

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

January 10, 2014

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on January 10, 2014 at 1pm EST. Attendance is recorded in Attachment A – there were 8 members present. Associate members on the call: Skip Darley and Scott Hass. Members rotating off the committee on the call: Jan Wilson.

The November 20, 2013 minutes were distributed for review to the committee members. No comments were received and these minutes have been finalized.

Justin, John, Mike, Kevin, Craig, Yoon and Angela know they will be in attendance in Louisville, KY. Others would be willing to join in by phone. Ilona will confirm with Jerry that a phone will be available.

2. Further Discussion on Standards

Bob Wyeth (Chair of the Consensus Standard Development Program Executive Committee (CSDP)) sent a message this morning that all comments on the FAC Standards are due today for discussion next week on the 16th. Justin has reviewed the comments received thus far and commented that some are regarding ISO language, others deal with grammar and some are outside of the scope of what the CSDP should have been reviewing.

Justin would like to review the comments in Louisville and be able to vote on the standard to finalize it during the same meeting.

3. Charter

Justin distributed a final draft of the charter with comments included. The committee reviewed the comments.

There were a couple of emails received about whether the reference to the Standard was sufficient. It was decided it was and no changes were proposed to the charter.

Mission:

Yoon's recommendation for the rewording in the second paragraph was accepted. This was based on a comment from Ilona regarding who maintains the tools. A similar change was accepted under Strategic Goals and Objectives.

Strategic Goals and Objectives:

The changes were accepted by the committee.

Success Measures:

Delete bullet 4.

Instead of "SIR responses with 2 meetings", it will read "within 60 days"

Key Milestones for 2014:

Change to: Assist in the development of tools for implementation of the Standard.

Change to: Finalize and publish the Standard.

Considerations:

Delete bullet 3. It is no longer a new organization.

Delete Bullet 7. It is covered under Milestones and above.

Delete Bullet 11. This is more appropriate for the NEFAP EC.

Change wording: Stakeholder "buy-in" and acceptance of the Standard within the industry.

Available Resources:

First bullet: Delete NEFAP. It is included below.

The rest looks fine.

Committee Membership:

Justin asked everyone to carefully review the information for finalization.

Kevin is JEA

Juan is Seminole

Angela is KU – not KY.

Justin will make all the changes and send it out after the call for an e-mail vote.

(Addition: A copy of the final Charter has been placed into Attachment C. Lauren motioned to accept the Charter and the motion was seconded by Yoon. Final Vote: 12 – For (Justin, Lauren, Yoon, Angela, Craig, Maggie, John, Troy, Mike, Tom, Kevin, Juan) 0- Against 0 – Abstain or No Vote. The motion passed.)

4. Membership

Justin is still trying to get information from Oregon to confirm Shannon's application for membership.

5 New Business

- Ilona updated the FSMO checklist based on the Interim standard and distributed to the committee membership and the FSMO Tools Subcommittee. People should provide her with comments about any needed changes.

6. Action Items

Action items were reviewed and recorded directly into the table. The table in Attachment D summarizes all action items.

7. Next Meeting

The next meeting will be in Louisville, KY.

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

The meeting was adjourned at 2 PM EST. John motioned to adjourn. Maggie 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
John Moorman Present	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Troy Burrows Absent	Entec Services, Inc.	FSMO	(800)429-8445	TBurrows@entecservices.com
Angela Zevely Present	LG&E and KU Energy, LLC	Other		angela.zevely@lge-ku.com
Juan Ramirez Absent	Seminole Electric Cooperative, Inc.	Other		jramirez@seminole-electric.com
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Open		AB		
Mike Shepherd Absent	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Kevin Holbrooks Present	Jacksonville Electric Authority	Other		holbke@jea.com
Craig Forbes Present	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Maggie Cangro Present	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Yoon Cha Present	EEA	Other	(626)386-1188	YoonCha@eurofinsUS.com
Tom Martins Absent	NYCEP	FSMO		martinst@dep.nyc.gov
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
	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
Upcoming Events				
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

Attachment C – Final 2014 Charter

Field Activities Expert Committee (FAC)

2014 Charter

(Revised: 1-10-14)

Mission:

The mission of the TNI Field Activities Committee (FAC) is to develop standards for accrediting bodies and field sampling and measurement organizations. The FAC will engage experts to develop consensus-based standards with the goal of improving the consistency of field methods and the quality of environmental data.

