

Field Activities Committee (FAC) Meeting Summary

January 27, 2016

1. Roll call and Minutes:

Chair, Kevin Holbrooks called the FAC meeting to order on January 27, 2016 at 8:10am Central in Tulsa, OK. Attendance is recorded in Attachment A – there were 5 members present. Associate Members: Justin Brown and Marlene Moore.

2. Scope Guidance Document

A subcommittee has been formed to work on this document. The subcommittee consists of Larry, Troy, Scott, Maggie, and Justin. The committee needs to develop the scope for this subcommittee and the subcommittee needs to determine a Chair.

Marlene Moore suggests that the subcommittee is strong on air, but it needs to be more diverse. There is an 8-10 month completion time frame. The first meeting will be in February. Justin and Troy will reach out to ABs.

3. ANSI

Ilona was asked to summarize the ANSI process. This summary can be found in Attachment E.

4. Changes from the 2014 Standard

The new Standard started development in 2011. See Attachment F for a copy of the presentation Justin Brown did to summarize the changes from the 2007 Standard.

Highlights:

- The new Standard started development in 2011.
- The presentation highlights the changes.
- He showed the membership how to get to the document that provides details regarding the changes.
- Effective April 1, 2016.

5. Input

- Kim noted that there will be a NEFAP workshop in Orange County in August. It will be recorded and include FSMOs, ABs and information about NEFAP. John Moorman will be doing the same workshop in May at FSEA (Florida Society of Environmental Analysts).
- Kim noted that she has been seeing more publications about FSMO sampling issues.

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 will be on 2/16/16 by teleconference.

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

The meeting was adjourned at 10:00 am Central.

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Kevin Holbrooks (Chair) Present	Jacksonville Electric Authority	Other	904-537-6948	holbke@jea.com
Troy Burrows Absent	STAC (Golden Specialty)	AB	(800) 429-8445	tburrows@goldenspecialty.com
Maggie Cangro Absent	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Andora Nguyen Present	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Larry Duty (Vice-Chair) Absent	E-Lab Consultants	Other	(832)364-0173	lduty@e-labdc.com
Craig Forbes Present	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Tom Martins Absent	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
Harry O'Neill Absent	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	Harry.ONeill@Beacon-usa.com
Scott Haas Present	Environmental Testing, Inc.	FSMO	405-488-2400	SHaas@etilab.com
Mike Shepherd Present	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Shannon Swantek Absent	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
Angela Zevely Absent	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
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
Upcoming Events				

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.
118	Get a schedule of the ANSI process from Ken.	Ilona	TBD	
125	Update Charter and distribute for review before the December meeting.	Justin	11/30/15	Complete
126	Send email to let people know about open FSMO position on committee.	Justin	12/15/15	
127	Send information to CSDP to approve new committee membership and notify them about new Chair and Vice-Chair.	Ilona	12/15/15	Complete. Both new members have been approved.
128	Review email comments and send updated Charter to committee for final review and vote.	Justin	12/18/19	Complete
129	Prepare presentation for Tulsa – Changes to the New Standard. Send DRAFT for committee comment in early January – 1/7/16.	Justin	1/7/16	Complete

Attachment D

Backburner / Reminders – FAC

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

Attachment E: ANSI Summary

ANSI PROCESS Schedule – 1/27/16

- Notification transmitted to ANSI using the BSR-8 form or equivalent.
 - Email from Ken confirms they received our form (11-25-15).
- Posted for 45 days to receive written comment (*Standards Action*).
 - Received notification that the standard was to be posted on 12/11/15 and the comment period would run through 1/25/2016. The comment period ended 2 days ago and we did not receive any comments. We will confirm that no comments were sent to the Secretary of the Board of Standards Review.
- If a comment is received that our standard duplicates one in existence or that it has already been proposed ... then there is an additional 90 day period for deliberation.
- A proposed new standard or a proposed revision that is to be approved shall be submitted within one year from the close of the comment period listed in the *Standards Action*.
 - Application to ANSI in writing – including copies of the pertinent standards developing procedures and other documentation demonstrating compliance with ANSI (see Attachment 1).
- After the comment period, the information supplied and any comments received are considered and a determination of accreditation is made.
- Upon accreditation, the applicant shall be notified and a notice shall appear in the *Standards Action*.
- The ANSI Audit Director shall arrange for audits of the accredited standards developer.
- The standard must be published within 6 months following its approval.
- In the event that no revisions are issued for a period of four years, action to revise, reaffirm, or withdraw the standard shall be initiated.

