

## Field Activities Expert Committee (FAC)

### Meeting Summary November 5, 2018

#### 1. Roll call:

Chair, Shannon Swantek, called the FAC meeting to order on November 5, 2018 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Associate Members: None.

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.

#### 2. October Meeting (10/1/18)

The Committee had a meeting scheduled for 10/1/18, but neither the Chair nor Vice-Chair was able to attend the meeting. Ilona provided information to the Committee members who were in attendance and provided the following email to the Committee on 10/1/18:

Scott, Elizabeth, Kira, Tyler, Russel, Doug and I met briefly to review the action items from the New Orleans meeting (*see Action Item Table in Attachment C #156 to #160*). We also talked about some of the options NELAP is looking at in regards to their next Standard update. The two programs (NEFAP and NELAP) are separate.

I will resend the TNI Field Standards and ISO/IEC 17025:2017 and 17011:2017 Standard material. I will also forward Marlene's work on Section 4 of the new Standard format. It appears everyone did not get a copy of it. (*Sent 10/9/18 along with additional instructions for review of the material.*)

We'd like to open discussion via email since we didn't get to meet as a full committee today.

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

Marlene reviewed Section 4 of the Standard and provided a DRAFT update that was emailed to the Committee by Ilona. Marlene combined the two Standards (TNI FSMO Standard 2014 and ISO/IEC 17025:2017) in the new format. She looked at some of the crosswalks that are out there to make sure she didn't miss anything.

Marlene used the ISO/IEC 17025:2017 Standard as the template and then inserted the 2014 TNI FSMO Standard language directly into the template. She used the following formatting:

- Blue – TNI text added from the 2014 FSMO Standard
- Red – Point out differences between the Standards. Include helpful info to consider when doing the mix.
- Black italics – Language from the ISO/IEC 17025:2017 Standard. None of the language from ISO/IEC 17025:2017 was deleted or changed.

The Committee briefly reviewed the DRAFT Section 4 update.

Shannon would like to follow the same process on all the other Sections of the new Standard. She would like to assign sections 5-8 to other Committee members to do something similar. This assignment will be to only transfer the language from 2014 FSMO Standard and add no additional language. There was general agreement with this approach.

Scott will continue work on the AB Standard (ISO/IEC 17011:2014) previously started in Spring. He will put in the color coding as described above. Marlene noted again that Carl made a lot of changes since he first provided the crosswalk that was used to develop this DRAFT AB Standard. She recommended that the crosswalk be looked at carefully.

Update Assignments:

Section 4 - Marlene - Complete

Section 5 and 6 - Kevin

Section 7 – Shannon and Kira

Section 8 - Elizabeth and Bill(?) (Bill was not on the call today, but he may be able to help)

Shannon would like to receive these assignments by 11/27/18 so she can compile them into one DRAFT Standard for review during the December meeting.

Ilona commented that there needs to be a process to make sure all the language was moved out of the 2014 TNI FSMO Standard. Scott will perform a review to make sure all the language is moved over. Ilona will send Scott and Shannon the 2014 FSMO checklist. Scott will use this and place a checkmark next to all the language he sees used and confirm there isn't any language left that needs to be placed.

#### 4. New Business

None.

## 5. Action Items

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

## 6. Next Meeting

The next meeting will be on Monday, 12-3-18 by teleconference.

The meeting was adjourned at 12:03pm Eastern.

**Attachment A**

**Participants  
TNI Field Activities Committee**

<b>Members</b>	<b>Term Expires</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Shannon Swantek <b>Present</b>	2020	ESI	Other	sswantek@envstd.com
Kevin Holbrooks (Chair) <b>Present</b>	2020	Jacksonville Electric Authority	Other	<a href="mailto:holbke@jea.com">holbke@jea.com</a>
Doug Berg <b>Absent</b>	2020*	PJLA	AB	dberg@PJLabs.COM
Michelle Bradac <b>Absent</b>	2020*	A2LA	AB	<a href="mailto:mbradac@a2la.org">mbradac@a2la.org</a>
Scott Haas <b>Present</b>	2019*	Environmental Testing, Inc.	FSMO	<a href="mailto:shaas@etilab.com">shaas@etilab.com</a>
Kieth Klemm <b>Absent</b>	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore <b>Present</b>	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Andora Nguyen <b>Absent</b>	2019*	Eurofins Eaton Analytical	Other	AndoraNguyen@eurofinsUS.com
Bill Ray <b>Absent</b>	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler <b>Absent</b>	2021*	SampleServe	FSMO	schindler@sampleserve.com
Kira Stokes <b>Present</b>	2021*	HRSD	FSMO	Kstokes@HRSD.com
Tyler Sullens <b>Present</b>	2021*	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West <b>Present</b>	2021*	Louisiana DEQ	AB	elizabeth.west@la.gov
Ilona Taunton (Program Administrator) <b>Present</b>		The NELAC Institute		<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

**Attachment B**

**NEFAP ADVOCACY SCHEDULE**

<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</b>
<b>Past Events</b>				
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 <sup>th</sup> 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 Query
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	Speaking		Calista Daigle

<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</b>
	Regulatory and Compliance Conference			
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 <sup>th</sup> , 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 <sup>rd</sup> , 2013	John Moorman
Illinois Association of Environmental Testing Labs	Midwest Environmental Stakeholder Summit	Speaking	December 6 <sup>th</sup> , 2013	Jerry Parr
TWUA	??	Speaking	March 10 <sup>th</sup> , 2015	JoAnn Boyd
US Environmental Protection Agency	2014 Annual EPA Quality Assurance Conference	Speaking	October 24, 2014	Jo Ann Boyd

<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</b>
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
<b>Upcoming Events</b>				

**Attachment C**

**Action Items – FAC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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.	



	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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"> <li>◦ Make a list</li> <li>◦ Prioritize Items</li> <li>◦ Start with Section 4 ISO/IEC 17025:2017 (Marlene)</li> <li>◦ Evaluate Section 4 at next FAC meeting and assign new sections</li> </ul>	All	TBD	
158	From NOLA Meeting: Seek Stakeholder Input for the new outline <ul style="list-style-type: none"> <li>◦ Interview data user/engineering firms</li> <li>◦ AB survey current FSMO <ul style="list-style-type: none"> <li>▪ What is value added?</li> </ul> </li> </ul>	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"> <li>• Plan Update w/ABs</li> </ul>	All	Added 9/18/18: 10/1/18	
161	Send out Marlene's Section 4 DRAFT.	Kevin	9/18/18	Complete
162	Color code DRAFT AB Standard.	Scott	TBD	
163	Work on Standard update assignments. Shannon compile into one document.	Kevin, Kira, Shannon, Elizabeth (Bill?)	11/27/18	
164	Use 2014 FSMO Checklist to confirm all language has been moved into the new DRAFT Standard.	Scott	12/15/18	
165				

**Attachment D**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Review charter in October 2018.	2/2/11	Standing task.
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			