

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

**May 17, 2016**

### 1. Roll call and Minutes:

Chair, Kevin Holbrooks called the FAC meeting to order on May 17, 2016 at 11:05 am Eastern by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Associate Members: Rich Smith.

There was no meeting in April. Committee minutes are current and all are posted on the TNI website. Committee minutes will continue to be reviewed by email and if no comments are received with one week of the email notification, they are considered approved and are posted on the TNI website.

### 2. Scope Guidance Subcommittee

Larry has agreed to Chair the subcommittee. A Doodle was sent out to plan the first meeting in the next two weeks. Larry plans to post a request for information on sampling methods on LinkedIn. He would like to eventually get different states to use common procedures so there can be one method instead of multiple methods. The committee commented that this is a few levels deeper than the scope of the committee. Kevin reviewed the purpose of the committee.

Ilona offered to set-up a Dropbox folder for the committee and send out invitations. She will also send an invitation to Kim and Marlene.

### 3. ANSI

Work on the ANSI approval will begin in May. The process will be done by December 2016.

### 4. Implementation Tools Subcommittee

Ilona provided a status for the Implementation Tools Subcommittee. Justin is the current Chair, but the committee needs to check with him to see if he still wants to continue in this role. Kevin suggested inviting John Moorman to join this subcommittee because of the training he is doing.

Subcommittee Membership: Justin Brown, Lisa Hicks, Jan Wilson, Mike Miller, Tom Martins, Terrance Romaine, Larry Duty, Ilona Taunton (Craig Sprinkle – stepped off due to job change.)

Ilona noted that she thought the current members would likely want to continue on the subcommittee, but this would need to be confirmed.

The committee has not met since late 2014 after finalizing the Accreditation Process Summary, gap analysis/priority checklist and the standard comparison summary between the old and new Standards.

The committee originally met and discussed possible tools they felt would be helpful to FSMOs implementing the Standard. The subcommittee had planned to start with a Quality Manual (QM) Template, but after further discussion they decided it was important to first help the FSMO develop the systems and documentation that will be part of the QM Template.

Other documents/processes the subcommittee planned to work on:

- SOP templates (Technical and Management/Quality System)
- Developing a monthly or bi-monthly teleconference for FSMOs to participate in to discuss implementation issues. Chaired by an FAC member. Forum could also be a means to get feedback for this subcommittee.
- Example procedures for areas FSMO are struggling in.
- QM Template

*A note from the 10/23/14 meeting: The group met on 10/23/14 and had a great discussion on FSMO issues and needs. It has become clear that there are different needs between large and smaller FSMOs. Training documentation is a real issue for most FSMOs - and this might be the first item we work on after completing the [checklist and accreditation process summary].*

Kevin will reach out to Justin to see if he would still like to Chair the committee. The next step is to plan a meeting.

## 5. Summer Meeting in Orange County, CA

The committee will meet on Tuesday afternoon for about an hour. The NEFAP EC and FAC will be meeting for a combined total of 2 hours. The FSMO workshop will be Wednesday afternoon.

Hotel Registration is now open and actual registration for the meeting should be open by the end of today. Jerry plans to send out a mass email to notify everyone once registration is open.

Ilona noted that in addition to the FSMO training being offered in Orange County in August, there will also be a similar webinar training on June 13, 2016. The webinar is currently posted on the TNI website under the Education/Training tab. Invitations are being sent out by email tomorrow. Tracy (PJLA) and Justin Brown have been working on a mailing list.

Shannon commented that 4 or 5 counties in Oregon are very interested in NEFAP. Ilona will send additional information to her to pass along.

Kevin asked about CEUs. Ilona let the committee know that if they think CEUs would be helpful, they should contact John and Marlene and let them know. It is not too late to add this option, but the group coordinating the training does not think it is necessary.

## 6. New Business

- None.

## 7. Action Items

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

## 8. Next Meeting

The next meeting will be on June 21<sup>st</sup>, 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 11:38 am Eastern. (Motion: Larry Second: Maggie Unanimously approved.)