**Attachment 1: From “ANSI Essential Requirements:
Due process requirements for American National Standards – January 2015”**

4.2.1.1 Criteria for approval of an American National Standard

With respect to any proposal to approve, revise or reaffirm an American National Standard (including the national adoption of an ISO or IEC standard as an American National Standard) for which one or more unresolved objections have been reported, the BSR shall evaluate whether:

- a) the standard was developed in accordance with the procedures upon which the developer was granted accreditation, with particular attention given to whether due process was followed, consensus was achieved, and an effort was made to resolve any objections to the standard;
- b) any appeal to the standards developer with respect to the standard was completed;
- c) notice of the development process for the standard was provided to ANSI in accordance with PINS or its equivalent;
- d) any identified conflict with another American National Standard was addressed in accordance with these procedures;
- e) other known national standards were examined with regard to harmonization and duplication of content and if duplication exists, there is a compelling need for the standard;
- f) ANSI’s patent policy is met, if applicable;
- g) ANSI’s policy on commercial terms and conditions is met if applicable;
- h) the standards developer provided the following or evidence thereof:
 - 1. title and designation of the proposed American National Standard;
 - 2. indication of the type of action requested (that is, approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);
 - 3. a declaration that applicable procedures were followed;
 - 4. a declaration that the proposed standard is within the scope of the previously registered standards activity;
 - 5. a declaration that conflicts with another American National Standard have been addressed in accordance with these procedures;
 - 6. a roster of the consensus body that indicates: the vote of each member including abstentions and unreturned ballots, if applicable; the interest category of each member; and a summary thereof;

7. a declaration that all appeal actions related to the approval of the proposed standard have been completed;
8. a declaration that the criteria contained in the ANSI patent policy have been met, if applicable; and
9. identification of all unresolved negative views and objections, with names of the objector(s), and a report of attempts toward resolution.

If the BSR determines, based on the weight of the evidence presented, that the above-stated criteria have been satisfied, the standard shall be approved as an American National Standard. The BSR shall deny approval, if, based on the weight of the evidence presented, the BSR determines that the American National Standard:

- a) is contrary to the public interest;
- b) contains unfair provisions;
- c) is unsuitable for national use;

or that the ASD has failed to make a good faith effort to resolve conflicts.


Standards approved as American National Standards shall be designated, published, and maintained in accordance with the procedures contained herein. A substantive change that has not been afforded due process in accordance with these procedures may not be made in an approved American National Standard.

The BSR shall not approve standards that duplicate existing American National Standards unless there is a compelling need.

Notice of the BSR's final action on all standards shall be published in *Standards Action*.





Changes in 2014 Standard





2014 Standard

- Process began in 2011
- Over 250 comments/suggestions evaluated
- Established subcommittees for:
 - Mobile Laboratories
 - Scopes of Accreditation
- Voted to approve final version on January 29th, 2014
- NEFAP EC Approved and established implementation date of April 1, 2016





2014 Standard Changes

- Volume I - 41 Changes to Standard
- Volume II – 56 Changes to Standard
- Mostly grammatical/minor edits
- Clarifications for usability
- Compromised language on scopes of accreditation
- Did not make substantive change to language on mobile laboratories





Volume I Highlights




Volume I Changes


- Definitions – Added/clarified definitions to be consistent with other modules within TNI (3.7 – 3.14)
- 4.2.8 clarified and added data integrity
 - (e): The data integrity procedures shall be signed and dated by senior management.
 - (f): The data integrity procedures and the associated implementation records shall be properly maintained.
 - (g): The data integrity procedures shall be reviewed annually and updated by management as needed.



