

Field Activities Expert Committee (FAC)

Meeting Summary August 10, 2017

1. Roll call:

Chair, Kevin Holbrooks called the FAC meeting to order on August 10, 2017 at 9am Eastern in Washington, DC. Attendance is recorded in Attachment A – there were 6 members present.

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 reviewed information about the committee and then provided a list of committee members (see Attachment E). He also had the members present in Washington, DC introduce themselves.

2. Standard Review

Kevin reviewed the status of Standard Development (Attachment E) and reviewed the DRAFT Standard Review Schedule (Attachment F).

The reformatting of the Standard to change to the new versions of ISO 17025 and ISO 17011 will be a big task. The session this afternoon at 1pm Eastern will be helpful. Carl Kircher noted that a final copy of ISO 17025 is expected within the next 6 months and ISO 17011 should be available sooner.

Ilona noted that one of the upcoming committee meetings will need to include a review of the last Standard revision – comments, tabled comments, recommendations, etc ...

A webinar is being planned to give stakeholders an opportunity to voice any concerns about the Standard and provide input on needed changes.

3. Public Comments

Kevin opened the meeting for public comments. Comments received:

Justin Brown: The language for mobile labs was vague in the 2014 Standard. He suggests reaching out in the beginning of the Standard update process to the Mobile Laboratory Task Force and involve them in standards development.

Kim Watson: Clauses about drones may be needed.

Shannon: Will it be expanded to include other scopes, etc.? This will expand the NEFAP audience.

Justin: NEFAP EC will be looking for spots in the Standard to add the capability for NEFAP to be used in other areas. They will be putting formal comments together. (Kim thinks other matrices could be added to the guidance document. Action Item: Kim will take this concept back to the subcommittee.)

Justin: Asked about Scope Guidance document. Kevin noted that the guidance document will be completed and it will be considered during standard development.

Ilna commented that people should look at the PT language because this was another area of the Standard where the language was left somewhat vague. Kim thinks the current language works and Mike agreed. The responsibility is currently placed on the ABs and accredited providers are not required.

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 of the FAC by teleconference will be September 19, 2017 at 11am Eastern. (*Addition: Meeting postponed to 10-3-17 due to Hurricane Irma.*)

The meeting was adjourned at 10am 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 Absent	2019*	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Bennett Osborne Present	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 Present	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 Absent	2019*	Environmental Testing, Inc.	FSMO	405-488-2400	shaas@etilab.com
Shannon Swantek Present	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
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	Speaking		Calista Daigle

Organization	Event	Type of Presentation	Event Dates	Presenter
	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 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

Organization	Event	Type of Presentation	Event Dates	Presenter
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
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.
132	Plan Tools Subcommittee Meeting after the Orange County meeting.	Ilona/Kevin	8/31/16	In Progress
140	Talk to Kim about Scope Guidance documents and make updates.	Scott	TBD	In Progress
142	Send Scott Scope Subcommittee Charter and DRAFT update to Charter.	Kevin	7/17/17	
143	Update Scope Guidance Document based on conversation with Kim and provide to Kevin for distribution.	Scott	8/9/17	In Progress
144	Review last Standard Update information in upcoming committee meeting.	All	TBD	

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2016.	2/2/11	Delayed until new format is determined.
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			



Field Activities Committee Meeting

Forum on Laboratory Accreditation
Washington, DC
August 10, 2017

Meeting Agenda

- Introductions
- Committee membership
- Standard Review and Update – Process and Schedule
- Opportunity for Public Comment on Standard
- New Business

FAC Operations


- Operates under Consensus Standards Development Program (CSD)
- Expert Committee following consensus process
- 14 Voting Members
 - 4 FSMO
 - 5 Others
 - 5 Accreditation Bodies
- Several Associate Members

Committee Members

- Kevin Holbrooks – JEA (Chair)
- Larry Duty – E-Lab Consultants (Vice-Chair)
- Troy Burrows – Golden Specialty
- Scott Haas – Environmental Testing, Inc.
- Tom Martin – NYC DEP
- Andora Nguyen – Eurofins Eaton Analytical
- Mike Shepard – L-A-B (Shepard Technical Services)
- Shannon Swantek – Oregon Public Health Division
- Angela Zevely – LG&E and KU Energy, LLC.
- Michelle Bradac- AZLA
- Christina Perez-Hampton Roads Sanitation District
- Kyle Flowers- Catalyst Air Management Inc
- Bennett Osborne- Lab Test/ Valley Lab
- Doug Berg- Perry Johnson Laboratory Accreditation


Standard Development

- Establish consensus based standard for field activities
 - 2014 FSMO Standard Volume I – FSMO's
 - 2014 FSMO Standard Volume II – Accreditation Bodies
- Begin Standard Review Process in 2017




Standard Review Update

[FSMO Standard Review schedule](#)

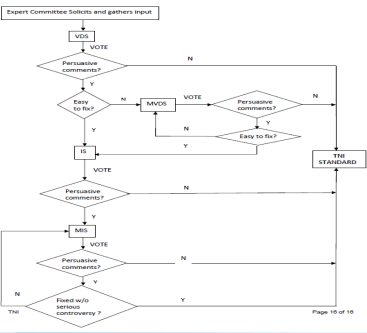


Standard Review Process (Next Steps)



- ❑ Compilation and review of all comments
- ❑ Finalization of ISO 17011 (July Ballot) and 17025 (early 2018)
- ❑ Committee members to begin review current standards




Standard Review Process Flow chart



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Public Comments on FSMO V1 and V2



Attachment F – DRAFT Standard Review Schedule

FAC FSMO V1 & V2 Standard Review Schedule

Item	Description	Proposed Date	Actual date	RP	Comments
1	Develop Notice for FSMO Std review		1-May	FAC	Finalized At Aprils FAC mtg
2	Submit notice for FSMO std (V1,V2) review to CSDEC for approval	27-Apr	11-May	Kevin/Ilona	Approved at May's mtg
3	Notice of intent to Modify a Standard	11-May	11-May	FAC/Ken	web posting
4	ANSI submittal "Standards Action" allows anyone to object to development of the standard.	May	12-May	Ken	Posted on ANSI web site for 45 days(July 10)
5	Notice of Proposed Standard activity posted on TNI site for comments	June	12-Jun	Ken/William	Posted on TNI website for 30 days(July 12)
6	Send written letter to interested parties requesting comments(EPA, DOD, others?)	June		Kevin/Ilona	
7	Comment compilation	July/Aug	on-going	Doug	Doug will compile all comments into standardized format for preliminary review.
8	Comment Update	Aug	10-Aug	Doug/Kevin/Ilona	Provide update in DC on received comments to date and record any comments received during meeting
9	FSMO V2/V1 assignments	Aug	10-Aug	FAC	Assign sections to individual members to be leads to address received comments and revise/review accordingly under new ISO criteria
10	Public comment webinar	15-Sep		Ilona	
11	Begin review	Sept		FAC	Review date is tentative until finalization ISO 17025