

Field Activities Expert Committee (FAC)

Meeting Summary December 3, 2018

1. Roll call:

Chair, Shannon Swantek, called the FAC meeting to order on December 3, 2018 at 11am Eastern by teleconference and Webex. Attendance is recorded in Attachment A – there were 7 members present. Associate Members: Tyler Sullens.

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. FSMO Standard Update (ISO/IEC 17025:2017)

Shannon explained the process of how the update was prepared. The ISO/IEC 17025:2017 Standard was used as a template and then the 2014 TNI FSMO Standard language was inserted directly into the template with the following color-coding:

- Blue – TNI text added from the 2014 FSMO Standard
- Red – Point out differences between the Standards. Include helpful info to consider when doing the mix.
- Black italics – Language from the ISO/IEC 17025:2017 Standard. None of the language from ISO/IEC 17025:2017 was deleted or changed.

Elizabeth noted that she did not use the Crosswalk to help her prepare her section. She also flipped the approach to the Standard update. Shannon corrected this when she went through Elizabeth's section.

The Committee now has a DRAFT FSMO Standard update in the ISO/IEC 2017 format with 2014 TNI Standard language inserted in it. The language is color-coded. Shannon pulled the various sections up on Webex.

Shannon talked about what is next. The Committee needs to look at the crosswalk and duplicate language needs to be deleted. Elizabeth noted that there is a lot of duplicate language by just inserting the language into the new format. Shannon would like to use these two meetings (today and January) to go through the Standard.

Ilona reminded everyone that they need to also go through the old Standard and make sure everything really did get moved into this new DRAFT. This is an action item for Scott and Shannon offered to help.

This new DRAFT is a starting point. Duplicate language needs to be eliminated and there are things that still need to be added. The Scope Guidance Document will potentially be incorporated into the Standard. Shannon will add this note in red. There is talk about adding information about statistical planning.

Ilona reminded people that there is 2005 ISO/IEC language missing in 2017 ISO/IEC. There may be some 2005 language the Committee will want to keep. This needs to be added and made blue since it is no longer ISO/IEC language in the new DRAFT the Committee is working on.

Scott noted that it is important to put the info about substituting FSMO for Lab in the text. This needs to be noted before getting into the ISO/IEC language so it makes sense to a new FSMO.

Marlene had some concerns about definitions and wants to be sure they are clear, consistent with the TNI Glossary, are needed and that definitions that refer to ISO/IEC 17025 are eliminated. Marlene will go through these before the next meeting in January and update this Section of the Standard. The Committee can then decide which definitions to delete, add or revise.

Shannon would like the Committee to follow the process below to move forward:

- Each of the section leaders will make an initial attempt to delete duplicate language. This needs to be done with Track Changes turned on so it is clear what was deleted. Use redline strikeout.
 - Definitions – Marlene
 - Section 4 – Marlene
 - Section 5 – Kevin
 - Section 6 – Scott
 - Section 7 – Kira and Shannon
 - Section 8 – Elizabeth (still talk to Bill Ray for help?)
- These sections will then be sent to the entire Committee again for comment by email. The comments need to go back to the Section lead, but can be copied to the entire Committee too.
- The section leaders will update their sections with the comments they received and send the updated sections to Shannon by December 17th.
- The Committee will start going through the comments at the January meeting and make basic updates as needed with Track Changes still turned on.

Scott and Ilona will work on a procedure to compile the comments into one document using something like DropBox. Scott also has a system through his Company that can be used. *(Addition: Jerry Parr suggested that the Committee learn to use a new document control system that TNI is working with. It would also allow update to be made to the documents by multiple people and it tracks all these changes. Scott and Ilona's thoughts are to use DropBox in this first review, but to look more closely at TNI's document*

control option as a more permanent solution as the Committee continues to update the Standard. There will be a learning curve, but Jerry Parr thinks it is fairly intuitive.)

Shannon is hoping to have a more complete document by the time the Committee gets together in Milwaukee.

Ilona reminded everyone that we still need to do a public meeting before we get too far along in the Standard update. Shannon wants to start working on this during the January face to face in Milwaukee.

3. New Business

None.

4. Action Items

The table in Attachment C summarizes all action items. See notes on table.

5. Next Meeting

The next meeting will be on Monday, 1-7-18 by teleconference.

