

Field Activities Expert Committee (FAC)

Meeting Summary July 2, 2018

1. Roll call:

Chair, Shannon Swantek, called the FAC meeting to order on July 2, 2018 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 10 members present. Associate Members: Justin Brown. Guest: Jacob Grusozki.

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. Update

The Committee will look at plans for the joint meeting in New Orleans the first week of August. Justin and Shannon put a combined agenda together. One of the topics will be to discuss what can be added to the Field Standard to make it more “usable”. Many feel there is not enough additional items in the Field Standard for it to make sense to use instead of the actual ISO/IEC 17025 Standard. Adding Statistical Design is one thing that could be added.

3. Subcommittee Update

The mobile lab subcommittee is no longer in place. It has been replaced by the new Field Activities Task Force that is reporting to the Board of Directors. It is made up of people with both field and lab backgrounds.

There is no longer a glossary subcommittee. This work is being finalized by the CSDP EC. Each Expert Committee is represented on the CSDP EC.

Shannon would like to suspend work on the Scope Guidance Document until the Committee is moving forward on the Standard rewrite. She would like to focus energy on the Standard.

There is a Tool Subcommittee that can be put back into action once we get closer to updating the Standards.

4. Standard Review

Marlene wanted to make sure that the Committee has not forgotten that she is proposing that the ISO/IEC 17011:2017 update be combined for NEFAP and NELAP. The NELAP people are having trouble addressing the NGAB concerns. Perhaps this is an opportunity to get more States involved in NEFAP. How AB's operate could be equivalent between NEFAP and NELAP. Marlene will keep the Committee up to date on what LAB is doing.

Ilona noted that Field's schedule to update their FSMO Standard is ahead of NELAP's time table to update the Lab Standard. The timing may be similar to NELAP on the Field AB Standard if the Committee wants to consider Marlene's suggestion. Marlene will do a comparison so the Committee can evaluate this suggestion. She will need a copy of the Field Standard to do this comparison. Shannon will discuss this with Marlene. The DRAFT Shannon has been working on has not been reviewed by the Committee yet.

Marlene - Need to keep in mind that we may have State ABs that might need to be taken into account. Previously this was not addressed. Just thought about NGABs.

Marlene has time to review the work done by the format group.

If the joint meeting accomplishes what it should, we should have a good feel of where we go next. There will be further discussion after the special session in New Orleans.

Ilona forwarded a copy of the work Quality Systems did when they decided where the current Standard sections should go into the new ISO/IEC 17025:2017 format. The current Standard is based on 2005 ISO/IEC 17025.

Marlene noted that LAB just moved the language into the new ISO/IEC 17011:2017 Standard and then the committee walked through the Standard and made updates/deletions/additions. Ilona noted this is what Quality Systems is doing now. They just took an additional step where the committee decided where things should go rather than one person making those decisions for further review.

Shannon asked Justin if he thinks the NELAP AC can discuss whether they would agree with having one AB Standard for NELAP and NEFAP based on ISO/IEC 17011:2017. He will suggest this to Kirstin since she will be the Chair of the NEFAP EC in a week. Marlene is concerned the NEFAP EC doesn't understand the opportunity. The joint meeting may help with some of this.

The outline Shannon has been working from is originally from Carl. She received it back in February 2018. Marlene said this has been updated a number of times and it is probably outdated. The current version is June 2018. Ilona noted that what Marlene is talking about is the Module 2 update for the Environmental Laboratory Standard. What Carl sent FAC was a version where he moved language for FAC based on the 2014 Field Standards and the final DRAFT of ISO/IEC 17011:2017. It was intended to give the

FAC a head start. He prepared separate comparison documents for FAC, LAB and Quality Systems Expert Committees. Shannon forwarded Carl's document to Marlene during the call.

Scott moved the 2014 Standard language into the new format and Kira color coded the language.

Marlene noted that when Carl originally looked at the new ISO/IEC 17011:2017 Standard he thought it was all initial assessments, but it was all assessments. She is not sure if Carl had that mindset when he went through FAC's version. She will take a look at the document Shannon just sent and send back comments.

Ilona noted that the Quality System's document you sent will be helpful when the Committee starts working on the FSMO Standard and the ISO/IEC 17025:2017 format update. We'll want to get the most current copy from Paul Junio (Chair, QS) when the Committee starts working on this.

Scott, Kevin, Kira and Shannon will start work on moving the 2014 FSMO Standard into the new ISO/IEC 17025:2017 format. They will only be moving the language.

Shannon asked if more needs to be added to the Field Standard. There are a number of people that don't see the value of NEFAP as an accreditation because it's not much different than the stand alone ISO/IEC 17025.

Marlene does not think it needs to be more detailed. She thinks the issue for why it is not being used is because it is not mandatory. NEFAP hasn't hit the right people that can require its use. Our industry still looks at the lab as doing all the work, but normally the laboratory doesn't do the sampling part of it.

Marlene is concerned that a more prescriptive TNI Field Standard will turn off EPA's interest because this is part of why they don't like NELAP. Perhaps becoming more prescriptive in statistical planning would help the standard. This will make it more consistent with EPA's philosophies on how to do sampling and measurement.

Kevin commented that more value needs to be added to the Standard. Ilona noted that Jerry Parr commented that the NEFAP Standard looks too much like it is just ISO/IEC language.

Kevin also noted that the new ISO language takes away from the old ISO language. We need to be sure to look at what ISO language is missing in the new Standard and decide if FAC wants to add it back in.

What are elements we can add to the Field Standard that would be helpful to users of the Standard.

Shannon asked if the committee can review the DRAFT and comment where the 2014 Standard language went in the new format. Shannon will send a formal request to the Committee members and associates by email. The due date for comments will be July 16, 2018. She will take the info from everyone and compile it, and then send this to

Marlene for her comments based on the work LAB is doing. Scott, Kira, Kevin and Shannon will take all the comments (including Marlene's) and prepare a new DRAFT.

Shannon will also send out the LAB document to the committee to help them with their review.

5. New Business

None.

6. Action Items

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

7. Next Meeting

The next meeting will be on Thursday, 8-9-18 in New Orleans.

The meeting was adjourned at 12:07am 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 Present	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler Present	2021*	SampleServe	FSMO	schindler@sampleserve.com
Kira Stokes Present	2021*	HRSD	FSMO	Kstokes@HRSD.com
Tyler Sullens Present	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.	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Review charter in October 2018.	2/2/11	Standing task.
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			