

Field Activities Expert Committee (FAC)

Meeting Summary

May 1, 2017

1. Roll call:

Chair, Kevin Holbrooks called the FAC meeting to order on May 1, 2017 at 3pm Eastern by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Associate Members: Maggie Cangro, Lisa Hicks, Terrence Romaine, and Rich Smith.

The last meeting was March 29, 2017.

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. *ISO 17011*

Update from Carl Kircher: The Final ISO 17011 Standard was supposed to be posted May 15th, but there was an appeal so it will once again go through a vote. It will probably come out in 3-4 months. Only the appeal language is being looked at. Apparently there was some language accidentally left out that had to be added back in.

There is an ISO 17025 Drafting meeting happening in Canada this week. They will decide if it will go to Final or a Final Draft. One of the major controversies was sampling. The final resolution was that if the sampling is done with the intent it will lead to testing, the standard is applicable. If it goes to another version and vote, it will likely be approved late 2017 or early 2018.

3. Charter

Ilona sent a new version of the Standard by email. Everyone was asked to review the new version. Maggie emailed Kevin an edit and Ilona had a comment on #6. The committee discussed the changes and prepared a final Charter (see Attachment E).

Scott made a motion to accept the Charter as found in Attachment E. The motion was seconded by Shannon.

Vote:

Scott – For

Shannon – For

Michelle – For
Andora – For
Kyle – For
Kevin – For

The vote for committee members on the call was unanimous, but Kevin would also like to send it out for email vote.

(Addition: Votes by email:

Michael – For (6/13/17)

Christina -

Doug Berg -

Larry – For (6/13/17)

Bennett -

Tom -

Troy- For (6/13/17)

The motion passed and the Charter is final.)

4. Scope Guidance Subcommittee

Kevin asked if any of the committee members would be willing to step into a leadership role in this subcommittee due to Larry's increased workload.

Maggie noted the committee had revised a lot of the language. Scott commented that there were a few different directions in the language and that this is the next step the committee needs to address.

Scott noted that someone needs to put Kim's comments in the format like everyone else's or everyone else should use Kim's format. Scott and Kim talked in Houston.

Scott is willing to help lead the subcommittee and will talk to Kim and plan an agenda. Scott will also meet with Maggie to pull all documents together. Ilona will set up a Doodle to pick a meeting time.

5. Standard Review

Kevin sent out an approximate time window for updating the Standard, though the times may bump out due to Carl's ISO status review above.

May 2017

Submit notice for FSMO Standard (V1,V2) review to CSDEC for approval.

June, 2017

Once approved, per SOP, post notification on TNI webpage for a minimum of 30 days for comments.

Ken to notify ANSI. Has to be posted for 45 days.
Send written letter to interested parties requesting comments (EPA, DOD, ABs, FSMOs, others?)

July/August 2017

Compile all received comments into one excel sheet(database). Doug Berg.
Hold official public meeting at TNI conference,
Encourage all members of committee to attend our meeting and ISO presentation.
Assign sections to individual members to be leads to address received comments and revise accordingly under new ISO criteria.

Sept-Dec, 2017

Continued Review and revision of V1, V2

Jan 2018

Provide Status update at TNI conference

Feb-July 2018

Update the Standard (Ilona provided a summary of the process.)

Aug 2018

Completed

We are required to do a public review and the meeting might be a good place to have the public meeting. Open the standard for review. Kevin would like to divide up the review of the Standard and have each committee member take responsibility for a particular section.

The DC meeting will give us a chance to receive comments on what needs to go into the new Standard. What needs to change from the previous version? We will do at least one webinar too. We will pull this information together and then actually start updating the Standard.

Kevin noted that Doug Berg will be keeping track of comments.

6. New Business

Ilona encouraged committee members to attend the ISO session in DC on Thursday afternoon at 1-4pm. There will be a presentation on ISO 17011 and ISO 17025. The information should be very helpful to get started on the Standard.

7. Action Items

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

8. Next Meeting

There will be no additional meeting in May. The next meeting of the FAC will be June 20, 2017 at 11am Eastern.

The meeting was adjourned at 3:50pm Eastern.

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information	
Kevin Holbrooks (Chair) Present	2020	Jacksonville Electric Authority	Other	904-537-6948	holbke@jea.com
Larry Duty (Vice-Chair) Absent	2018*	E-Lab Consultants	Other	(832)364-0173	lduty@e-labdc.com
Andora Nguyen Present	2019*	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Bennett Osborne Present	2020*	Lab Test	Other	509-575-3999	Vws155@gmail.com
Christina Perez Present	2020*	HRSD	FSMO	757-460-7044	cperez@HRSD.com
Doug Berg Absent	2020*	PJLA	AB		berg@pjlabs.com
Harry O'Neill Absent	2018*	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	Harry.ONeill@Beacon-usa.com
Kyle Flowers Present	2020*	Catalyst Air Management, Inc.	FSMO	334-303-0119	Kyle.flowers@catalystair.com
Michelle Bradac Present	2020*	A2LA	AB	301-644-3227	mbradac@a2la.org
Mike Shepherd Absent	2018	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Scott Haas Absent	2019*	Environmental Testing, Inc.	FSMO	405-488-2400	shaas@etilab.com
Shannon Swantek Absent	2020	ESI	Other	831-295-1887	sswantek@envstd.com
Tom Martins Present	2020	NYCEP	FSMO	(914) 345-4980	martinst@dep.nyc.gov
Troy Burrows Absent	2018		AB	(800) 429-8445	tburrows@yahoo.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

