

Field Activities Expert Committee (FAC)

Meeting Summary October 7, 2019

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on October 7, 2019 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate(s) present: Bruce Weckworth and Theresa Rojas. Guest(s): Denae Athay and Tamara Griffin.

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.

Note: The July and September meetings were cancelled. The Committee did meet in Jacksonville, FL in August.

2. Update

There are 3 committees working on Field related activities: FAC, Field Activities Task Force (defining field activities and mobile labs between NEFAP and NELAP) and the NEFAP Executive Committee. There has been a lot of work done recently to prepare for a TNI Strategic Planning meeting mid-October in Washington, DC. A Worksheet was sent to the NEFAP EC to be completed. It gives the program the opportunity to review the current status and discuss elements involved in moving forward.

Shannon asked if there is any question of whether the FAC should still be using the ISO/IEC 17025:2017 Standard. The FAC will continue with the new Standard.

Shannon had some comments about other contacts that are interested in using the FSMO Standard. She will send this in writing to Justin and Ilona so it can be incorporated into Worksheet 11 before it is sent out tomorrow.

Scott reviewed the list that was brainstormed in Jacksonville that is presented in the Jacksonville minutes (8/8/19). It listed topics people thought should be in the new Standard.

3. Power DMS

Scott discussed the best process to begin preparing an outline of what updates the Committee would like to make to the Standard. This outline will be used during the public meeting to get feedback on the Standard. Scott would like to review the Standard in DMS and add comments in the sections that will be used to populate the outline. Scott gave a brief overview of DMS.

Ilona noted that there may also be a need for people to work on specific topics that we want to add to the Standard. Scott will set-up a new document on DMS for the brainstorm list, so everyone has access to these other topics.

Scott asked for volunteers to work on specific sections of the update:

Shannon volunteered to work on Section 7.

Kevin volunteered to work on Section 6.

Kira volunteered to work on Section 5.

Tyler is willing to help work on a section. He will email a preference after he has a chance to look at them.

Shannon is happy to work with one of the new people on another section too.

Scott will ask Marlene to work on Section 8.

Ilona commented that definitions is something everyone needs to look at while they do their sections.

Scott did a little clean-up work and included the topics for each of the sections in DMS.

Ilona reminded everyone that they need to have track changes turned on, so we have a comprehensive version of the changes for TNI. She also noted that each of the DRAFTs need to be published on DMS so we have the starting point. This will make the document comparison feature more useful.

Let Scott know if you want to help, but not lead a Section. He can get you set-up on a section with someone else. Theresa would like to help and will email Scott. Denae and Tamara are also interested in helping.

4. Membership

There are two people rotating off the Committee – Kevin Holbrooks and Shannon Swantek. Doug Berg is eligible for another 3-year term. Scott asked that people start thinking about membership. The Committee will look at voting in new members over the next couple of months.

5. New Business

None.

6. Action Items

The table in Attachment C summarizes all action items.

7. Next Meeting

The next meeting will be November 4, 2019 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting.

The meeting was adjourned at 12:16pm Eastern. (Motion: Shannon Second: Kevin Unanimously approved.)

Attachment A

**Participants
TNI Field Activities Committee**

| Members | Term Expires | Affiliation | Balance | Contact Information |
|---|---------------------|------------------------------------|----------------|--|
| Scott Haas (Chair) Present | 2022 | Environmental Testing, Inc. | FSMO | shaas@etilab.com |
| Shannon Swantek (Vice-Chair) Present | 2020 | ESI | Other | sswantek@envstd.com |
| Kevin Holbrooks Present | 2020 | Jacksonville Electric Authority | Other | holbke@jea.com |
| Doug Berg Absent | 2020* | PJLA | AB | dberg@PJLabs.COM |
| David Fricker Absent | 2022* | A2LA | AB | dfricker@a2la.org |
| Kieth Klemm Absent | 2021* | ANAB | AB | kklemm@anab.org |
| Marlene Moore Absent | 2021* | Advanced Systems, Inc. | Other | mmoore@advancedsys.com |
| Andora Nguyen Absent | 2022 | Eurofins Eaton Analytical | Other | AndoraNguyen@eurofinsUS.com |
| Bill Ray Absent | 2021* | William Ray Consulting, LLC | Other | Bill_Ray@williamrayllc.com |
| Russell Schindler Absent | 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 Absent | 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 |
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| Upcoming Events | | | | |
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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 | |
| 168 | | | | |

Attachment D

Backburner / Reminders – FAC

| | Item | Meeting Reference | Comments |
|---|--|--------------------------|--|
| 2 | Review charter in October 2018. | 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. |
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