Volume I Changes



- 4.5.5 – added clarification for competent sub: “A competent subcontractor is one that, for example, complies with this TNI Standard for the work in question.”
- 4.13.1.4.3- Section on archived records was removed as repetitive to ISO language
- 5.2.2.2(b) – Removed entire section specifics on data integrity and moved to 4.2.8 as more appropriate place







Volume I Changes

- 5.3.1 – Added note advising: *“Field personnel should document sampling and measurement conditions that may affect the quality of results including, but not limited to, air temperature, ambient conditions weather conditions, tides, stream stage, etc. Descriptions of sample conditions (e.g. turbidity, odor, less than optimal sample quantity, etc.) should also be noted.”*
- 5.3.3 – Added note advising: *“During field tests and while handling samples, personnel should avoid areas where activities or conditions may adversely affect results, such as temporarily storing samples near volatile liquids, or transporting test items between areas of high temperature contrast.”*





Volume I Changes

- 5.3.6 and its supporting note on documenting ambient conditions was removed (repetitive)
- 5.6.2.1.4 added two bullets (f) and (g) stating:
 - (f) Data associated with an unacceptable initial or continuing instrument/equipment calibration shall be reported with appropriate data qualifiers.
 - (g) Records of reference standard used for calibrations and reference material certificates shall be retained.
- Section 5.6.2.2.1 and its note were added, as well as 5.6.2.2.2 was added to provide ISO language that was previously missing.





Volume I Changes



- In Section 5.9.1: Letter (f) was added. o Letter (f) states: Verification of a measurement calibration using a second source.
- In Section 5.9.2: The previous wording for 5.9.2 was moved into 5.9.3 then added new language in 5.9.2 on proficiency testing.
- Section 5.9.3 states: Quality control data shall be analyzed and, where they are found to be outside pre-defined criteria, planned action shall be taken to correct the problem and to prevent incorrect results from being reported.
- Section 5.9.2 states: The FSMO shall participate in a proficiency-testing program that is applicable to its scope of accreditation. o Section 5.9.2 note states: The selected methods should be appropriate for the type and volume of the work undertaken



Volume II Highlights





Volume II Changes



Volume II Changes



- In Section 4.2.5: Letter (g) was removed. Letter (g) stated: Supervision of the applicable portions of the TNI Proficiency Testing Program (as repetitive)
- Section 4.3.7.1 including letters (a), (b), and (c) were removed (as repetitive).
- Section 4.5.1: Both note 1 and note 2 were removed
- In Section 5.2.2: A note was added. *“The requirements within TNI Standard “General Requirements for Field Sampling and Measurement Organizations”, Volume 1, and ISO/IEC 17025 or ISO 9001 could serve as the basis for a quality manual.”*







Volume II Changes

- In Section 5.7.1.2: This entire section was removed
- 5.8.2 – added 'proficiency testing' to possible items to be reviewed at management review
- Section 6.1.1.1 was removed as repetitive
- Section 6.2.6.1 was removed as repetitive
- Section 6.2.6.1 note were removed as specifying programs was not necessary and not inclusive





Volume II Changes

- Section 7.1.3.1 on Scope of Accreditation
- *Accreditation shall be granted for Field Sampling by Matrix/Technology, and/or for Field Measurements by Matrix/Technology.*
- Section 7.1.3.2.1 note states: *Accreditation may also be granted for Field Sampling/Measurement Methods, or analyte as specific to regulatory programs.*





Volume II Changes

- In Section 7.2.1.1.1: Letter (d) and bullet (i) were reworded, bullet (ii) was deleted, number 1 and 2 (subsets of bullet iii) were deleted, letter (h) was deleted, letter (i) was deleted, and letter (k) was reworded.
- Section 7.7.5: Letter (l) was added. "Proficiency Monitoring Plan which describes how the FSMO will demonstrate and/or measure proficiency, and shall include any available records."
- Section 7.8.1.1: Language was added to letter (a), minor changes were made to the note, minor changes were made to (b), letter (c) was reworded for clarity, and letter (e) was deleted.





Volume II Changes

- Section 7.9.2.1.2: The entire section was significantly reworded.
- Section 7.9.2.1.3: The entire section was significantly reworded.
- Section 7.9.2.1.4: The entire section was significantly reworded.
- Section 8.2.5: The entire section was removed




Resources Available

- List of substantive changes on TNI website
- List of all changes available
- Copy of Standard with changes highlighted available



Questions or Comments?



Attachment F: Presentation by Justin Brown

