Field Activities Committee (FAC)
Meeting Summary

April 15, 2014

1. Roll call and Minutes:

    Chair, Justin Brown called the FAC meeting to order on March 6, 2014 at 1:06 PM EST. Attendance is recorded in Attachment A – there were 8 members present. Associate members on the call: Skip Darley, Scot Haas, Rich Smith.

    The mailing list needs to be updated with new members.

    Justin welcomed the new committee members. Each will have a three year term with a possible 3 year renewal. Justin highlighted a few responsibilities of committee members. This information will be covered in more depth in a committee training webcast that will be made avaialble to all TNI committee members.

2. Standard Status

    The NEFAP EC has discussed the standatd and started the voting process to incorporate its use in NEFAP. A couple of questions have arisin about the recommended 1 year implementation date. There are some concerns expressed that it should be a 2 year implementation.

    Craig asked about how editorial changes are handled. Justin does not think the errors Craig saw will be in the final PDF verison of the standard. The version Justin sent is not the final PDF.

    Ilona will follow-up with Janice to find out when the final version of the standard will be available.

3. Standard Update

    Justin prepared a document (Attachment E) summarizing some of the learnings through this process that might be helpful the next time the standard is updated. What could we have done better? He would like everyone to review the document and provide him with comments. It will be disucssed at the next meeting.

4. Subcommittee Update

FSMO Tools Subcommittee

Update from Ilona. The group is working on a Priority checklist that will help with gap analysis when an FSMO starts preparing for the accreditation process.

Mobile Lab Subcommittee

Momentum accelerated for this subcommittee to start work after Kentucky. Paul Bergeron is now chairing the subcommittee. There have been discussions on how different states implement their mobile lab programs.

The subommittee drafteed a charter for review and finalization by the NEFAP EC.

The subcommittee hopes to address the concerns in TNI regarding the mobile lab program and how it is implemented between NELAP and NEFAP.

Sharon asked if someone from the subcommittee can periodically attend the NEFAP AC call as things move forward. Paul would prefer that there be more than just himself as a liason to the NELAP AC.

There has been a lot of discussion on how to gather information. The survey did not receive as much response as hoped.

5. New Business

-   Request for Database on the Website – Similar to LAMS. This came up during an IT meeting. There is concern that the scopes are very variable for NEFAP. This will make it complex. Justin was asked to talk to ABs about this option. All agreed that it is somethng that may be helpful in the future, but they don't think it is necessary at this point. It needs to be tabled.

    Craig mentioned that a simpler summary may be helpful. This might help with advocacy too. Perhaps linking to the ABs site and having them list who is an FSMO may be helpful?

-   Advocacy – The "stock" presentation which we have to provide to volunteers giving presentations needs to be reviewed and updated as much has happened in the past year. Justin asked the committee to take a look at the presentation he sent around and provide feedback/comments on content or formatting before the next meeting.

6. Action Items

The table in Attachment C summarizes all action items.

7. Next Meeting

   The next meeting will be a teleconference planned by e-mail in May.

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

   The meeting was adjourned at 13:30 EST.   Maggie motioned to adjourn. Juan seconded it 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 **Present**	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 **Present**	Eurofins Eaton Analytical	Other	(626)386-1188	YoonCha@eurofinsUS.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
John Moorman **Present**	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561) 753-2400 x4654	jmoorma@sfwmd.gov
Juan Ramirez **Present**	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
Angela Zevely **Absent**	LG&E and KU Energy, LLC	Other	(502) 347-4196	angela.zevely@lge-ku.com
Craig Sprinlkle **Present**	CH2MHILL	Other	(678) 530-4333	Craig.Sprinkle@CH2M.com
Shannon Swantek **Present**	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
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	20th 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 11th, 2013	John Moorman
US Environmental Protection Agency	2013 Annual EPA Quality Assurance Conference Conference	Speaking	October 14, 2013	Jo Ann Boyd
Florida Society of Environmental Analysts	Field Quality Systems Workshop	Speaking	October 23rd, 2013	John Moorman
Illinois Association of Environmental Testing Labs	Midwest Environmental Stakeholder Summit	Speaking	December 6th, 2013	Jerry Parr
TWUA	??	Speaking	March 10th, 2015	JoAnn Boyd
Upcoming Events				

