

Field Activities Committee (FAC) Meeting Summary

July 22, 2014

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on July 22, 2014 at 1 PM EST. Attendance is recorded in Attachment A – there were 9 members present. Associates present on call: Terrance Romaine (N), Mike Miller (Y), Rich Smith (N).

There was no FAC meeting held in June 2014.

2. Standard Revision Recommendations

Justin requested feedback on the document he prepared to summarize any recommendations for the next Standard revision. This feedback will help the next group that revises the standard. He did not get very much feedback, but he reviewed what he had. The document was emailed to all committee members:

1. There were document control issues. Craig asked if there is a way for TNI to have a sharing document site on the TNI website.
2. Justin's main issue here is how to better compile and track comments from committee members. It was relatively easy tracking comments with Excel for the community comments.
3. No additional comment.
4. Justin wanted to re-emphasize how successful this was.
5. It was important to track the changes. Ilona commented that providing both a cleaned up version and a track change document made the process more manageable for the Radiochemistry Expert Committee.

Mike asked about where the comments for the next standard update now reside. Justin has been keeping a spreadsheet. He will add them to this document so everything for the next standard is being kept together.

Justin will provide a final update of the document to Ilona and it will be provided in Attachment E.

4. FSMO Tools Subcommittee

The committee is putting tools in place to help FSMO's participate in the program and achieve accreditation.

The first document the subcommittee worked on was a priority checklist. Justin is asking for comments from everyone.

The Subcommittee decided in the last call to start work on a document that summarizes the accreditation process. This will give an FSMO a great overview of the process and will work well as a first step with the priority checklist.

Justin asked for feedback about what the subcommittee is doing. The FAC is in agreement with the work of the Subcommittee and has decided to hold off on publishing the priority document until the process summary is complete.

Justin forwarded a DRAFT of the Summary Document in it's current form. It is still in progress, but people are encouraged to provide information and comments now.

The subcommittee also offered to help the NEFAP EC with its task to develop a Guidance Document for developing the Scope of Accreditation. The NEFAP EC is completing the application to develop the guidance document and has asked the FAC to move forward. Justin noted that he struggled to prepare his Scope for his company's application ... so this guidance document is needed.

Craig asked for a copy of the procedure to write a Guidance Document. He asked that it be forwarded to the subcommittee along with the Scope document that Kim Watson worked on initially.

Justin reminded everyone to continue to give feedback to the committee on action items for the subcommittee.

5. Agenda in DC

Possible agenda items for DC:

- Talk about Tools
- Advocacy – Brainstorm ideas to move forward on this.
- Presentation by Mobile Lab Subcommittee
- Review Stock NEFAP presentation the committee has been working on. Justin needs to check to see if JoAnn has completed the Speaker Notes for the presentation.

Justin will forward a final agenda to the committee later in the day.

6. New Business

The Sample Container Subcommittee has not gotten started yet. The committee is still being developed. There should not be much info to cover in DC.

7. Action Items

The table in Attachment C summarizes all action items.

8. Next Meeting

The next meeting will be on Tuesday, August 5th in DC.

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

The meeting was adjourned at 1:47 EST. Maggie motioned to adjourn. John 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 Absent	STAC	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
Craig Forbes Present Y	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Kevin Holbrooks Present Y	Jacksonville Electric Authority	Other		holbke@jea.com
Tom Martins Absent	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
John Moorman Present Y	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561) 753-2400 x4654	jmoorma@sfwmd.gov
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 Y	A2LA	AB	(301)644 3216	lsmith@a2la.org
Angela Zevely Present Y	LG&E and KU Energy, LLC	Other	(502) 347-4196	angela.zevely@lge-ku.com
Craig Sprinkle Present N	CH2MHILL	Other	(678) 530-4333	Craig.Sprinkle@CH2M.com
Shannon Swantek Absent	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	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
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.)	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	4/2014: Committee members look at it and make recommendations 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.
102	Update checklists based on final standard.	Ilona	2/14/14	AB Evaluation will be complete this week. Format now similar to AB Assessment checklist.
104	Follow-up on posting of new Standard.	Ilona	6/30/14	
105	Analyze container issue and present initial plan to committee.	Justin, Kevin, Terrance, Scott	6/30/14	

	Action Item	Who	Expected Completion	Actual Completion
106	Send copy of updated "Recommendations for Future Standard Review" to Ilona for inclusion in minutes.	Justin	7/31/14	
107				

Attachment D

Backburner / Reminders – FAC

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

Attachment 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: Utilize Google documents or DropBox or some other readily available free sharing software/application that only allows one user at a time to edit a document. There are obstacles in using these formats as many members (especially governmental) have restrictions on downloading external programs. A suggestion was made to request TNI to look into facilitating a document sharing site or option that all could use to accomplish.

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: Once the XL file was created, it became easier to track. Suggestion to have a single file kept by a single person (TNI PA or committee member designee) to document and track all changes in the spreadsheet including those that are made on calls or through discussion (i.e. not formally submitted comments in the process).

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: Identify potential issues/areas of Standard that may require much work or discussion to come to resolution and immediately establish subcommittees for those early in the process.

- 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: This step is included in the revised SOP for Standards development. Only additional recommendation is to reach out to as many of these stakeholder groups as possible to get all the issues on the table before the WDS process starts.

- 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: Suggest to publish both ‘cleaned up’ and ‘track changes’ version of doc for people to review and easily identify changes from previous revisions.