

Field Activities Expert Committee (FAC)

Meeting Summary February 21, 2017

1. Roll call:

Chair, Kevin Holbrooks called the FAC meeting to order on February 21, 2017 at 11 am Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate Members: Maggie Cangro and Craig Forbes.

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.

Kevin and Ilona will get together and check back with committee members who have missed a number of meetings and check on their interest in continuing on the committee.

2. Charter

Kevin emailed a DRAFT of the new Charter and reviewed it with the committee. Mike noted that he would like more time to review the Charter and he will send comments by email.

Ilona will update the language for the composition of the committee and decision making sections and attach the DRAFT Charter with the additional language to the minutes (Attachment E).

The committee will plan to vote on the Charter during its March meeting.

3. Scope Guidance Subcommittee

The subcommittee has not met since Houston. Ilona will send a reminder to Larry for dates for a Doodle so the next meeting can be set-up.

4. New Business

- Kevin will forward Standard announcements to Ilona for final review and sending up an email vote to finalize them. She will then send them to Ken Jackson to distribute.

5. Action Items

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

6. Next Meeting

The next meeting of the FAC will be March 29, 2017 at 2pm Eastern by teleconference.
(Not third Tuesday as usual due to everyone's schedule.)

The meeting was adjourned at 11:38am Eastern.

Attachment A

**Participants
TNI Field Activities Committee**

| Members | Term Expires | Affiliation | Balance | Contact Information | |
|---|---------------------|--|----------------|----------------------------|--|
| Kevin Holbrooks (Chair) Present | 2020 | Jacksonville Electric Authority | Other | 904-537-6948 | holbke@jea.com |
| Larry Duty (Vice-Chair) Absent | 2018* | E-Lab Consultants | Other | (832)364-0173 | lduty@e-labdc.com |
| Andora Nguyen Present | 2019* | Eurofins Eaton Analytical | Other | (626) 386- 1159 | AndoraNguyen@eurofinsUS.com |
| Bennett Osborne Absent | 2020* | Lab Test | Other | 509-575-3999 | Vws155@gmail.com |
| Christina Perez Present | 2020* | HRSD | FSMO | 757-460-7044 | cperez@HRSD.com |
| Doug Berg Absent | 2020* | PJLA | AB | | berg@pjlabs.com |
| Harry O'Neill Absent | 2018* | Beacon Environmental Services, Inc. | FSMO | (410) 838-8780 Ext. 113 | Harry.ONeill@Beacon-usa.com |
| Kyle Flowers Absent | 2020* | Catalyst Air Management, Inc. | FSMO | 334-303-0119 | Kyle.flowers@catalystair.com |
| Michelle Bradac Absent | 2020* | A2LA | AB | 301-644-3227 | mbradac@a2la.org |
| Mike Shepherd Present | 2018 | L-A-B (Shepherd Technical Services) | AB | 512-970-6789 | mike@sheptechserv.com |
| Scott Haas Present | 2019* | Environmental Testing, Inc. | FSMO | 405-488-2400 | shaas@etilab.com |
| Shannon Swantek Absent | 2020 | ESI | Other | 831-295-1887 | sswantek@envstd.com |
| Tom Martins Absent | 2020 | NYCEP | FSMO | (914) 345-4980 | martinst@dep.nyc.gov |
| Troy Burrows Absent | 2018 | | AB | (800) 429-8445 | tburrows@yahoo.com |
| Iiona Taunton (Program Administrator) Present | | The NELAC Institute | | (828)712-9242 | Iiona.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 | 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 |
| Upcoming Events | | | | |
| Dallas – Pretreatment Coordinators | Dinner Meeting | Speaking | March 6, 2017 | Jerry Parr |
| | | | | |
| | | | | |

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. 10/23/14: |

| | Action Item | Who | Expected Completion | Actual Completion |
|-----|---|-------------|----------------------------|--|
| | | | | Justin will distribute to Ilona for finalization and then action item will be moved to Back Burner to remember to periodically update. Move to Tools Subcommittee. |
| 132 | Plan Tools Subcommittee Meeting after the Orange County meeting. | Ilona/Kevin | 8/31/16 | In progress. |
| 136 | Update DRAFT Charter with additional language. | Ilona | 3/28/17 | |
| 137 | Review Standard announcements and send to committee for email vote. | Ilona | 3/15/17 | |
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Attachment E – Charter

