

Field Activities Expert Committee (FAC)

Meeting Summary January 25, 2017

1. Roll call:

Chair, Kevin Holbrooks called the FAC meeting to order on January 25, 2017 at 8 am Central in Houston, TX. Attendance is recorded in Attachment A – there were 7 members present. Associate Members by Webex: Paul Bergeron, Brook Noack, Craig Forbes, Maggie Cangro, and Mike Miller.

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.

The last meeting was December 1, 2016.

There were 23 conference attendees at the meeting.

2. Committee Membership

Tracy (PJLA) will check with Doug about his membership on the committee. She thought he was volunteering to help with documentation.

Ilna will send a copy of the Standard to all new committee members and confirm their membership on the committee.

3. Standard Development

See slides in Attachment E.

The committee will work on the required announcements and begin reaching out to stakeholders.

4. Scope Guidance Subcommittee

Kim Watson presented a subcommittee update – see Attachment E. Kim noted that they broke things into sampling categories. They kept to definitions and purpose and tried to keep things generalized.

Justin Brown commented that the guidance document be developed will need to be considered when the Standard is updated. The Scope information will need to be in the Standard. This was not included in the 2014 version of the Standard because the committee at the time couldn't get their arms around the topic. The Standard was left general.

Marlene Moore noted that the Scope is being written for the customers. Does it need to be customized for each customer?

Kim Watson added that the Standard could include more detail, but it may still need to be somewhat general to accommodate different customers.

It was noted that the NEFAP Strategic Planning Subcommittee is looking at potential impact of Cannabis and Food sampling on the Standard. The subcommittee could use more volunteers - contact Ilona Taunton if interested.

5. Charter

Kevin reviewed the new elements added to the Charter – see Attachment E. The Consensus Standards Development Executive Committee will be helping with some template language for the expert committees.

6. New Business

- None.

7. Action Items

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

8. Next Meeting

The next meeting of the FAC will be February 21, 2017 at 11am Eastern by teleconference.

The meeting was adjourned at 9am Central.

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) Present – Webex	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 Absent	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 - Webex	2020*	Catalyst Air Management, Inc.	FSMO	334-303-0119	Kyle.flowers@catalystair.com
Michelle Bradac Absent	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 Present	2019*	Environmental Testing, Inc.	FSMO	405-488-2400	shaas@etilab.com
Shannon Swantek Present - Webex	2020	ESI	Other	831-295-1887	sswantek@envstd.com
Tom Martins Absent	2020	NYCEP	FSMO	(914) 345-4980	martinst@dep.nyc.gov
Troy Burrows Absent	2018		AB	(800) 429-8445	tburrows@yahoo.com
Iiona Taunton (Program Administrator) Present		The NELAC Institute		(828)712-9242	Iiona.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
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. 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.
132	Plan Tools Subcommittee Meeting after the Orange County meeting.	Ilona/Kevin	8/31/16	
134	Get copies of the current Standard to committee members.	Ilona	11/14/16	Complete
135	Contact Ken about ANSI notification.	Ilona	11/14/16	Complete

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	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			




Field Activities Committee Meeting

Forum on Laboratory Accreditation
Houston, Texas
January 2017



Meeting Agenda

- Introductions
- Review Proposal for Establishment of Review for Standard
- Scope of Accreditation Subcommittee Update (Larry Duty- Chair)
- New Charter – Overview and Work on Update
- Open Discussion/New Business



FAC Operations

- Operates under Consensus Standards Development Program (CSD)
- Expert Committee following consensus process
- 14 Voting Members
 - 4 FSMO
 - 5 Others
 - 5 Accreditation Bodies
- Several Associate Members



Committee Members

- Kevin Holbrooks – JEA (Chair)
- Larry Duty – E-Lab Consultants (Vice-Chair)
- Troy Burrows – Golden Specialty
- Scott Haas – Environmental Testing, Inc.
- Tom Martin – NYC DEP
- Andora Nguyen – Eurofins Eaton Analytical
- Mike Shepard – L-A-B (Shepard Technical Services)
- Shannon Swantek – Oregon Public Health Division
- Angela Zevely – LG&E and KU Energy, LLC.
- Michelle Bradac- A2LA
- Christina Perez-Hampton Roads Sanitation District
- Kyle Flowers- Catalyst Air Management Inc
- Bennett Osborne- Lab Test/ Valley Lab
- Doug Berg- Perry Johnson Laboratory Accreditation



Committee Members

Terms expired

- Maggie Cangro – Catalyst Air Management, Inc.
- Craig Forbes – Hampton Roads Sanitation District


Thanks for your efforts and hard work to make our committee a success.



