

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

**February 16, 2016**

### 1. Roll call and Minutes:

Chair, Kevin Holbrooks called the FAC meeting to order on February 16, 2016 at 11:06am Eastern by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associate Members: None.

Committee minutes will continue to be reviewed and approved by email.

Kevin asked if an established date works for everyone. The committee will continue to meet the third Tuesday of the month at 11am Eastern.

### 2. Committee Goals

Kevin asked the committee to consider its goals for the coming year. He felt there were 3 main goals:

- Establish the Scope Guidance document.
- Formalize the ANSI submittal.
- Re-establish the Implementation Tools Subcommittee

Kevin asked if the committee would like to see the Implementation Tools Subcommittee re-established or would it be better for the committee to work on tools during regular meetings. He thought a good goal would be to start looking at putting a Quality Manual Template together.

Comments:

Maggie would prefer to keep the work being done by a subcommittee. There is a Quality Manual template in ASTM that may be helpful.

Iлона will send Kevin information about the subcommittee.

### 3. Meeting Update

Iлона summarized the ANSI process and pointed to Attachment E in the January 27, 2016 minutes.

Justin's presentation can be found in Attachment F in the January 27, 2016 minutes.

Orange County, CA meeting the week of August 8<sup>th</sup>. There will be an FSMO workshop held at the meeting on Wednesday afternoon. There will be ABs, FSMOs and assessors

involved in the training. Meeting participants can attend for free and non-meeting participants will be charged \$25.

#### 4. Scope Guidance Subcommittee

A subcommittee has been formed to work on this document. The subcommittee consists of Larry, Troy, Scott, Maggie, and Justin Brown. The committee needs to develop the scope for this subcommittee and the subcommittee needs to determine a Chair. Kevin asked if anyone on the call would be interested in Chairing the committee, but no one volunteered. The subcommittee should start meeting soon.

#### 5. New Business

- None.

#### 6. Action Items

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

#### 7. Next Meeting

The next meeting will be on March 15, third Tuesday of the month – 11am. EST

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

The meeting was adjourned at 11:30 am Eastern. (Motion: Maggie Second: Craig Unanimously approved.)

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

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Kevin Holbrooks (Chair) <b>Present</b>	Jacksonville Electric Authority	Other	904-537-6948	<a href="mailto:holbke@jea.com">holbke@jea.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>
Andora Nguyen <b>Present</b>	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Larry Duty (Vice-Chair) <b>Absent</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>
Tom Martins <b>Absent</b>	NYCEP	FSMO	(914) 397-7935	<a href="mailto:martinst@dep.nyc.gov">martinst@dep.nyc.gov</a>
Harry O'Neill <b>Absent</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>
Scott Haas <b>Present</b>	Environmental Testing, Inc.	FSMO	405-488-2400	SHaas@etilab.com
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>
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>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
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
<b>Upcoming Events</b>				

<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	
126	Send email to let people know about open FSMO position on committee.	Justin	12/15/15	Complete
128	Review email comments and send updated Charter to committee for final review and vote.	Justin	12/18/19	Complete
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	Complete



**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			