent	Eurofins Eaton Analytical	Other	(626)386-1188	YoonCha@eurofinsUS.com
Larry Duty Absent	E-Lab Consultants	Other	(832)364-0173	lduty@e-labdc.com
Craig Forbes Present	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Kevin Holbrooks Present	Jacksonville Electric Authority	Other		holbke@jea.com
Tom Martins Absent	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
Harry O'Neill Present	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	Harry.ONeill@Beacon-usa.com
Juan Ramirez Absent	Seminole Electric Cooperative, Inc.	Other	(813) 739-1219	jramirez@seminole-electric.com
Mike Shepherd Present	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Lauren Smith Michelle - Tulsa	A2LA	AB	(301)644 3216	lsmith@a2la.org
Shannon Swantek Absent	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
Angela Zevely Absent	LG&E and KU Energy, LLC	Other	(502) 347-4196	angela.zevely@lge-ku.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
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
Illinois Association of Environmental Testing Labs	Midwest Environmental Stakeholder Summit	Speaking	December 6 th , 2013	Jerry Parr
TWUA	??	Speaking	March 10 th , 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
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				

Organization	Event	Type of Presentation	Event Dates	Presenter

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
				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	
125	Update Charter and distribute for review before the December meeting.	Justin	11/30/15	Complete
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	Complete. Both new members have been approved.
128	Review email comments and send updated Charter to committee for final review and vote.	Justin	12/18/19	
129	Prepare presentation for Tulsa – Changes to the New Standard. Send DRAFT for committee comment in early January – 1/7/16.	Justin	1/7/16	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
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: 1-6-16)

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 (3rd 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
- 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

Proposed Members	Organization	Term Expires January	Representation	Subgroup
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	(Note: Lauren will be stepping down in January 2016)
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