

Field Activities Expert Committee (FAC)

Meeting Summary December 1, 2016

1. Roll call:

Chair, Kevin Holbrooks called the FAC meeting to order on December 1, 2016 at 1:07 pm Eastern by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associate Members: Justin Brown (added at 1:30pm).

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. Scope Guidance Subcommittee

Scott noted that the subcommittee met and has started making some progress. Larry added that there were 4 people on the call and Maggie will be distributing notes shortly. They are starting to divide up areas of responsibility to work on. They will start meeting every 2 weeks starting in January.

3. Committee Membership

We have a couple of people interested in joining the committee that are not currently members. Kevin asked if we can vote them in with the understanding that they will become a member after the vote is complete. This is fine. Ilona will send their names to the Chair of the CSDP after their membership is completed and then they will get final approval to join FAC. Kevin also wants to follow-up on an AB membership.

Currently the committee has 4 Others, 3 ABs and 5 FSMOs. Maggie and Craig have to step off after the completion of two terms.

Kevin will pull all the applications together and get them sent out to committee members for consideration at the next meeting.

4. Charter

Charter's are delayed this year until we get a format from the Policy Committee. What is currently on the Charter will be split into the new Charter format and the presentation that is given at the winter meetings. The winter meeting will include the Charter items

that fluctuate and the Charter will remain more constant. We may not get final guidance until January. Kevin asked people to look on the TNI website to review the Charter and Ilona will send out a copy of the Charter when she sends the meeting minutes out for review.

Scott and Mike are willing to help with the winter meeting presentation.

5. Standard Review

Ilona distributed a copy of the current Standard to all committee members and everyone agreed to only use the copy for committee use. Carl Kircher had noted previously that we may receive a copy of the ISO 17011 update early in 2017 and ISO 17025 should follow about 9 months later.

The committee can work on the documents needed to let stakeholders know the Standard is being worked on and to notify ANSI. Ilona sent out examples.

Justin let Kevin know that there are helpful tips in the minutes that should be considered as we get started. Mike commented that the same documents in the minutes are in the FAC folder on Dropbox.

Justin highlighted that the tips are not recommendations on areas of the Standard to work on, but instead they are tips that will make the work more efficient. Ilona also suggested looking at the minutes when the committee was finishing up last time to see what areas needed additional work on the next revision. Justin will take a look at the voting and comment tables and look for things too. He remembers that there were a few things that were tabled.

Justin highly recommended getting as many comments from stakeholders before the committee even begins working on the Standard.

6. New Business

- Kevin would like to plan some training for new committee members so that they can become familiar with the history of the committee, the Charter, meeting procedures, etc. Kevin and Ilona will discuss this as we add the new members. This will help people engage earlier in the process.
- Kevin would still like to add a face-to-face meeting during the year outside of the two normal face-to-face meetings. He would be happy to host this in Jacksonville and would like feedback from committee members.

7. Action Items

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

8. Next Meeting

The next meeting of the FAC will be planned by Doodle.

The meeting was adjourned at 1:40pm Eastern.

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information	
Kevin Holbrooks (Chair) Present	2017*	Jacksonville Electric Authority	Other	904-537-6948	holbke@jea.com
Troy Burrows Absent	2018		AB	(800) 429-8445	tburrows@yahoo.com
Maggie Cangro Present	2017	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Andora Nguyen Present – added 1:20pm	2019*	Eurofins Eaton Analytical	Other	(626) 386- 1159	AndoraNguyen@eurofinsUS.com
Larry Duty (Vice-Chair) Present – 1:33pm	2018*	E-Lab Consultants	Other	(832)364-0173	lduty@e-labdc.com
Craig Forbes Absent	2017	HRSD- Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Tom Martins Absent	2017*	NYCEP	FSMO	(914) 345-4980	martinst@dep.nyc.gov
Harry O’Neill Absent	2018*	Beacon Environmental Services, Inc.	FSMO	(410) 838-8780 Ext. 113	Harry.ONeill@Beacon-usa.com
Scott Haas Present	2019*	Environmental Testing, Inc.	FSMO	405-488-2400	shaas@etilab.com
Mike Shepherd Present	2018	L-A-B (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Shannon Swantek Absent	2017*	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
Angela Zevely Absent	2017*	LG&E and KU Energy, LLC	Other	(502) 347-4196	angela.zevely@lge-ku.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 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 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				

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	
134	Get copies of the current Standard to committee members.	Ilona	11/14/16	Complete
135	Contact Ken about ANSI notification.	Ilona	11/14/16	Complete

