

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

**June 21, 2016**

### 1. Roll call and Minutes:

Chair, Kevin Holbrooks called the FAC meeting to order on June 21, 2016 at 11:05 am Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate Members: Mike Miller, Gavin Armstrong, Terrance Romain, Glen Green, John Moorman, Rich Smith, and Brooke Noack.

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 begun reviewing the documents, but no additional work has been done. Another meeting will be scheduled using Doodle.

Larry and Maggie gave access to the subcommittee to the FAC Dropbox and set-up a folder for the subcommittee to share files.

### 3. ANSI

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

### 4. Implementation Tools Subcommittee

Kevin reached out to Justin to see if he would continue to Chair the Tools Subcommittee. Justin noted that the subcommittee really worked without a chair. Different people led different activities and Ilona helped with coordination. Kevin thought this might continue to work moving forward, but would like to start contacting previous members and pull the team together to get started again. The meeting in Orange County might be an opportunity to get more people involved.

A meeting will be planned after the Orange County meeting.

## 5. Summer Meeting in Orange County, CA

John is working on finalizing the slate of speakers for Orange County. The webinar last week went well. There were about 40-50 people involved when group registrations are considered. The team met after the call to talk about what worked during the webinar and additional fine tuning is planned for the Orange County Workshop.

The presentation included a section on reasons for having a Quality System. He would like to continue to develop this section and make it an Advocacy tool. He is asking for comments from Kevin.

The FAC 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 and conference registration is open. The hotel is selling out quickly ... so please be sure to book rooms.

## 6. New Business

- Shannon: A NEFAP requirement did not make it into the first version of the Cannabis rule, but there are plans to add this to the next revision of the rule. She is reaching out for help to put training together - FDA sampling, Agricultural sampling, etc... She had originally set this up with Marlene Moore, but she is not able to do this at this time.

There are three protocols (the final drafts are being reviewed for public comment right now) for flower, extracts/concentrates, and edibles/products. They are the first sampling protocols for cannabis in any state regulation.

## 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 July 19th, 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: Shannon Second: Larry 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>Absent</b>	STAC (Golden Specialty)	AB	(800) 429-8445	tburrows@goldenspecialty.com
Maggie Cangro <b>Absent</b>	Catalyst Air Management, Inc.	FSMO	(813)994-5880	<a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</a>
Andora Nguyen <b>Absent</b>	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Larry Duty (Vice-Chair) <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>
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>Present</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**

	<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/ 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
	FSEA	FSEA Meeting Workshop	Speaking	October 28, 2015	John Moorman (Additional: Mitzi Miller, Katie

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

**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.
130	Set-up Dropbox for Scope Guidance Subcommittee.	Ilona	6/20/16	Complete
131	Contact Justin about continuing as Chair for Tools Subcommittee.	Kevin	6/20/16	Complete
132	Plan Tools Subcommittee Meeting after the Orange County meeting.	Ilona/Kevin	8/31/16	



**Attachment D**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Update charter in October 2016	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	There was not enough interest to form a subcommittee with the proper representation, so this has been tabled until there is more interest.
4			