

Field Activities Expert Committee (FAC)

Meeting Summary July 6, 2020

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on July 6, 2020 at 11:02am Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate(s) present: Bruce Weckworth, Shannon Swantek, Kim Watson and Justin Brown.

There was no meeting in June.

The May 2020 meeting minutes were distributed by email for review prior to the meeting. A motion was made by Bill to approve the May 4, 2020 as written with a correction to Jack's email. The motion was seconded by Jack and unanimously approved.

2. Review

Scott will follow-up on the Chevron applicant (Hong Yu) and Patrick Selig regarding membership. Dena cannot attend at this time and Tracy Szerzen will get back to Scott with an update on Doug's membership.

Scott and Ilona will review the action table this month and update it for review at the next meeting.

3. NEFAP EC Update

Justin will try to attend future FAC meetings to keep a good link between the FAC and NEFAP EC.

Justin provided the Committee with some history of NEFAP and the result of the last TNI Strategic Planning meeting last Fall. The TNI Board asked the NEFAP EC to provide a recommendation to the Board on the future of NEFAP. This recommendation can be found in Attachment D. Justin reviewed the document.

Justin asked FAC members to consider participating on one of the two workgroups the NEFAP EC has developed: (1) Marketing and (2) Training.

Justin noted that the Field Standard is a critical part of moving forward. The two committees will need to work together to move field accreditation forward.

Kim asked about number 5 in the table. The AB accreditation has been delayed as the combined procedure was developed and the unknown future of the program. We have a lot of work to do on this section.

Ilona gave an update on the AB renewal process.

The Board was concerned that the plan was not that different than what he hoped to do in the past, but Justin felt that there is more energy to move this forward at this time. The Board is holding us to progress reports.

Sampling is important.

4. Standard Update

Ilona reviewed the current assignments:

David Fricker – Section 5

David Fricker - Section 7 (Shannon)

Kevin - Section 6 (Scott)

Marlene - Section 8 (Bill Ray)

Elizabeth - Section 10

Scott is willing to help on any of these sections if you need additional help.

Progress:

Scott displayed the Summary of Changes table that we will use for our Public meeting. The idea is for everyone to complete the second and third column. Scott and Ilona will work on the first column.

Scott will send a copy of the summary table and would like to schedule an extra call this month on July 13th at 11am Eastern.

5. New Business

None

6. Action Items

The table in Attachment B summarizes all action items.

7. Next Meeting

The next meeting will be July 13, 2020 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting.

The meeting was adjourned at 12:09pm Eastern. (Motion: Bill Second: David. Unanimous).

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information
Scott Haas (Chair) Present	2022	Environmental Testing, Inc.	Lab/FSMO	shaas@etilab.com
Doug Berg Absent	2020*	PJLA	AB	dberg@PJLabs.COM
David Fricker Present	2022*	A2LA	AB	dfricker@a2la.org
Keith Klemm Absent	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore Present	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray Present	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler Absent	2021*	SampleServe	FSMO	schindler@sampleserve.com
Jack Denby Present	2021*	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens Absent	2021*	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West Absent	2021*	Louisiana DEQ	AB	elizabeth.west@la.gov
Ilona Taunton (Program Administrator) Present		The NELAC Institute		Ilona.taunton@nelac-institute.org

Attachment B

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.
132	Plan Tools Subcommittee Meeting after the Orange County meeting.	Ilona/Kevin	8/31/16	In Progress
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	Delete. There is a new Standard that can be shared.
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	In progress.
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.	In Progress. Stopped on 17011 until completion of 17025.

	Action Item	Who	Expected Completion	Actual Completion
157	From NOLA Meeting: Discern added value to be included <ul style="list-style-type: none"> ◦ Make a list ◦ Prioritize Items ◦ Start with Section 4 ISO/IEC 17025:2017 (Marlene) ◦ Evaluate Section 4 at next FAC meeting and assign new sections 	All	TBD	Delete. See Current Action Items
158	From NOLA Meeting: Seek Stakeholder Input for the new outline <ul style="list-style-type: none"> ◦ Interview data user/engineering firms ◦ AB survey current FSMO <ul style="list-style-type: none"> ▪ What is value added? 	All	TBD	Delete See current Action Items.
159	From NOLA Meeting: Public Meeting/Webinar for Input	All	TBD	Delete. See current action items.
160	From NOLA Meeting: Read ISO 17011:2017 <ul style="list-style-type: none"> • Plan Update w/ABs 	All	Added 9/18/18: 10/1/18	In progress. Delayed Start.
170	Distribute Worksheet 11 to Committee.	Scott	12/2/19	Send out 1/6/20.
171	Update Action Table.	Scott, Ilona	By next meeting.	
172	Update Summary of Suggested Changes table and send to Committee.	Scott	By next meeting.	