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

| <b>Members</b>   | <b>Affiliation</b>                                      | <b>Balance</b> | <b>Contact Information</b> |  |
|--|---|----------------|----------------------------|--|
| Kevin Holbrooks<br>(Chair)<br><b>Present</b>               | Jacksonville<br>Electric Authority                      | Other          | 904-537-6948               | <a href="mailto:holbke@jea.com">holbke@jea.com</a>                                       |
| Troy Burrows<br><b>Present</b>                             | STAC (Golden<br>Specialty)                              | AB             | (800) 429-8445             | tburrows@goldenspecialty.com   |
| Maggie Cangro<br><b>Present</b>                            | Catalyst Air<br>Management, Inc.                        | FSMO           | (813)994-5880              | <a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</a>         |
| Andora Nguyen<br><b>Absent</b>                             | Eurofins Eaton<br>Analytical                            | Other          | (626) 386- 1159            | AndoraNguyen@eurofinsUS.com  |
| Larry Duty<br>(Vice-Chair)<br><b>Present</b>               | E-Lab Consultants                                       | Other          | (832)364-0173              | <a href="mailto:lduty@e-labdc.com">lduty@e-labdc.com</a>                                 |
| Craig Forbes<br><b>Present</b>                             | HRSD-Pretreatment<br>& Pollution<br>Prevention Division | FSMO           | (757)460-7043              | <a href="mailto:CFORBES@HRSD.COM">CFORBES@HRSD.COM</a>                                   |
| Tom Martins<br><b>Absent</b>                               | NYCEP   | FSMO           | (914) 397-7935             | <a href="mailto:martinst@dep.nyc.gov">martinst@dep.nyc.gov</a>                           |
| Harry O'Neill<br><b>Absent</b>                             | Beacon<br>Environmental<br>Services, Inc.               | FSMO           | (410) 838-8780<br>Ext. 113 | <a href="mailto:Harry.ONeill@Beacon-usa.com">Harry.ONeill@Beacon-usa.com</a>             |
| Scott Haas<br><b>Present</b>                               | Environmental<br>Testing, Inc.                          | FSMO           | 405-488-2400               | SHaas@etilab.com   |
| Mike Shepherd<br><b>Absent</b>                             | L-A-B<br>(Shepherd<br>Technical<br>Services)            | AB             | 512-970-6789               | <a href="mailto:mike@sheptechserv.com">mike@sheptechserv.com</a>                         |
| Shannon Swantek<br><b>Present</b>                          | Oregon Public<br>Health Division                        | AB             | (503) 693-4130             | <a href="mailto:shannon.swantek@state.or.us">shannon.swantek@state.or.us</a>             |
| Angela Zevely<br><b>Absent</b>                             | LG&E and KU<br>Energy, LLC                              | Other          | (502) 347-4196             | <a href="mailto:angela.zevely@lge-ku.com">angela.zevely@lge-ku.com</a>                   |
| Ilona Taunton<br>(Program Administrator)<br><b>Present</b> | The NELAC<br>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 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/<br>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<br>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                                    |
|  | FSEA   | FSEA Meeting Workshop   | Speaking                    | October 28, 2015                  | John Moorman<br>(Additional: Mitzi Miller, Katie |

|                        | <b>Organization</b> | <b>Event</b>                           | <b>Type of Presentation</b> | <b>Event Dates</b> | <b>Presenter</b>  |
|------------------------|---------------------|--|-----------------------------|--------------------|---|
|                        |                     |  |                             |                    | Strothman, Kelly<br>feist, Mike<br>Shepherd, Chris<br>Gunning, Doug<br>Berg)  |
| <b>Upcoming Events</b> |                     |  |                             |                    |   |
|                        | FSEA                | FSEA Meeting Workshop<br>– NEFAP Forum | Speaking                    | May 25, 2016       | John Moorman<br>(Additional:<br>Calista Daigle,<br>Katie Strothman,<br>Mike Shepherd,<br>Chris Gunning,<br>Doug Berg) |
|                        | TNI                 | NEFAP Forum                            | Webinar                     | June 13, 2016      | John Moorman  |
|                        | NEMC/TNI            | NEFAP Workshop                         | Speaking                    | August 10, 2016    | Kim Watson,<br>Justin Brown   |

**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<br>Justin | Each Meeting   | Ongoing<br><br>1-15-13: Ilona meeting with William to set this up to add to website.<br>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<br>JoAnn | March 5, 2012<br><br>Needs to be updated by 3/31/13. | Presentation was done, but not reviewed yet. Probably needs more updating at this point.<br>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.<br>Need to work on speaker notes.<br>5/23/13: John sending FL presentation.<br>7/29/13: Presentation not received. |



|     | <b>Action Item</b>   | <b>Who</b> | <b>Expected Completion</b> | <b>Actual Completion</b>  |
|-----|--|------------|----------------------------|---|
|     |  |            |                            | 10/23/14:<br>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. |
| 130 | Set-up Dropbox for Scope Guidance Subcommittee.                  | Ilona      | 6/20/16                    |   |
| 131 | Contact Justin about continuing as Chair for Tools Subcommittee. | Kevin      | 6/20/16                    |   |
| 132 |  |            |                            |   |
|     |  |            |                            |   |
|     |  |            |                            |   |
|     |  |            |                            |   |
|     |  |            |                            |   |

**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.<br><br>Subcommittee: Justin, Terrence, Kevin, Scott | 2014                     | There was not enough interest to form a subcommittee with the proper representation, so this has been tabled until there is more interest. |
| 4 |  |                          |  |
|   |  |                          |  |
|   |  |                          |  |
|   |  |                          |  |
|   |  |                          |  |