

Field Activities Expert Committee (FAC)

Meeting Summary July 18, 2017

1. Roll call:

Chair, Kevin Holbrooks called the FAC meeting to order on July 18, 2017 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate Members: Maggie Cangro and Rich Smith. Ken Jackson also joined the 10 minutes of the meeting.

Meeting minutes are sent to the committee by email. If no comments are received within one week of the email notification, they are considered approved and are posted on the TNI website.

2. Standard Update

All the preliminary work has been done in order to begin working on the next Standard update. Formally, the next thing the committee has to do is when the DRAFT Standard is updated. In the meantime, everything we do is ad hoc. Carl may be able to provide input on the changes to ISO. Ken likes the DRAFT letter prepared by Ilona (Attachment E).

Kevin is hoping to distribute sections of the Standard to committee members that will then be responsible for the update of that section. Ilona noted that people have been encouraged to attend the ISO session on Thursday afternoon at 1pm in DC (8/10/17).

Ken stressed to pursue comments as much as possible so the committee is not surprised at the end. The committee will need to work to get people involved.

Ken will be putting together a Webinar on the Standards Process. This will be part of the required committee membership training.

Kevin emailed a Status Update with the meeting agenda information. Everyone was asked to review it and provide comments by email.

Ilona forwarded a comment template (from Lynn Bradley) to Kevin and the committee will start with this template and let it evolve as it is used.

3. Scope

Scott and Kim talked by phone. He asked her to look at the approach so the differences can be resolved. He has not gotten anything back yet. Scott also talked to Larry Duty to give him an update on the subcommittee.

Kevin noted that the subcommittee and committee needs to start thinking about what needs to go into the new Standard from the Scope Guidance Document.

Scott will reach out to Kim to try to finalize a DRAFT of the document before the next meeting. It will be looked at in DC if there is time.

Ilona noted that NEFAP will be trying to get input on the Program and marketing ideas.

4. Washington, DC meeting

The committee will meet at 9am Eastern on Thursday, 8-10-17. Kevin plans to use the majority of the meeting to hear comments about the Standard and what people think needs to be changed. He will do an overview of the committee and the committee will work on the Scope if there is time. The next call will not be until September 19th.

The NEFAP EC will meet right after the break at 10:30am Eastern. They plan to provide an over about NEFAP and then look for input on the Program and marketing.

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 of the FAC by teleconference will be September 19, 2017 at 11am Eastern. The committee will be meeting in Washington, DC on August 10, 2017 at 9am Eastern.

The meeting was adjourned at 11:35am Eastern.

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information	
Kevin Holbrooks (Chair) Present	2020	Jacksonville Electric Authority	Other	904-537-6948	holbke@jea.com
Larry Duty (Vice-Chair) Absent	2018*	E-Lab Consultants	Other	(832)364-0173	lduty@e-labdc.com
Andora Nguyen Present	2019*	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Bennett Osborne Absent	2020*	Lab Test	Other	509-575-3999	Vws155@gmail.com
Christina Perez Present	2020*	HRSD	FSMO	757-460-7044	cperez@HRSD.com
Doug Berg Absent	2020*	PJLA	AB		berg@pjlabs.com
Harry O'Neill Absent	2018*	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	Harry.ONeill@Beacon-usa.com
Kyle Flowers Present	2020*	Catalyst Air Management, Inc.	FSMO	334-303-0119	Kyle.flowers@catalystair.com
Michelle Bradac Absent	2020*	A2LA	AB	301-644-3227	mbradac@a2la.org
Mike Shepherd Absent	2018	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Scott Haas Present	2019*	Environmental Testing, Inc.	FSMO	405-488-2400	shaas@etilab.com
Shannon Swantek Absent	2020	ESI	Other	831-295-1887	sswantek@envstd.com
Tom Martins Absent	2020	NYCEP	FSMO	(914) 345-4980	martinst@dep.nyc.gov
Troy Burrows Absent	2018		AB	(800) 429-8445	tburrows@yahoo.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

Organization	Event	Type of Presentation	Event Dates	Presenter
	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
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

Organization	Event	Type of Presentation	Event Dates	Presenter
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 Strothman, Kelly feist, Mike Shepherd, Chris Gunning, Doug Berg)
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	John Moorman
Dallas – Pretreatment Coordinators	Dinner Meeting	Speaking	March 6, 2017	Jerry Parr
Upcoming Events				

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.
132	Plan Tools Subcommittee Meeting after the Orange County meeting.	Ilona/Kevin	8/31/16	In Progress
140	Talk to Kim about Scope Guidance documents and make updates.	Scott	TBD	In Progress
141	Send current Scope Guidance Document to put in meeting attachments for 6/20/17.	Scott/Ilona	6/30/17	Complete
142	Send Scott Scope Subcommittee Charter and DRAFT update to Charter.	Kevin	7/17/17	
143	Update Scope Guidance Document based on conversation with Kim and provide to Kevin for distribution.	Scott	8/9/17	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2016.	2/2/11	Delayed until new format is determined.
3	<p>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.</p> <p>Subcommittee: Justin, Terrence, Kevin, Scott</p>	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			

Attachment E – DRAFT Notification Letter for Stakeholder Webinar

Volume 1 and 2 of the NELAC Institute's (TNI) Field Sampling and Measurement Organization Sector standards address "General Requirements for Field Sampling and Measurement Organizations" and "General Requirements for Accreditation Bodies Accrediting Field Sampling and Measurement Organizations." The TNI Field Activities Expert Committee (FAC) seeks to review and update both Volume 1 and 2 of the Standard. The review will encompass any Standard Comment Forms and responses from all stages of the previous standards development activity, any comments previously placed on hold during the previous standards development, Standards Interpretation Requests (SIR) resolutions and any recommendations made by FAC during the previous standards development activity for future consideration. The updates will include the new ISO/IEC 17011 and ISO/IEC 17025 requirements incorporated, in order, along with the additional normative requirements added by TNI.

As a stakeholder, we are reaching out to you for your comments prior to starting work on this update. Stakeholders and stakeholder groups include those who may subsequently adopt this standard as accreditation bodies, may be accredited to the standard, or may use data from accredited field sampling and measurement organizations. We will be having an open meeting in Washington, DC on August 10, 2017 at 9am Eastern where we will be soliciting comments and suggestions for the pending update. We will also be hosting a webinar on September 15, 2017 at 1pm Eastern to do the same.

You can also provide any comments or suggestions to the FAC Committee Chair, Kevin Holbrooks through e-mail holbke@jea.com or the FAC Program Administrator, Ilona Taunton, through email at Ilona.taunton@nelac-institute.org. We would like to receive all initial comments by September 15, 2017.

Sincerely,

Kevin Holbooks
Chair, Field Activities Expert Committee
Ilona Taunton
NEFAP Program Administrator