

**Field Activities Committee (FAC)
Meeting Summary**

November 25, 2014

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on November 25, 2014 at 1:05 PM Eastern. Attendance is recorded in Attachment A – there were 7 members present. Associates present: Mike Miller, Rich Smith, Skip Darley.

The October 23, 2014 minutes were sent out by email. They have been approved for posting by email.

2. NEFAP EC Membership

John represents the FSMO stakeholder category and his term on the NEFAP Executive Committee will end in December. A new member is needed. Please let Ilona and Justin know if you are interested.

3. FSMO Tools

Justin explained the process the FSMO Tools Subcommittee took in developing the documents Ilona emailed to everyone. Comments are being received until December 1, 2014. Any comments will be looked at and a final version will be developed for approval by the NEFAP EC so that it can be placed on the website.

Justin asked for feedback on both the summary and priority checklist.

Justin is working on a document to highlight the changes between the old and new standard. He should have this complete by the first week of December and will send it out for comment. It will be a brief summary different than the detail in the summary Justin prepared before. The previous document included changes such as grammatical updates. The new document will summarize only significant changes.

4. Charter

Justin distributed the charter approved by the committee on 3/6/14. He walked through the document with the committee.

General Comment: Be consistent about using periods.

Mission: No changes.

Strategic Goals and Objectives: No changes.

Success Measures:

- Remove third bullet.
- Ilona asked about adding something about encouraging users of data to require NEFAP accreditation to the fourth bullet. We are supporting these activities. Justin will try to put some wording in and get it out for comment. Mike suggested separating the fourth bullet into two bullets – one for regulatory and one for data users.

Key Milestones::

- Ilona suggested keeping the first two bullets and deleting the last two.
- Assist in completing the Scope Document – Justin will add something generic to support this concept.
- The committee looked at adding something about adding a number of accredited FSMOs.

Consideration:

- The wording of the fourth bullet is not clear. This is not a committee member issue since they get access to the standard.
 - o If this is actually an FSMO concern, John noted that the cost of the standard is negligible compared to the over all process and cost of accreditation. He does not think this should be left in the Charter.
 - o The bullet will be deleted from the Charter.

Justin will make the changes discussed and distribute the Charter for review and comment so that it can be finalized at the next meeting.

5. Committee Membership

Troy and Mike would like to continue on the committee. A motion was made by John Moorman to nominate Mike and Troy for another term on the committee. Craig Forbes seconded the motion. There was no discussion.

Vote: 6 – For 0 – Against 0 – Abstain

The remaining vote will need to be taken by email. *(Addition: An email vote was not completed and the motion and vote were redone at the 12-23-14 meeting.)*

Justin thanked Mike and Troy for willingness to serve another 3 year term.

6. New Business

- The winter meeting is in Crystal City, VA on February 4th at 8 – 10am.

7. Action Items

The table in Attachment C summarizes all action items.

9. Next Meeting

The next meeting will be determined by email using Doodle. It should be mid December.

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

The meeting was adjourned at 1:53 pm EST. John motioned to adjourn. Mike seconded it and it was unanimously approved.

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present For	EMT	FSMO	(847) 324 3350	jbrown@emt.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
Yoon Cha Absent	Eurofins Eaton Analytical	Other	(626)386-1188	YoonCha@eurofinsUS.com
Craig Forbes Present For	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Kevin Holbrooks Present (Off after Charter discussion)	Jacksonville Electric Authority	Other		holbke@jea.com
Tom Martins Present For	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
John Moorman Present For	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 Present For	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Lauren Smith Absent	A2LA	AB	(301)644 3216	lsmith@a2la.org
Angela Zevely Present For	LG&E and KU Energy, LLC	Other	(502) 347-4196	angela.zevely@lge-ku.com
Craig Sprinkle Absent	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
US Environmental Protection Agency	2014 Annual EPA Quality Assurance Conference	Speaking	October 24, 2014	Jo Ann 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

	Action Item	Who	Expected Completion	Actual Completion
				not received. 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.
105	Analyze container issue and present initial plan to committee.	Justin, Kevin, Terrance, Scott	6/30/14	10/23: Update – Kevin, Justin and Mike met in DC to talk and decided they need to reach out to more people. Justin is following up on people to include.
106	Complete vote for SRC Representative.	Ilona All	11/15/14	Complete
107	Complete vote for new membership.	Ilona All	11/15/14	Complete
108	Distribute Charter for review and update.	Justin	11/15/14	Complete
109	FSMO Tools Subcommittee to complete summary of changes to the new standard for distribution with the new standard.	Justin	11/4/14	
110	Update Charter with changes and distribute for review and comment.	Justin	12/15/14	

Attachment D

Backburner / Reminders – FAC

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