The committee supports the efforts of the National Environmental Field Activities Program (NEFAP) Executive Committee in the implementation of standards by providing technical assistance in developing guidance materials to facilitate adoption and use of these standards on a national and international level. The FAC will establish and maintain an environment for standards development that ensures continual improvement of standards that are aligned with the practical constraints of sampling and field measurement as well as regulatory and industry specific requirements.

Strategic Goals and Objectives:

- Improve the quality and consistency of environmental data by establishing consensus-based standards for activities related to environmental sampling and field measurements.
- Engage experts to develop standards that are practical, appropriate and implementable for organizations of varying size and structure.
- Develop consensus-based standards that are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements.
- Establish and evaluate the FAC's success measures to target opportunities for improvement.
- Provide technical assistance in developing the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent implementation of the Standard.
- Revise and improve the Standard using the consensus development process.
- Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)
- Utilize existing and future TNI infrastructure and resources to accomplish mission.

Success Measures:

- Maintain a diverse group of experts that actively support the FAC.
- Show year over year continued increase in associate committee members.
- Completion of Standard revision process in 2014.
- Increase stakeholder acceptance of the NEFAP standards including voluntary adoption by accrediting bodies (3rd Party or government agencies), and having standards written into regulation where applicable.
- Prompt responses to SIRs (responses within 60 days).

Key Milestones for 2014:

- Submit the Standard for ANSI approval
- Assist in development of tools for implementation of the Standard.
- Finalize and publish the Standard.
- Publish Management Plan Guidance Document for FSMOs seeking accreditation

Considerations:

- Volunteer member organization with significant time constraints
- Ability to identify and engage the industry experts
- Ability to develop consensus-based standards
- TNI field accreditation standards based on ISO Standards which are copyrighted, adding expense to those participating in standards development process
- Standards must establish a consistent baseline for acceptable field data quality, while providing maximum flexibility to FSMOs to conduct their work.
- Substantial learning curve for FSMO's which have not previously been subjected to rigorous quality requirements and/or accreditation
- Government agencies may have their own standards for field data quality
- Willingness and authority of government agencies to require FSMO accreditation
- Stakeholder "buy-in" and acceptance of the Standard within the industry
- Industry "politics" and prior investments in assuring field data quality

Available Resources:

- Volunteer FAC committee members
- Participating stakeholders and their organizations
- Existing national and international consensus-based standards
- FSMO Experts
- EPA Cooperative Agreement
- TNI Website
- TNI support resources (administrative, technical editing, etc.)
- National Environmental Field Activities Program Executive Committee (NEFAP EC)
- Other TNI Committees (Expert and Support)
- Teleconference and web-based teleconferencing services
- Outreach assistance from Advocacy Committee
- Effective and accessible TNI member database

Additional Resources Required:

- None

Anticipated Meeting Schedule:

- Monthly Committee Teleconferences (open to all Full and Associate Members)
- Additional committee teleconferences as needed
- Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

Committee Membership

Proposed Members	Organization	Term Expires January	Representation	Subgroup
Justin Brown	EMT	2016	FSMO	
Kevin Holbrooks	JEA	2017 *	Other	Data User
Troy Burrows	STAC	2015 *	AB	
Maggie Cangro	Catalyst Air	2014 *	FSMO	
Yoon Cha	EEA	2016 *	Other	Accredited Lab
Open				
Craig Forbes	HRSD	2014 *	FSMO	
Lauren Smith	A2LA	2016	AB	
John Moorman	South Florida Water Management District	2015	FSMO	
Tom Martins	NYC DEP	2017 *	FSMO	
Michael Shepherd	L-A-B	2015 *	AB	
Juan Ramirez	Seminole Electric Cooperative, Inc.	2017 *	Other	Data User
Angela Zevely	LG&E and KU Energy, LLC	2017 *	Other	Data User

* - Renewable for 3 years.

Balance:

- 5 FSMO
- 4 Others
- 3 AB

Subcommittees:

- FSMO Tools Subcommittee

Program Administrator: Ilona Verrips Taunton

Attachment D

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	
98	Incorporate changes to the Charter and distribute to committee prior to December call.	Justin	December	Complete
99	Provide candidate names to TNI Board prior to December call.	Ilona	December	Complete
100	Update Charter and send for e-mail vote.	Justin	1-13-14	

Attachment E

Backburner / Reminders – FAC

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