

## **Field Activities Expert Committee (FAC)**

### **Meeting Summary May 6, 2019**

#### 1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on May 6, 2019 at 11am Eastern by teleconference and Webex. Attendance is recorded in Attachment A – there were 5 members present. Associate Members: Justin Brown.

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. Status Update

Scott is looking at finishing deletion of the duplicate language in the combined standard in May. The last meeting focused on this type of review. Shannon and Scott will get together to get the rest done and then review it with the Committee at the June meeting. The plan is to have this out to the Committee by May 20, 2019. Scott hopes to have a DRAFT with some additional language by the August meeting.

Hope to have DMS up by the end of May.

Shannon suggested to the Committee to think of 3 areas you want to change and talk to people about how they feel about this type of change. Spark discussion outside of meetings.

The Committee will focus on ISO/IEC 17011/Field AB Standard after the Committee gets done with ISO/IEC 17025/FSMO Standard.

Justin noted that there will be sections that warrant discussion and debate. It is best to get that started as early in the process as possible. 95% of the Standard is usually fine, but that 5% is going to take some time to get through.

Kira hasn't gone through this process before, but agrees that the next reviews should be by section instead of line by line.

Shannon suggested using a color for new language being added and another color for items being suggested. There were suggestions at previous meetings of things that can be added – statistics, remove Environmental from title, more information about Scope, etc ...

Justin commented that the Committee really needs to consider adding more on Scope. The NEFAP EC is a little behind on the Scope Guidance Document.

Shannon suggested that the Committee can also think about the use of Modules to get into sampling related topics specific to a particular type of sampling.

Justin suggested reaching out to the NEFAP EC about what they think should be in the Standard.

We need to put together a list of all the suggestions made in the past about what to put in the Standard. Looking at face-to-face meeting minutes may help with this.

Scott noted that in the last Mobile Laboratory Task Force meeting they talked about the definition of mobile lab and field activity. Hard to define. Marlene put definitions together by going through lots of definitions. Any info that the Task Force discusses or uses can be used by FAC. A Field Activity definition is critical.

Ilona reminded the Committee that they also need to start thinking about putting an outline together for a public meeting. This wouldn't happen until after the August meeting in Jacksonville.

Maybe hot button items can be assigned to specific individuals to provide feedback they heard and add suggestions.

### 3. New Business

None.

### 4. Action Items

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

### 5. Next Meeting

The next meeting will be on Monday, June 3rd by teleconference at 11am Eastern.

The meeting was adjourned at 11:45pm 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>
Scott Haas (Chair) <b>Present</b>	2022	Environmental Testing, Inc.	FSMO	<a href="mailto:shaas@etilab.com">shaas@etilab.com</a>
Shannon Swantek (Vice-Chair) <b>Present</b>	2020	ESI	Other	sswantek@envstd.com
Kevin Holbrooks <b>Absent</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
David Fricker <b>Absent</b>	2022*	A2LA	AB	<a href="mailto:dfricker@a2la.org">dfricker@a2la.org</a>
Kieth Klemm <b>Present</b>	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore <b>Absent</b>	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Andora Nguyen <b>Absent</b>	2022	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>Absent</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

Organization	Event	Type of Presentation	Event Dates	Presenter
<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

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

<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</b>
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
<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	
162	Color code DRAFT AB Standard.	Scott	TBD	
167	Finish up review of duplicate language and send to Committee for review during June meeting.	Scott Shannon	5/20/19	
168				



**Attachment D**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Review charter in October 2019.	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.
4			