Standard Development



- Establish consensus based standard for field activities
 - 2014 FSMO Standard Volume I – FSMO's
 - 2014 FSMO Standard Volume II – Accreditation Bodies
- Begin Standard Review Process in 2017





Standard Review Procedure

Procedures Governing Standards Development
[SOP 2-100](#)





Standard Review Process (3.2 Notification)

Notification of proposed standards activity shall be announced on the TNI website to demonstrate the opportunity for participation by all directly and materially affected persons. This notification shall include: (a) an explanation of the need for the standard; and (b) identification of the stakeholders (e.g., laboratories, engineering firms, PT providers, etc.) likely to be directly impacted by the standard.

[FAC Proposal for Standard review Jan 2017.xls](#)

Notification is for at least 30 days.
The purpose of the deliberation is to provide the relevant stakeholders with an opportunity to discuss whether there is a compelling need for the proposed standards project.





Standard Review Process 3.2 Notifications (continued)

Notification of a project to develop or revise a standard as an American National Standard is also transmitted to ANSI using the Project Initiation Notification System (PINS) form.


[WEB PINS FORM FSMOVI.docx](#)

Proposals for new American National Standards and proposals to revise, reaffirm, or withdraw approval of existing American National Standards shall be transmitted to ANSI using the BSR-8 form in order to provide an opportunity for public comment. The comment period shall be a minimum of forty-five (45) days.




Standard Review Process 5.2 Outreach and Information Collection

- Actively solicit input from stakeholders and stakeholder groups who may subsequently adopt the standard as accreditation bodies, be accredited to the standard, or use data from accredited entities. Labs, data users, etc
- Have 30 days to respond
- Comments are collected(need a volunteer to compile and track)



Standard Review Process (Next Steps)


- Compilation and review of all comments
- Finalization of ISO 17011(May?) and 17025
- Committee members to review current standards

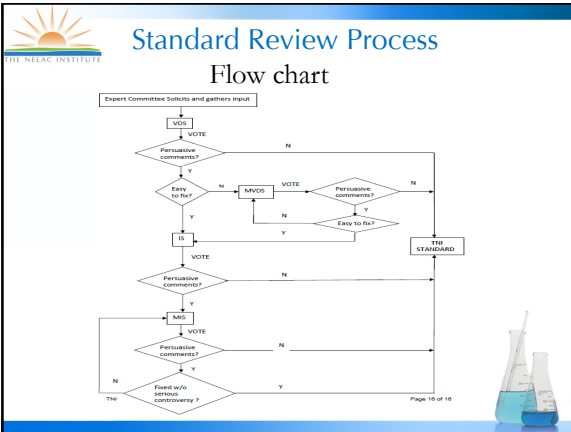


Standard Review Process (Next Steps)

If the standard will be a modification of an existing TNI standard, the Expert Committees may choose to present a complete volume or module for voting, or may present only modified sections or clauses of a standard for voting.
The Committee Chair may delegate the standard writing process to the Committee Members or to any task group formed from the Committee.

Pathway for review and approval
Developing a Voting Draft Standard (VDS),
Modified Voting Draft Standard (MVDS),
Interim Standard (IS)
Modified Interim Standard(MIS).





Scope Of Accreditation Subcommittee Update

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- ## Scope of Accreditation Subcommittee
- Members
 - Larry Duty (Chair)
 - Troy Burrows
 - Scott Haas
 - Maggie Cangro
 - Justin Brown



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- ## Scope of Accreditation Subcommittee
- After years of dormancy the subcommittee is currently reviewing the historical recommendations and formulating an attack plan.
 - The subcommittee approach is to assign expert task to each document subsection; E.G. an air specialist tasked to author the air sampling scope, a soils sampling specialist (geologist, soils scientist) to author the soil sampling scope, and so on.
 - Each section will then be commented on by the group.

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- ## New Charter Requirements
- **Mission:** describe why this committee exists and its' major duties
 - **Composition of the Committee:** in general, not names, who comprises this committee (names of committee members will be on the Work Plan and the TNI website)
 - **Objectives:** what are the 4-5 (more or less) overall objectives this committee has and how are they specifically measured? Remember, these success measures should be used for self and internal audits. The Work Plan contains the specific tasks, which, when completed, demonstrate the committee is meeting its' objectives
 - **Decision Making:** list here which decision-making procedure your committee uses, the options are listed in SOP 1-102
 - **Available Resources:** Who/what helps this committee accomplish their work?
 - **Anticipated Meeting Schedule:** in general terms, not dates and times.