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Review charter in October 2020.	2/2/11	Standing task. (Review after new strategic plan is approved.)
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			

NEFAP Strategic Plan Recommendations

Background and Scope:

NEFAP has existed as an operational program in TNI for over six years. During that period we have seen limited growth of the program with a limited number of field sampling and measurement organization's (FSMOs) accredited and supporting activities (e.g., presentations, white papers, development of tools and resources, etc.) have diminished. Interest in the program appears to have stagnated and we recognize the prospect for growth under the current direction is questionable.

The TNI Board of Directors conducted a strategic planning session during 4th Quarter 2019. The future of NEFAP was discussed extensively, but ultimately deferred to the NEFAP Executive Committee (EC) to develop recommended changes to the program. The EC established a subcommittee; with members representing all the NEFAP recognized Accreditation Bodies (ABs), as well as representative stakeholder groups throughout TNI (Board of Directors, Executive Committee, Quality Systems, CSDEC, FAC, NEFAP, Accreditation Task Force, and NELAP among others). The subcommittee reviewed several options and ultimately submitted four recommendations to the EC for consideration.

The EC reviewed the recommendations and while in agreement with the four subcommittee recommendations in principal, the EC has added three recommendations (numbers 5, 6, and 7 below). After significant discussion reviewing the merits of each individually as proposed as well as together in a cohesive strategic plan, we believe the recommendations below are achievable and the best approach for NEFAP at this time.

The NEFAP Executive Committee respectfully submits the following recommendations for the NEFAP Strategic Plan;

TNI Strategic Plan - Goal 1.3 Maintain and expand an effective national program for the accreditation of field sampling and measurement organizations (FSMOs).

Streamline Program/EC operations to minimize resources required to maintain program based on size and need.	NEFAP EC	Medium
Focus available resources and efforts towards marketing the program.	NEFAP EC	High
Establish subcommittee dedicated to evaluating training needs and developing classes related to field measurement and sampling.	NEFAP EC	High
Establish metrics and timeline for evaluation of success measures and impact on program.	NEFAP EC	High
Maintain a respected and efficient system for recognizing field Accreditation Bodies using a combined evaluation program with other TNI programs.	NEFAP EC	Ongoing
Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth.	NEFAP EC	Medium
Determine a path forward regarding its interaction with the National Environmental Laboratory Accreditation Program (NELAP).	NEFAP EC	Low

Recommendations:

1. Streamline Program/EC operations to minimize resources required to maintain program based on size and need.

We recommend the EC evaluates the program structure and operations to identify opportunities to reduce the resources required and scale the program to the current community need.

Considerations:

Look at reducing the operation to the minimum core requirements to keep the program running such as:

- Reduce to core functions of AB oversight (recognition and evaluation), maintenance of SOPs after current SOP updates are complete (not actively revise or develop unless warranted), handle SIR requests, etc.
- Reduce meetings to every other month, quarterly and/or 'as needed' to lessen resource requirements (both reduce volunteer resources and TNI staff resources). It may take 6-12 months to accomplish this due to outstanding program activity and need to implement the strategy recommendations.
- Reduce committee size to appropriate level for current program operation (this is based on EC chair comments that they have hard time getting quorums for meetings – possibly reduce the size of committee to smaller and less burdensome schedule as appropriate to current activities). Due to the proposed current workload this likewise would not take effect until likely the 2021 election cycle.
- Establish subcommittee(s) to pursue marketing and training endeavors.
- Maintain ability to revamp and scale up the committee for if/when the program grows.

2. Focus available resources and efforts towards marketing the program.

We recommend the EC directs available resources to implementing direct marketing campaign to target potential clients of the program.

