

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

April 24, 2015

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on April 24, 2015 at 11:00 AM Eastern by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associate members present: Rich Smith, Liz Denley, and Skip Darley.

The February 4, 2014 minutes were sent out by email for approval. No comments were received and they were approved by email for posting.

2. Vice-Chair

The committee needs a Vice-Chair. Justin will be rotating off the committee at the end of the year, so he wants to find someone who would be interested in chairing next year. He will mentor the person over the next year. Contact Justin if you have any questions.

3. Mobile Labs Subcommittee

Shannon refined the questions on the survey and there will be 10 questions. It is being reviewed and will go out next month.

4. FSMO Tools

This subcommittee put some tools in place.

The subcommittee lost Craig and needs more membership. There are still more tools that need to be developed. Justin would like to set a conference call the second week of May and get this group back on track. The work done last year was awesome. He will also be looking for a new subcommittee chair.

Maggie would like to be added to the subcommittee.

5. 2014 Standard

The ANSI application was completed and submitted. The application needed a clear reason the standard was needed, not just what the standard is. This addition was made.

ANSI has accepted the application and has posted it on their website. It is posted for comment and once this period ends ... the committee can begin work in providing the documentation required.

6. Scope Of Accreditation

Justin provided documents to the committee yesterday by email. He included background on why the Scope of Accreditation guidance document is being prepared. The Policy Committee did OK the preparation of the document.

The CSDP reminded this committee that it cannot change the standard language through a guidance document. It is meant to support what is in the Standard. It is only supposed to clarify the language - not change it. The guidance document must operate within the framework of the current Standard language.

When the guidance document is completed, the NEFAP EC will do the technical review.

Justin reviewed the documents he sent out and highlighted what was contained in each document.

How to proceed:

NEFAP EC has started the document, but the format and content can be modified.

Ilona suggested using Webex for the next conference calls while the committee works on this document. Justin would like to have a DRAFT product so it can be reviewed at the Chicago meeting.

Justin asked everyone to look at the handouts and think about what they would like this document to look like. Send comments to Justin so he can provide a single document summary before the next meeting.

7. New Business

- None.

8. Action Items

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

9. Next Meeting

The next meeting will be determined by email using Doodle. It should be mid May.
(Addition: There was no meeting in May. The next meeting is June 18, 2015.)

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

The meeting was adjourned at 11:35 am EST. Kevin motioned to adjourn. Larry seconded the motion 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 (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
Larry Duty Present	E-Lab Consultants	Other	(832)364-0173	lduty@e-labdc.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 Present	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
Harry O'Neill Absent	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	Harry.ONeill@Beacon-usa.com
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 Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Shannon Swantek Present	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
Angela Zevely Absent	LG&E and KU Energy, LLC	Other	(502) 347-4196	angela.zevely@lge-ku.com
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				
TCEQ	TCQ Trade Fair	Speaking	May 5, 2015	Marlene Moore
DoD	DoD Conference	Speaking	April 27, 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

Organization	Event	Type of Presentation	Event Dates	Presenter

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
				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. Move to Tools Subcommittee.
105	Analyze container issue and present initial plan to committee. 4-24-15 Justin summarized the action item for new people on the call. In Chicago we will get an update from the person who initially brought up. Let Justin know if you would like to help.	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.
118	Get a schedule of the ANSI process from Ken.	Ilona	ASAP	
119	Review material sent by Justin to begin developing the Scope of Accreditation guidance document.	All	Before next meeting.	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2015	2/2/11	
3			
4			