Organization	Event	Type of Presentation	Event Dates	Presenter
	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
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

Organization	Event	Type of Presentation	Event Dates	Presenter
US Environmental Protection Agency	2014 Annual EPA Quality Assurance Conference	Speaking	October 24, 2014	Jo Ann Boyd
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.
61	Update presentation and distribute for review. (General presentation people can use when attending conferences.) Move to NEFAP EC.	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:

	Action Item	Who	Expected Completion	Actual Completion
				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. 5/1/17: This items will be handled by the NELAP EC and will be removed from this table.
132	Plan Tools Subcommittee Meeting after the Orange County meeting.	Ilona/Kevin	8/31/16	In Progress
136	Update DRAFT Charter with additional language.	Ilona	3/28/17	Complete
137	Review Standard announcements and send to committee for email vote.	Ilona	3/15/17	Complete
138	Forward language for Standard Update to Bob and Ken.	Ilona	4/15/17	Complete
139	Prepare comments for FL DEP DRAFT Regulations.	Kevin	4/4/17	Complete
140				

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2016.	2/2/11	Delayed until new format is determined.
3	<p>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.</p> <p>Subcommittee: Justin, Terrence, Kevin, Scott</p>	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			

Field Activities Expert Committee
(FAC)

Charter

(Revised: 5-1-17)

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.

Composition of the Committee

The Committee is composed of balanced membership of no more than 15 members from among the following TNI Constituencies: Accrediting Bodies, Field Sampling and Measurement Organizations (FSMOs)/Laboratories, and Other. Members serve three year terms, and are eligible to serve two consecutive three year terms.

Associate members are not limited in number, and are not required to demonstrate balance in their numbers.

Objectives

- * Improve the quality and consistency of environmental data by establishing and revising consensus-based standards for activities related to environmental sampling and field measurements.

Success Measures:

- Standards are reviewed and updated every 5 years.
- Adoption of Standard by National Environmental Field Accreditation Program

- * Engage experts to develop standards that are practical, appropriate and implementable for organizations of varying size and structure.

Success Measures

Continued member and associate committee members participation.

- * Provide technical assistance in developing the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent implementation of the Standard.

Success Measure:

Training and guidance development opportunities are identified and suitable materials are developed

- * Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)

Success Measure:

Responses adequately address the request and meet agreed upon timeframes (60 days).

- * Utilize existing and future TNI infrastructure and resources to accomplish mission.

Success Measure:

Webpage has up-to date information including committee membership, meeting minutes, associated documents and presentations.

- * Increase stakeholder knowledge of the NEFAP standards including voluntary adoption by accrediting bodies (3rd Party or government agencies), and having standards written into regulation where applicable.

Success Measure:

Provide presentations, handouts and webinars to inform stakeholders about benefits of FSMO accreditation.

Provide comments on regulatory updates/revisions as opportunity presents itself.

Decision Making:

Decisions can be made by electronic ballot or by the respective votes of the committee member in teleconference or face-to-face sessions. In any case a quorum, representing more than 50% of the committee members must be represented in the voting process.

Decisions will be made, consistent with the requirements set down in the current revisions of SOP-2-100 and SOP-2-101 as follows:

Type of Decision	Decision-Making Rule
Meeting dates, times	Person-in-charge decides after discussion
Meeting adjournment	Person-in-charge decides after all business is conducted or allotted
Meeting minutes approval	Request for approval by email to all committee members – changes approved if needed from email No Vote
Meeting cancellations	Person-in-charge decides
Addition of Committee Members	At least two-thirds of committee must vote and simple majority vote
Removal of Expert Committee Members	Person-in-charge decides after discussion
Approval of Standards – any stage (including persuasive/non-persuasive votes)	At least two-thirds of committee must vote in the affirmative
Creation of a new subcommittee	Simple vote of attendees
Election of Committee Chair	Two-thirds of committee must vote and simple
Standard Interpretation Requests	Two-thirds of committee must vote and simple majority vote of attendees

Available Resources:

- Volunteer committee members
- Participating stakeholders and their organizations
- Existing national and international consensus-based standards
- Industry Experts
- TNI Website and TNI support services (administrative, technical editing, etc.)
- Teleconference and web-based services
- TNI Expert and Executive Committees
- Accreditation Bodies
- Limited travel funding

Anticipated Meeting Schedule:

- Monthly Committee Teleconferences open to all Full and Associate Members (default time on TNI Website);
- Additional committee teleconferences, as needed;

- Committee meetings (face-to-face) may be scheduled during semiannual TNI Forums (Winter and Summer).