

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

**November 20, 2013**

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on November 20, 2013 at 11 am EST. Attendance is recorded in Attachment A – there were 9 members present. Associate Members: Mike Miller, Kevin Holbrooks, Terrance Romaine, Craig Sprinkle, Rich Smith, Skip Darley, and Scott Hass.

The October 18, 2013 minutes were distributed for review to the committee members. No comments were received and these minutes have been finalized.

2. Further Discussion on Standards

The CSDP has received some comments on the Standard from the Radiochemistry Expert Committee. Justin will get more information this afternoon during the CSDP meeting. Some of the comments were not inline with what was supposed to be reviewed. He will send the committee an e-mail to provide an update.

*Justin provided the following information after his meeting:*

*The members of the Standard Review Council have requested additional time to complete their review of our Standard, the members believe the review can be completed and that the group can vote on recommendations in the next 7-10 days. If all goes according to plan, we should have comments/feedback to review and consider on the December conference call. It would be great to get the changes voted prior to the January in-person meeting, so I'm hoping we can stick to this timeline. I'll pass along the comments as soon as they are approved for your review.*

3. NEFAP EC Update

A2LA is now a fully recognized accreditation body.

4. Charter

Mission:

There was much discussion on the suggested revisions recommended by Craig Sprinkle. Justin will take the suggestions and incorporate appropriate differences for everyone's review on the next call.

Strategic Goals and Objectives:

- Bullet 2 (11/20 Version): Deleted "through targeted research".
- Committee members liked the information included in Bullet 4 and 7 of Craig's review. Justin will look at wording for an additional bullet to the 11/20 Version.
- Bullet 4 (11/20 Version): Is this appropriate for this section? Is it a strategic goal to look at success measures?

Justin will take the two documents and try to put together one version for everyone to review with the expectation that it will be discussed by e-mail for finalization at the December meeting.

5. Membership

Associate members were asked to step off the call so the committee could discuss membership.

Justin provided candidate information to everyone by e-mail. The committee is still in need of one AB candidate. Justin will be contacting Oregon to see if they have a nomination. Justin will also verify with Tom if he represents an AB or an FSMO.

Maggie motioned that all 4 candidates be added to the committee. Jan seconded the motion and it was unanimously approved.

Ilona will verify membership and send their names to the chair of the TNI Board for approval.

6. New Business

- None.

7. Action Items

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

8. Next Meeting

The next meeting will be planned by e-mail for mid December. *(Additional Note: Committee did not meet until January 10, 2014.)*

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

The meeting was adjourned at 12:10 EST. John motioned to adjourn. Maggie seconded it and it was unanimously approved.

**Attachment A**  
**Participants**  
**TNI Field Activities Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Justin B. Brown (Chair) <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Dane Wren <b>Absent</b>	Wren Engineering, P.A.	Other	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
John Moorman <b>Present</b>	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	<a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>
Troy Burrows <b>Present</b>	Entec Services, Inc.	FSMO	(800)429-8445	<a href="mailto:TBurrows@entecservices.com">TBurrows@entecservices.com</a>
Jan Wilson <b>Present</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Jo Ann Boyd <b>Present</b>	Southwest Research Institute	Accred. Lab.	(210)522-2169	<a href="mailto:joann.boyd@swri.org">joann.boyd@swri.org</a>
Lauren Smith <b>Present</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Robert P. DiRienzo <b>Absent</b>	AIHA (ALS)	AB	(801)266-7700	<a href="mailto:Bob.DiRienzo@ALSGlobal.com">Bob.DiRienzo@ALSGlobal.com</a>
Mike Shepherd <b>Absent</b>	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	<a href="mailto:mike@sheptechserv.com">mike@sheptechserv.com</a>
Virginia Murray <b>Absent</b>	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	<a href="mailto:Vmurray@dep.nyc.gov">Vmurray@dep.nyc.gov</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>
Maggie Cangro <b>Present</b>	Catalyst Air Management, Inc.	FSMO	(813)994-5880	<a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</a>
Yoon Cha <b>Present</b>				<a href="mailto:YoonCha@eurofinsUS.com">YoonCha@eurofinsUS.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

Organization	Event	Type of Presentation	Event Dates	Presenter
<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 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

<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
<b>Upcoming Events</b>				
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

**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>
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	
95	Prepare an updated charter based on discussion comments and distribute to committee for comment by e-mail before the next meeting.	Ilona Justin	10/28/13	Complete
96	Submit speaking application to Battelle.	JoAnn	11/1/13	N/A – There is no room.
97	Send resumes for potential new members to committee members for review.	Justin	11/1/13	Complete
98	Incorporate changes to the Charter and distribute to committee prior to December call.	Justin	December	
99	Provide candidate names to TNI Board prior to December call.	Ilona	December	



**Attachment D**

**Backburner / Reminders – FAC**

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