Considerations:

- Evaluate components from previous strategic plan relating to marketing that was not completed and implemented. Determine if plan is still applicable and what is needed to effectively execute and develop an active marketing campaign. Revise plan and submit for EC approval/direction.
- Establish group of committed volunteers to conduct marketing activities in accordance with written plan. Utilize additional volunteer effort made available by reducing EC efforts/requirements (as outlined in recommendation above) to help with marketing campaign.
- Evaluate the need for resources and develop plan for funding additional marketing efforts internally using training as primary potential source of income if needed.
- Potentially conduct survey of trade organizations to identify needs, possibly lead to partnership or training opportunities.
- Potentially target direct marketing activities to organizations that contract FSMOs, evaluate approach and resources needed to succeed in this effort.
- Outreach with accrediting organizations, both NELAP and non-NELAP to identify possible opportunities to support their programs.
- As the NELAP standard is revised to accommodate the awareness of accreditation for sampling as indicated in ISO 17025 (2017), look for ways promote use of NEFAP as opportunity to meet competency requirements.

3. Training

We recommend the EC establish a subcommittee (can be combined with marketing if appropriate) to evaluate potential market for training opportunities. Should it be determined the market exists and is worth pursuing, develop and implement plan to provide training to FSMOs.

Considerations:

- Training serves as additional marketing for TNI and NEFAP.
- Training can generate revenue to be used for marketing efforts.
- Training can be organizational (i.e. NEFAP elements or systematic training) or individual/technical in nature depending on market demand.
- Training efforts can be sustained despite potential future changes in program.
- Evaluate the market for technical training, possible webinars or videos available for sale to help generate revenue.
- Evaluate the market for technical guidance documents on topics of interest to the field community (i.e. writing sampling plans, sampling and measurement technical guidance, etc.).
- Additional outreach and training will expose the untapped field industry to TNI and lead to potential new members if successful.
- Explore training tracks, specifically course or training program completion certificates (rather than 'credentialing') is a possibility to add legitimacy to the program.
- Explore introductory (possibly free) trainings to spread work about NEFAP training program and lead into paid training sessions.
- Explore collaboration opportunities; joint training sessions with ABs, other organizations.

4. Establish metrics and timeline for evaluation of success measures and impact on program.

We recommend the EC establish a specific timeline and metrics in order to evaluate the changes impact on the program.

- The program and the changes made should be evaluated periodically in a specified timeframe.
- Specific metrics for training and marketing to be established and evaluated in a specified amount of time.
- Specific metrics should be established in order to objectively evaluate the program during this time period (Recommend 18 months or other reasonable period between 1-2 years). Possible metrics to consider;
 - Growth in number of participants (FSMO, AB)
 - Growth in number of TNI members from FSMO community
 - Number of training courses available
 - Number of people that have completed training courses
 - Increase in standard purchases
 - Increase in revenue to program
 - Tangible increase in exposure to market via marketing efforts (i.e. number of presentations, articles published, white papers published, etc.)

The EC should evaluate progress on performance metrics and inform the TNI Board of Directors regularly through the Program Administrator report and through a more formal update at specified mile markers (Recommend 6 months, 12 months and 18 months.)

5. Maintain a respected and efficient system for recognizing field Accreditation Bodies using a combined evaluation program with other TNI programs.

We recommend the EC implement and maintain a combined evaluation program with the TNI PT program.

- Finalize harmonizing the procedure for evaluation across TNI programs (PTPEC and NEFAP).
- Implement during current cycle of AB evaluations.
- Ensure all future AB evaluations are conducted in accordance with new procedure on timeline specified.

6. Develop revenue source via training or other streams to fully support this program and marketing activities needed for growth.

We recommend the EC identify sources of revenue to support the program and potential growth (marketing) initiatives.

- Training/marketing subcommittee should identify possible sources of revenue through sale of training materials.
- Explore additional sources of revenue such as tools or templates (i.e. sampling plan template, field quality manual template, etc.).
- Additional funds generated can be used to fund marketing and further growth initiatives.

7. Determine a path forward regarding its interaction with the National Environmental Laboratory Accreditation Program (NELAP)

- Identify any needs of NELAP-recognized accreditation bodies with dual programs—e.g. what support, if any, can NEFAP provide to the non-NELAP part of the accreditation program.
- Explore accepting NELAP accreditation as meeting requirements of NEFAP for FSMOs where possible.
- Identify opportunities to participate in rule making processes where there is evidence that NEFAP accreditation could help improve field data and promote data integrity.
- Develop NEFAP scopes of accreditation which facilitate secondary recognition by NELAP and/or other accreditation programs (i.e. AASHTO's AMRL).
- Review standard language suggestions supplied by field activities accreditation task force.