(with additional language added 3/11/17)

Field Activities Expert Committee (FAC)

Charter

(Revised: DRAFT-03-10-17)

Mission:

The mission of the TNI Field Activities Committee (FAC) is to develop standards for accrediting bodies and field sampling and measurement organizations. The FAC will engage experts to develop consensus-based standards with the goal of improving the consistency of field methods and the quality of environmental data.

The committee supports the efforts of the National Environmental Field Activities Program (NEFAP) Executive Committee in the implementation of standards by providing technical assistance in developing guidance materials to facilitate adoption and use of these standards on a national and international level. The FAC will establish and maintain an environment for standards development that ensures continual improvement of standards that are aligned with the practical constraints of sampling and field measurement as well as regulatory and industry specific requirements.

Composition of the Committee

The Committee is composed of balanced membership of no more than 15 members from among the following TNI Constituencies: Accrediting Bodies, Field Sampling and Measurement Organizations (FSMOs)/Laboratories, and Other;

Associate members are not limited in number, and are not required to demonstrate balance in their numbers;

Members serve three year terms, and are eligible to serve two consecutive three year terms.

Objectives

- * Improve the quality and consistency of environmental data by establishing consensus-based standards for activities related to environmental sampling and field measurements.
- * Engage experts to develop standards that are practical, appropriate and implementable for organizations of varying size and structure.
- * Develop consensus-based standards that are consistent with other national and international standards, avoiding unnecessary duplication and non-value added requirements.
- * Establish and evaluate the FAC's success measures to target opportunities for improvement.
- * Provide technical assistance in developing the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent implementation of the Standard.
- * Revise and improve the Standard using the standard development process.
- * Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)
- * Utilize existing and future TNI infrastructure and resources to accomplish mission.

Success Measures:

- * Maintain a diverse group of experts that actively support the FAC.
- * Continued member and associate committee members participation
- * Increase stakeholder acceptance of the NEFAP standards including voluntary adoption by accrediting bodies (3rd Party or government agencies), and having standards written into regulation where applicable.
- * Prompt responses to SIRs (responses within 60 days).

* Adoption of Standard by National Environmental Field Accreditation Program

Decision Making:

Decisions of the FAC can be made by electronic ballot or by the respective votes of the committee member in teleconference or face-to-face sessions. In any case a quorum, representing more than 50% of the committee members must be represented in the voting process.

Decisions will be made, consistent with the requirements set down in the current revisions of SOP-2-100 and SOP-2-101 as follows:

| Type of Decision | Decision Making Rule |
|---|---|
| Meeting dates, times | Person-in-charge decides after discussion |
| Meeting adjournment | Person-in-charge decides after all business is conducted or allotted time expires |
| Meeting minutes approval | Request for approval by email to all committee members – changes approved if needed from email. No Vote |
| Meeting cancellations | Person-in-charge decides |
| Addition of TNIQS Committee members | Two-thirds of committee must vote and simple majority vote |
| Removal of Expert Committee Members | Person-in-charge decides after discussion |
| Approval of Standards – any stage (including persuasive/non-persuasive votes) | At least two-thirds of committee must vote in the affirmative |
| Creation of a new subcommittee | Simple majority vote. |
| Election of Committee Chair | Two-thirds of committee must vote and simple majority vote |
| Standard Interpretation Requests | Simple majority vote of attendees |

Available Resources:

- Volunteer committee members
- Participating stakeholders and their organizations
- Existing national and international consensus-based standards
- Industry Experts
- TNI Website and TNI support services (administrative, technical editing, etc.)
 - Teleconference and web-based services
- TNI Expert and Executive Committees
- Accreditation Bodies
- Limited travel funding

Anticipated Meeting Schedule:

- Monthly teleconferences;
- Face to Face meetings during the semiannual TNI Forums; and
- Additional teleconferences and/or face-to-face meetings as needed.