

Field Activities Expert Committee (FAC)

Meeting Summary January 7, 2019

1. Roll call:

Vice-Chair, Kevin Holbrooks, called the FAC meeting to order on January 7, 2019 at 11:15am Eastern by teleconference and Webex. Attendance is recorded in Attachment A – there were 9 members present. Associate Members: David Grudoski and Michael 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. All minutes through 12/3/18 have been posted.

2. FSMO Standard Update (ISO/IEC 17025:2017)

Scott reviewed the work being done on combining the language between the ISO/IEC 17025 and the 2014 FSMO Standard.

Scott would like to figure out a system that can be used to edit the document by multiple authors. Can look into DMS, Sharepoint, Dropbox, or email?

Marlene thinks we shouldn't move to DMS until we know what it is. She thinks we should just use email until we have something else.

Scott looked at the combined language and has made some progress to make sure that all the language has been transferred in. He added back some missing language and some color coding was corrected. Scott made it through Section 4, but still needs to finish this. He will have this done by the end of this week. He will send it out to everyone and send it to the Dropbox location too.

Scott would also be willing to work with others interested in using Sharepoint. Mike has experience using it and thinks it works fine.

Everyone will wait until Scott finishes his portion of the review before working more on their assigned sections of the Standard. Email Scott with any questions and he is happy to work one-on-one with anyone. He will send the section assignments with due dates as soon as he finishes the update.

3. Annual Report

Goals –

- Would like to have DRAFT Standard to present at Jacksonville meeting.
- Voting Standard by Fall 2019 – 17025.
- Need to start working on 17011, but it shouldn't be too bad because of all the work being done by LAB. Marlene is waiting for this marked up copy. Scott will have the review of ISO/IEC 17011:2017 vs 2014 Field AB Standard done by 2/1/19. Hopefully sooner. Marlene won't have time to look at it until February.
- Keep abreast of work being done by Task Force

Kevin asked that people send him more ideas by email.

Kevin will take the lead and submit a DRAFT to Ilona by Friday. They will work together to get a report to Bob Wyeth.

4. Internal Audit

Kevin and Ilona work on completing the Internal Audit.

5. Membership

Need to check with Andora to see if she would like to renew her membership. David Fricker (A2LA) is interested in joining the Committee. Committee membership will be discussed in February.

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 face-to-face in Milwaukee on Monday, January 28th. There will likely be an opportunity for people not in Milwaukee to join in by phone or Webex.

The meeting was adjourned at 12:16pm Eastern. Motion: Russell Second: Doug
Unanimous.

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information
Shannon Swantek (Chair) Absent	2020	ESI	Other	sswantek@envstd.com
Kevin Holbrooks (Vice-Chair) Present	2020	Jacksonville Electric Authority	Other	holbke@jea.com
Doug Berg Present	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 Absent	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 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 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
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.	

	Action Item	Who	Expected Completion	Actual Completion
156	Read NEFAP: 2014 and ISO/IEC 17025:2017	All	Added 9/18/18: 10/1/18	
157	From NOLA Meeting: Discern added value to be included <ul style="list-style-type: none"> ◦ Make a list ◦ Prioritize Items ◦ Start with Section 4 ISO/IEC 17025:2017 (Marlene) ◦ Evaluate Section 4 at next FAC meeting and assign new sections 	All	TBD	
158	From NOLA Meeting: Seek Stakeholder Input for the new outline <ul style="list-style-type: none"> ◦ Interview data user/engineering firms ◦ AB survey current FSMO <ul style="list-style-type: none"> ▪ What is value added? 	All	TBD	
159	From NOLA Meeting: Public Meeting/Webinar for Input	All	TBD	
160	From NOLA Meeting: Read ISO 17011:2017 <ul style="list-style-type: none"> • Plan Update w/ABs 	All	Added 9/18/18: 10/1/18	
162	Color code DRAFT AB Standard.	Scott	TBD	
164	Use 2014 FSMO Checklist to confirm all language has been moved into the new DRAFT Standard.	Scott	12/15/18	In progress.
165	Prepare redline strikeout update of each Section to remove duplicate language. Send to Shannon or Ilona so they can send it to the Committee for comment.	Kevin, Kira, Marlene, Shannon, Elizabeth (Bill?)	12/17/18	In progress
166	Scott and Ilona meet to decide best method to collect comments on the documents being prepared in Section 165.	Scott Ilona	12/31/18	In progress
167	Prepare Annual report slides and send to Bob Wyeth.	Kevin Ilona	1/10/19	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Review charter in October 2019.	2/2/11	Standing task. 12/3/18: Will be done in Milwaukee.
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			