

Field Activities Committee (FAC) Meeting Summary

June 18, 2015

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on June 18, 2015 at 11 AM Eastern by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Justin also asked whether people will be attending the Chicago meeting and a Y or N signifies whether they will be attending. Associate members present: Skip Darley (No), Rich Smith (No), and Jeff Kimblemen.

2. Scope of Accreditation Project

Justin volunteered to send the NEFAP EC documents to the committee as a starting point. Justin reminded everyone that the purpose of a guidance document is to help the user implement the Standard. It can not rewrite the Standard.

Justin asked everyone to open the document he sent – page 2 and 3. This is the work that was done previously. Carl Kircher also sent a document with his thoughts on how this committee should look at Scopes of Accreditation.

Justin asked how the committee would like to proceed –

- Start from scratch or
- use/modify the information on page 2 and 3 or
- take the standard language and provide a short summary.

Maggie is concerned that most people think the Scope should be similar to a NELAP Scope. She does not think it can be that detailed. Justin reminded everyone that when this part of the standard was written, the Subcommittee working on this section really struggled and decided on the more open ended language that is in the standard.

This will be guidance for both FSMOs and ABs to determine what should be put on Scopes of Accreditation.

Couldn't it be categorized by matrix and then list sampling technologies under the matrix? Matrix could be simple. For example, in NELAP, groundwater is not broken up into more categories. NEFAP should follow this example.

Justin asked everyone to start by looking at the previous work he distributed by email and he read the language from the Standard. One of the challenges with producing this document is that there is a wide range of possibilities, it could become a cumbersome document. It needs to be functional and useful. The language in the Standard is flexible.

Kim's document has a number of possibilities that could be used in the Scope. Maggie is happy with the spreadsheet because there is only one entry for air – but this seems odd when other's have 40. This is likely the case because the list may not have been reviewed by air experts.

The committee decided to take the information from the NEFAP EC and refine the information. People preferred to not recreate the wheel.

Justin got comments from Maggie and one other person (not on the committee) that he will embed in the document he previously sent. The documents from Carl and Kim will be used for reference. This will be the starting point in Chicago. Justin will try to get this to everyone before the meeting.

3. Chicago Meeting

Mike McCuun has been invited to the meeting to discuss the EPA Publication #9240.0-05A – “Specifications and Guidance for Contaminant Free Sample Containers”. It is an outdated document and FAC was asked to consider revising. It was last revised in 1992.

The TNI Board felt the committee needed to investigate it to decide if it was appropriate for us to handle or whether TNI should be addressing it at all.

Justin noted that more people are needed to work on this if it will proceed. His hope is that bringing this up will get people participating and help the committee put a recommendation together. This recommendation will be used by FAC to prepare a recommendation to the TNI Board.

4. New Business

- One person did express interest in taking the Vice Chair spot with the plan to replace Justin as chair when he rotates off. Justin was asked to provide a list of responsibilities by email.

5. Action Items

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

6. Next Meeting

The next meeting will be in Chicago on July 16th at 9am Central. There will not be a conference line available.

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

The meeting was adjourned at 11:50 am EST. Larry motioned to adjourn. Maggie seconded it and it was unanimously approved.

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present - Y	EMT	FSMO	(847) 324 3350	jbrown@emt.com
Troy Burrows Present - N	STAC (Golden Specialty)	AB	(800) 429-8445	tburrows@goldenspecialty.com
Maggie Cangro Present - Y	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Yoon Cha Present - N	Eurofins Eaton Analytical	Other	(626)386-1188	YoonCha@eurofinsUS.com
Larry Duty Present - Y	E-Lab Consultants	Other	(832)364-0173	lduty@e-labdc.com
Craig Forbes Absent	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Kevin Holbrooks Absent - Y	Jacksonville Electric Authority	Other		holbke@jea.com
Tom Martins Absent	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
Harry O'Neill Present - Y	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 Absent	A2LA	AB	(301)644 3216	lsmith@a2la.org
Shannon Swantek Absent	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
Angela Zevely Present - Y	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.	Complete
120	Distribute documents with comments received to committee.	Justin	7/9/15	

Attachment D

Backburner / Reminders – FAC

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