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
93		Prepare a list of updates to the standard when it is finalized to help people with implementation.	Justin FAC	TBD	Committee members look at it and make reocmmendations for changes – then it will be updated and sent out.
94		Look at EPA container request.	FAC	TBD	Backburner. EPA specifications and guidance for sample containers. The vendor asked EPA to look at these outdated specification. EPA referred him to our group. Next Agenda. Justin will provide information and what they are asking for us.
101		Update standards based on changes at 1/29/14 meeting and distribute to NEFAP EC.	Justin	2/14/14	Complete
102		Update checklists based on final standard.	Ilona	2/14/14	AB Evalutation will be complete this week. Format now similar to AB Assessment checklist.
103		Follow-up on committee membership in order to complete membership table and forward to CSDP.	Jusin	Next Meeting	Complete

	Action Item	Who	Expected Completion	Actual Completion

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2014	2/2/11	
3			
4			

Attachement E

Recommendations for Future Standard Review

1. **Identify process for ease of document sharing/document control**: We struggled mightily from the beginning with a process to facilitate review and comment sharing. File sharing programs were not an option as many members' employers prohibit the download of such programs. I tried to use version dates and I would compile comments/changes but that was extremely difficult as multiple comments/rewording of same sections would come in making it difficult to review and consider. We would also have comments/changes come in on previous versions sometimes on sections that were already changed. There are over 50 versions of the draft Standard and it became a monumental effort to continuously compile and review to ensure we didn't miss any changes or comments each time we discussed and updated. There needs to be a better way to facilitate this.

    Recommendation:

2. **Maintain a single database/system for tracking of comments and responses:** Suggestions and comments came in through different avenues and formats, some formal some not. At the beginning we had a database for "suggestions" we received that a member had used on a previous committee. This worked fairly well for the most part. When that member was no longer participating we did not have access so at the WDS phase I used a spreadsheet for tracking of comments received which worked until the VDS phase where we needed to publish responses to comments and the spreadsheet was not in a format at the time that was presentable so I created a table in another format. We now have 3 different formats for tracking of this information.

    In addition, comments/changes recommended during committee reviews (not as result from suggestion or comment) were not necessarily tracked in a similar format. There were many changes that we made just from our own review or discussion, which were all discussed and voted on, but those are not captured in a list or database to easily identify.
    Recommendation:

3. **Establish subcommittee for controversial sections:** It will be very likely that there are sections that will be controversial during the next revision, and they will likely be the same three areas (PTs, Scopes, Mobile Labs). The idea of a subcom is a good one to address these early on as they take up the majority of the time. I think two things to be considered in the future to make these groups more effective are to first give the groups specific task(s) or mission. We assigned the subcoms with the mission to basically "recommend language" which was maybe too vague and in some groups it took a long time before we even got to discuss the specific language as we were debating the core issue first. While some of those discussions were great and very interesting, I think with

more specific tasks/charter they can accomplish the goal more efficiently and effectively.

Second I think we should reach outside for filling some seats of the subcom. This allows for more input from other stakeholders not present on the FAC which I think would have helped. But also serving on the committee is already a time commitment for our members and doing reviews of assigned sections, other comments/changes, and then being asked to serve on one or more subcoms in addition to that I think is an unrealistic expectation of peoples time.

Recommendation:
4. **Reach out to stakeholders for suggestions:** This was very successful as we received nearly 100 suggestions on the Standard resulting in many changes prior to the stage where we need to formally vote/respond to comments. This has been added to the new SOP so will be required in the future. The success of this step I believe was largely due to identifying specific people and stakeholders to reach out to soliciting input.

   Recommendation:

5. **Publish list of changes or doc with track changes when asking for input on changes:** At each step of the process we received comments that were potentially significant, which mostly should have been addressed at the working draft stage. It was apparent to me that many do not read through the Standard at each stage of publication for comment. I understand as that would be a burdensome and time consuming process to do so each time. We followed the process properly and completed our responsibility to provide to public or stakeholders, however if we truly want to ensure we are getting any and all feedback I think we need to publish along with some list or version so that people can see the differences between the published draft and previous versions published (i.e. what has changed from WDS to VDS, etc…). Even after the Standard was finalized we received comments which I think if we had made it easier to distinguish exactly what has changed we might have extracted that feedback much earlier in the process when it was appropriate and we could address.

   Recommendation: