

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

December 23, 2014

1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on December 23, 2014 at 11:05 PM Eastern. Attendance is recorded in Attachment A – there were 9 members present. Associates present: Mike Miller, Rich Smith, Skip Darley, Terrance Romaine and Larry Duty.

The November 25, 2014 minutes were sent out by email for approval. *(Addition: They were approved by email for posting.)*

2. Charter

Justin distributed the updates made to the Charter after the November meeting. He reviewed each comment received and described the changes made to the Charter.

- Justin received a comment from Craig. Does the third bullet under Milestones need to be re-worded to better describe what needs to be done. There was agreement to update the bullet.

The third bullet will be changed to:

Assist NEFAP EC in completion of guidance document on Scopes of Accreditation.

- Shannon's organization needs to be changed to DHS instead of DEQ.

A motion was made by Mike Sheppherd to approve the Charter as sent by Justin (dated 12/5/14) with the changes to the third bullet under Milestones and Shannon's organization. The motion was seconded by Kevin. There were 8 votes for the approval of the Charter (no Against or Abstentions) and the final votes will be gathered by email.

(Addition: Summary of the votes:

Justin – For

Troy – For

Craig Forbes – For

Kevin – For

Tom – For

Mike – For

Lauren – For

Shannon – For

Angela - For (12/30/14)
Craig Sprinkle - NO VOTE
Juan - NO VOTE
Maggie - For (12/30/14)
Yoon - For (1/2/15)
John - For (12/30/14)

The motion was unanimously approved with only two missing votes. The motion passed.)

3. New Business

- Mike Miller asked if Justin had heard anything from the Mobile Lab Committee. Shannon noted that Survey Monkey is being looked at to complete the survey this committee is finishing. She thought the committee may be using the TNI winter meeting to kick-off this survey.
- Justin noted that he is still working on the summary of changes between the old and new standard. This summary will be posted with the new standard after the NEFAP EC approves the summary. Doug Berg did a presentation this last month that Justin will be drawing from to complete this summary. Justin expects this summary to be complete before the end of the year.
- The Container Subcommittee is having trouble getting off the ground. If Justin does not get more interest he plans to contact the TNI Board of Directors and let them know there is not enough interest and resources to work on this task at this time.
- Justin commented that the holiday's are a difficult time to get full membership at committee meetings and expects all committees to be back on schedule in January.

4. Membership

Justin thanked all the Associate members for their work in 2014 and asked that they exit the call so membership could be discussed.

Mike Shepherd and Troy Burrows have asked to renew their membership on the committee for another 3 years. A vote was started at the last meeting was not completed by email. A new motion was requested at today's meeting.

A motion was made by Craig Forbes to renew committee membership for Mike Shepherd and Troy Burrows for another 3 years. The motion was seconded by Lauren Smith.

Roll Call Vote:

Justin – For

Troy – For
Craig Forbes – For
Kevin – For
Tom – For
Mike – For
Lauren – For
Shannon - For

The remaining votes (6) will be requested by email.

(Addition: Summary of the votes:

*Justin – For
Troy – For
Craig Forbes – For
Kevin – For
Tom – For
Mike – For
Lauren – For
Shannon – For
Angela - For (12/30/14)
Craig Sprinkle - NO VOTE
Juan - NO VOTE
Maggie - For (12/30/14)
Yoon - For (1/2/15)
John - For (12/30/14)*

The motion was unanimously approved with only two missing votes. The motion passed.)

5. Action Items

The table in Attachment C summarizes all action items.

6. Next Meeting

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

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

The meeting was adjourned at 11:32 am EST. Mike motioned to adjourn. Shannon seconded it and it was unanimously approved.

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present	EMT	FSMO	(847) 324 3350	jbrown@emt.com
Troy Burrows Present	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	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Kevin Holbrooks Present	Jacksonville Electric Authority	Other		holbke@jea.com
Tom Martins Present	NYCEP	FSMO	(914) 397-7935	martinst@dep.nyc.gov
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561) 753-2400 x4654	jmoorma@sfwmd.gov
Juan Ramirez Present first part of call.	Seminole Electric Cooperative, Inc.	Other	(813) 739-1219	jramirez@seminole-electric.com
Mike Shepherd Present	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Angela Zevely Absent	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 Present	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 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 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 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.
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.
109	FSMO Tools Subcommittee to complete summary of changes to the new standard for distribution with the new standard.	Justin	11/4/14	12-23-14: Expected to be complete by 12/31/14.
110	Update Charter with changes and distribute for review and comment.	Justin	12/15/14	Complete
111	Complete votes for Charter and Committee Membership.	Ilona	1/15/15	
112	Make updates to Charter and send to Ilona to distribute to CSDP EC.	Justin Ilona	1/15/15	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2015	2/2/11	
3			
4			