The meeting was adjourned at 12:03pm Eastern.

Attachment A

Participants TNI Field Activities Committee

Members	Term Expires	Affiliation	Balance	Contact Information
Shannon Swantek Present	2020	ESI	Other	sswantek@envstd.com
Kevin Holbrooks (Chair) Present	2020	Jacksonville Electric Authority	Other	holbke@jea.com
Doug Berg Absent	2020*	PJLA	AB	dberg@PJLabs.COM
Michelle Bradac Absent	2020*	A2LA	AB	mbradac@a2la.org
Scott Haas Present	2019*	Environmental Testing, Inc.	FSMO	shaas@etilab.com
Kieth Klemm Present	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore Present	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Andora Nguyen Absent	2019*	Eurofins Eaton Analytical	Other	AndoraNguyen@eurofinsUS.com
Bill Ray Absent	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler Absent	2021*	SampleServe	FSMO	schindler@sampleserve.com
Kira Stokes Present	2021*	HRSD	FSMO	Kstokes@HRSD.com
Tyler Sullens Absent	2021*	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West Present	2021*	Louisiana DEQ	AB	elizabeth.west@la.gov
Ilona Taunton (Program Administrator) Present		The NELAC Institute		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	Speaking		Calista Daigle

Organization	Event	Type of Presentation	Event Dates	Presenter
	Regulatory and Compliance Conference			
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
US Environmental Protection Agency	2014 Annual EPA Quality Assurance Conference	Speaking	October 24, 2014	Jo Ann Boyd

Organization	Event	Type of Presentation	Event Dates	Presenter
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
142	Send Scott Scope Subcommittee Charter and DRAFT update to Charter.	Kevin	7/17/17	
144	Review last Standard Update information in upcoming committee meeting.	All	TBD	
152	Compare 2014 FSMO Standard to new ISO/IEC 17025:2017. Move language into new format – first DRAFT.	Shannon	5/21/18	Still in progress.
153	Send Shannon a copy of the current LAB Standard. Shannon will forward to the Committee.	Marlene Shannon	7-9-18	
154	Comment on the DRAFT AB Standard with the 2014 Standard language transferred into the new ISO/IEC 17011:2017 document. Did things get moved to the right sections? Was everything moved?	All	7-16-18	
155	Compare the DRAFT Field AB Standard to work being done at LAB. Present to FAC.	Marlene	Before next meeting after receiving document based on Action item #154.	

	Action Item	Who	Expected Completion	Actual Completion
156	Read NEFAP: 2014 and ISO/IEC 17025:2017	All	Added 9/18/18: 10/1/18	
157	From NOLA Meeting: Discern added value to be included <ul style="list-style-type: none"> ◦ Make a list ◦ Prioritize Items ◦ Start with Section 4 ISO/IEC 17025:2017 (Marlene) ◦ Evaluate Section 4 at next FAC meeting and assign new sections 	All	TBD	
158	From NOLA Meeting: Seek Stakeholder Input for the new outline <ul style="list-style-type: none"> ◦ Interview data user/engineering firms ◦ AB survey current FSMO <ul style="list-style-type: none"> ▪ What is value added? 	All	TBD	
159	From NOLA Meeting: Public Meeting/Webinar for Input	All	TBD	
160	From NOLA Meeting: Read ISO 17011:2017 <ul style="list-style-type: none"> • Plan Update w/ABs 	All	Added 9/18/18: 10/1/18	
162	Color code DRAFT AB Standard.	Scott	TBD	
163	Work on Standard update assignments. Shannon compile into one document.	Kevin, Kira, Shannon, Elizabeth (Bill?)	11/27/18	Complete
164	Use 2014 FSMO Checklist to confirm all language has been moved into the new DRAFT Standard.	Scott	12/15/18	
165	Prepare redline strikeout update of each Section to remove duplicate language. Send to Shannon or Ilona so they can send it to the Committee for comment.	Kevin, Kira, Marlene, Shannon, Elizabeth (Bill?)	12/17/18	
166	Scott and Ilona meet to decide best method to collect comments on the documents being prepared in Section 165.	Scott Ilona	12/31/18	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Review charter in October 2018.	2/2/11	Standing task. 12/3/18: Will be done in Milwaukee.
3	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. Subcommittee: Justin, Terrence, Kevin, Scott	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			