

Field Activities Committee (FAC) Meeting Summary

October 21, 2014

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on October 21, 2014 at 1 PM Eastern. Attendance is recorded in Attachment A – there were 7 members present. Associates present: None.

There was no meeting in September 2014.

The July 2014 and August 2014 minutes were approved by email.

2. Subcommittees

- Mobile Lab Subcommittee. The subcommittee is meeting again tomorrow. They are planning another survey in hopes of getting more feedback than they received from the last survey. They are still looking at adding more members.
- FSMO Tools Subcommittee. The subcommittee will be meeting later this afternoon. They are finishing up the Summary of the Accreditation Process document and then plan to begin work on the Guidance Document for Scope of Accreditation as soon as information is received from Kim Watson.
- Container Subcommittee. The subcommittee needs to meet to look more closely at the document and whether it should be handled by this subcommittee at all. Justin is having trouble getting people to work on this and is questioning the need. He encouraged everyone to let him know if they know anyone that may want to participate. He and Kevin met with the gentleman who submitted the request and all agree they need people with additional expertise to adequately review this issue.

3. FAC Representative to Standards Review Council (SRC)

Justin gave a brief explanation of what the Consensus Standards Development Program is looking for in a representative. When the FAC standard went through the process, the standard was reviewed by all the CSDP EC members. They are now developing the SRC to streamline the review process. Kevin offered to represent this committee on the SRC.

Maggie nominated Kevin Holbrooks to represent the FAC on the SRC. The motion was seconded by Troy and agreed to by all who were in attendance at the meeting except for Kevin who abstained from the vote (6 – For, 0 – Against 1 – Abstain). The vote will be completed by email.

(Addition 10/29: The following additional votes were received: Yoon – For, John – For, Shannon – For, Michael S. – For and Tom - For. The motion passed.)

4. Elect Vice-Chair

Justin is looking for candidates to fill the vice-chair role for the committee. The vice-chair will be asked to run the meeting in the Chair's absence and pick up any additional leadership responsibilities of the committee as needed. The vice-chair often takes over as Chair when the Chair steps down. This is not a requirement, but it is helpful for succession planning. Justin asked people to please contact him about time commitments and responsibilities.

The committee will need to make a decision before the end of the year.

5. Strategic Planning Meeting

There was a TNI Strategic Planning meeting in Milwaukee the first week of October.

Justin pointed out that the program is not taking off as strongly as everyone had hoped. The marketing efforts to date have not been adequate to get the word out.

A committee will be formed by TNI to look at marketing needs and move forward on the action plan this committee develops.

Ilona reviewed the 5 objectives that came from the Strategy meeting. Justin was encouraged by the meeting and believes the plans being made will positively impact the program and a more aggressive marketing plan will move the program forward.

6. Update on Membership Ship Status

Justin has been reaching out to FSMOs to fill a needed FSMO role in the committee when John's time on the committee ends in January. An application was received from Harry O'Neill and reviewed by the committee. Harry will represent FSMO.

A motion was made by Craig Forbes to add Harry O'Neill to the FAC. The motion was seconded by Kevin Holbrooks and unanimously agreed to by all on the call (For – 7, Against – 0, Abstain – 0). The vote will be completed by email.

(Addition 10/29: The following additional votes were received: Yoon – For, John – For, Shannon – For, Michael S. – For and Tom - For. The motion passed. Harry will join the committee in January 2015.)

7. New Business

- Justin will send out the Charter for everyone to review. Please send comments to Justin and Ilona. The committee will begin reviewing the Charter for 2015 at the next meeting. Justin will also provide the committee with voting information for the people that will be extending their term on the committee.

8. Action Items

The table in Attachment C summarizes all action items.

The summary of changes between the old and new standard will be completed by the FSMO Tools Subcommittee.

Should add the Update of the Presentation as a regular review and action item. Ilona will put it on the Back Burner page when the action item is complete.

9. Next Meeting

The next meeting will be determined by email using Doodle. It should be mid November.

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

The meeting was adjourned at 1:51 pm EST. Craig Forbes motioned to adjourn. Troy Burrows 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 Present	STAC (Golden Specialty)	AB	(800) 429-8445	tburrows@goldenspecialty.com
Maggie Cangro Present	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Yoon Cha Absent	Eurofins Eaton Analytical	Other	(626)386-1188	YoonCha@eurofinsUS.com
Craig Forbes Present	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Kevin Holbrooks Present	Jacksonville Electric Authority	Other		holbke@jea.com
Tom Martins Absent	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561) 753-2400 x4654	jmoorma@sfwmd.gov
Juan Ramirez Absent	Seminole Electric Cooperative, Inc.	Other	(813) 739-1219	jramirez@seminole-electric.com
Mike Shepherd Absent	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Lauren Smith Absent	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
Craig Sprinkle Present	CH2MHILL	Other	(678) 530-4333	Craig.Sprinkle@CH2M.com
Shannon Swantek Absent	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
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
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
US Environmental Protection Agency	2014 Annual EPA Quality Assurance Conference	Speaking	October 24, 2014	Jo Ann Boyd
Upcoming Events				

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. 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.

	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 made a list of changes, but the Tools subcommittee will look for a broader summary.	Justin FAC	TBD	4/2014: Committee members look at it and make recommendations for changes – then it will be updated and sent out. 10/23/14: Moved to Action Item #109
94	Look at EPA container request.	FAC	TBD	See Action Item #105.
10 2	Update checklists based on final standard.	Ilona	2/14/14	Complete
10 4	Follow-up on posting of new Standard. Ilona gave update.	Ilona	6/30/14	Complete
10 5	Analyze container issue and present initial plan to committee.	Justin, Kevin, Terrance , Scott	6/30/14	10/23: Update – Kevin, Justin and Mike met in DC to talk and decided they need to reach out to more people. Justin is following up on people to include.
10 6	Complete vote for SRC Representative.	Ilona All	11/15/14	
10 7	Complete vote for new membership.	Ilona All	11/15/14	
10 8	Distribute Charter for review and update.	Justin	11/15/14	
10 9	FSMO Tools Subcommittee to complete summary of changes to the new standard for distribution with the new standard.	Justin	11/4/14	

Attachment D

Backburner / Reminders – FAC

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