

Field Activities Committee (FAC) Meeting Summary

March 6, 2014

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on March 6, 2014 at 1PM EST. Attendance is recorded in Attachment A – there were 8 members present. This meeting was to discuss committee membership only and thus was “closed” to associate members.

January minutes from Louisville meeting, Justin needs to follow up with Ilona to verify that they have been distributed and approved. There was no meeting in February.

2. Standard Status

Justin updated committee on status of Revision 2 of FSMO Standard that was approved in Louisville. Justin reviewed and updated the Non-ISO versions of V1 and V2 with appropriate changes that were approved so it could be posted on website. Standard was sent to NEFAP EC to review and discuss on their next conference call. The EC will discuss and vote on adoption of the Standard as well as establish an implementation schedule. This will likely occur at the March conference call and Justin will update this committee once the results are available.

3. Membership

Two nominations for committee membership were received: Craig Sprinkle from CH2MHILL and Shannon Swantek from the State of Oregon. Resumes for both were distributed previously via email.

Committee size was discussed, the addition of two committee members would give us 14 members which is more than on the previous committee. SOP 1-101 states that the size of a committee shall not exceed 15 so adding two members will not be an issue.

Stakeholder group was also discussed. As part of the Consensus Standard Development Program, its critical that our committee remain balanced. Craig represents an “other” being a consultant in the data user community, Shannon represents an Accreditation Body as the State of Oregon is in the process of applying as an AB. Adding both members would give the committee the following representation:

FSMO -5
Other – 5
AB – 4

There is a lack of dominance with this makeup and the committee will be balanced with the additions.

Qualifications of both candidates were discussed. Both have actively participated with the FAC and have provided valuable comments, insight, and help. Discussion from committee members would be that both would be great additions to the committee.

Motion was made by Angela and seconded by John to add Craig Sprinkle and Shannon Swantek to the FAC.

Voting:

All 8 members on the call voted in favor of adding the new members, the 4 members not present on the call voted via email on 3/6/14 in favor of adding the new members. Vote is unanimous to add Craig and Shannon.

Justin emailed Ilona to inform her of the vote and request the TNI Board review the additions and approve. Once confirmation is received from the Board, Justin will touch base with the new members to welcome them to the committee and bring them up to speed on committee activities.

4 New Business

- None.

5. Action Items

The table in Attachment C summarizes all action items.

6. Next Meeting

The next meeting will be a teleconference planned by e-mail in early April.

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

The meeting was adjourned at 13:30 EST. Mike motioned to adjourn. John seconded it and it was 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 Absent	STAC (Entec Services, Inc.)	AB	(800) 429-8445	TBurrows@entecservices.com
Maggie Cangro Absent	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Yoon Cha Present	Eurofins Eaton Analytical	Other	(626)386-1188	YoonCha@eurofinsUS.com
Craig Forbes Absent	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Kevin Holbrooks Absent	Jacksonville Electric Authority	Other		holbke@jea.com
Tom Martins Present	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
John Moorman Present	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561) 753-2400 x4654	jmoorma@sfwmd.gov
Juan Ramirez Present	Seminole Electric Cooperative, Inc.	Other	(813) 739-1219	jramirez@seminole-electric.com
Mike Shepherd Present	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Angela Zevely Present	LG&E and KU Energy, LLC	Other	(502) 347-4196	angela.zevely@lge-ku.com
Open				
Open				
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 Query
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
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.
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
93	Prepare a list of updates to the standard when it is finalized to help people with implementation.	Justin FAC	TBD	
94	Look at EPA container request.	FAC	TBD	
101	Update standards based on changes at 1/29/14 meeting and distribute to NEFAP EC.	Justin	2/14/14	Complete
102	Update checklists based on final standard.	Ilona	2/14/14	
103	Follow-up on committee membership in order to complete membership table and forward to CSDP.	Jusin	Next Meeting	Complete

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2014	2/2/11	
3			
4			