

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

### **Meeting Summary August 8, 2019**

#### 1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on August 8, 2019 at 1pm Eastern in Jacksonville, FL. Attendance is recorded in Attachment A – there were 7 members present. Associates: Bruce Weckworth (by phone).

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.

The July meeting was canceled.

#### 2. Standard Update

Scott provided an agenda for the meeting today (Attachment E).

The Committee will be looking at what should be added to the Standard that is value added.

They also need to look at Standard Interpretation Requests (SIRs) and the notes the former FAC wrote for this committee to consider when updating the Standard.

Scott pulled up Power DMS to familiarize the Committee with this powerful tool we will use to update the Standard.

Scott plans to split the standard into sections to make it easier to have multiple people working on it at the same time. Justin Brown liked this idea but noted that it is important that people who didn't work on a section of the Standard still comment on the section.

The group still needs to decide on the format for the outline of changes to share with the public for comment. SSAS has a great document and this will be presented to FAC as a starting point to figure out what to send.

Marlene asked if we can do one volume at a time. Yes.

Scott asked if Environmental should remain in the title? Marlene thinks yes. Others would like to see more markets included. Ilona suggested waiting until we are further

along in the Standard and we decide if we are adding extra modules that are outside of Environmental.

Kirstin Daigle (Chair, NEFAP) commented that the language added in the Intro is too specific. Keep it general.

Outline of Standard:

**Preface** – things you need to know before you start reading this standard. Helps put it into context.

**Forward** – Describe ISO, general changes between 2005 and 2017

**Introduction** – purpose, how the document should be used

## **1.0 Scope**

## **2.0 Normative References**

The Committee worked on language in the Preface, Forward, and Introduction in Section 1 – Scope.

Information Shannon entered into the Standard are things that came from other documents and are examples. These fall under the thought to add more teeth.

Kirstin talked to a couple of people that have their own sampling guides. Take a look at them and see if this sparks some ideas.

It was suggested to look at the 2007 Standard – did we lose anything?

Marlene can look at 2014 Standard

- Compliance is Point Source

Scott had everyone brainstorm what should be included in the update?

- Planning
- Sample integrity and transport
- Training of personnel
- Competency
- What tasks are necessary? How do you demonstrate competency?  
Training, etc ...
- Safety (PPE)/safety plan
- Sampling Activity planning
- Statistical design or compliance sampling
- Use of VSP or similar for statics
- Least to most contaminated sampling
- On-site storage/preservation
- Decontamination
- Waste Disposal
- Environmental condition awareness

- rain , wind, etc. influence
  
- Sample integrity
- Sample transportation
- Training/certification/experience of field personnel
- Frequency
- Demonstration of Capability
- Task Identification and competency
- Equipment conditions (calibration status, maint. Log)
- Matrix Definition
- Review Florida SOPs
- Proficiency Testing
- Scope
- Modules:
  - Emerging markets
  - CLP
  - Permit
  - Matrix Specific
  - Food
  - NPDES
  - DW
  - Stormwater
  - Organics
  - Inorganics

Kirstin - Maybe the modules could be technical guidance documents. They are looking for tools

### 3. New Business

None.

### 4. Action Items

The table in Attachment C summarizes all action items.

### 5. Next Meeting

The next meeting will be planned by email since the regular meeting is on Labor Day.

The meeting was adjourned at 4pm 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>Absent</b>	2020	ESI	Other	sswantek@envstd.com
Kevin Holbrooks  <b>Present</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>Present</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>Present</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 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

<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 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	
168				

**Attachment D**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Review charter in October 2018.	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			



## Field Activities Committee Meeting

Forum on Laboratory Accreditation  
Jacksonville, Florida  
August 8, 2019

## Meeting Agenda

- Committee membership
- Introductions
- PowerDMS
- Standard Review and Update
- New Business

## Committee Members

Members	Term Expires	Affiliation	Balance	Contact Information
Scott Haas (Chair) Shannon Swantek (Vice-Chair)	2022 2020	Environmental Testing, Inc. ESI	FSMO Other	<a href="mailto:shaas@etlab.com">shaas@etlab.com</a> <a href="mailto:sswantek@envstd.com">sswantek@envstd.com</a>
Kevin Holbrooks	2020	Jacksonville Electric Authority	Other	<a href="mailto:holk@jes.com">holk@jes.com</a>
Doug Berg	2020*	PILA	AB	<a href="mailto:dberg@PILabs.COM">dberg@PILabs.COM</a>
David Fricker	2022*	A2LA	AB	<a href="mailto:dfricker@a2la.org">dfricker@a2la.org</a>
Kieth Klemm	2021*	ANAB	AB	<a href="mailto:kklemm@anab.org">kklemm@anab.org</a>
Marlene Moore	2021*	Advanced Systems, Inc.	Other	<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>
Andora Nguyen	2022	Eurofins Eaton Analytical	Other	<a href="mailto:AndoraNguyen@eurofinsUS.com">AndoraNguyen@eurofinsUS.com</a>
Bill Ray	2021*	William Ray Consulting, LLC	Other	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>
Russell Schindler	2021*	SampleServe	FSMO	<a href="mailto:schindler@sampleserve.com">schindler@sampleserve.com</a>
Kira Stokes	2021*	HRSD	FSMO	<a href="mailto:Kstokes@HRSD.com">Kstokes@HRSD.com</a>
Tyler Sullens	2021*	Alabama Power Company	FSMO	<a href="mailto:tasullens@southernco.com">tasullens@southernco.com</a>
Elizabeth West	2021*	Louisiana DEQ	AB	<a href="mailto:elizabeth.west@la.gov">elizabeth.west@la.gov</a>
Iona Taunton (Program Administrator)		The NELAC Institute		<a href="mailto:Iona.Taunton@nelac-institute.org">Iona.Taunton@nelac-institute.org</a>

## FAC

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

## Standard Development

- Establish consensus based standard for field activities
  - 2014 FSMO Standard Volume I – FSMO’s
  - ISO 17025, 2017
  - 2014 FSMO Standard Volume II – Accreditation Bodies
  - ISO 17011, 2017
- Started Standard Review Process

