

# Field Activities Expert Committee(FAC) Charter

June 4, 2021

## **Mission:**

The mission of the TNI Field Activities Committee (FAC) is to develop standards for accrediting bodies and field sampling and measurement organizations. The FAC will engage experts to develop consensus-based standards with the goal of improving the consistency of field methods and the quality of environmental data.

The committee supports the efforts of the National Environmental Field Activities Program (NEFAP) Executive Committee in the implementation of standards by providing technical assistance in developing guidance materials to facilitate adoption and use of these standards on a national and international level. The FAC will establish and maintain an environment for standards development that ensures continual improvement of standards that are aligned with the practical constraints of sampling and field measurement as well as regulatory and industry specific requirements.

## **Composition of the Committee**

- The Committee is composed of balanced membership of no more than 15 members from among the following TNI Constituencies: Accrediting Bodies, Field Sampling and Measurement Organizations (FSMOs)/Laboratories, and Other.
- Members serve three year terms, and are eligible to serve two consecutive three year terms.
- Associate members are not limited in number, and are not required to demonstrate balance in their numbers.

## **Objectives**

1. Improve the quality and consistency of environmental data by establishing and revising consensus-based standards for activities related to environmental sampling and field measurements.

### **Success Measures:**

- Standards are reviewed and updated every 5 years.
- Adoption of Standard by National Environmental Field Accreditation Program

2. Engage experts to develop standards that are practical, appropriate and implementable for organizations of varying size and structure.

### **Success Measures**

- Continued member and associate committee members participation.

3. Provide technical assistance in developing the tools (e.g., guidance documents, templates, training materials, etc.) necessary for consistent implementation of the Standard.

### **Success Measure:**

- Training and guidance development opportunities are identified and suitable materials are developed

4. Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)

### **Success Measure:**

- Responses adequately address the request and meet agreed upon timeframes (60 days).
5. Utilize existing and future TNI infrastructure and resources to accomplish mission.

**Success Measure:**

- Webpage has up-to-date information including committee membership, meeting minutes, associated documents and presentations.
6. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

**Success Measure:**

- Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

**Available Resources:**

- Volunteer committee members
- Participating stakeholders and their organizations
- Existing national and international consensus-based standards
- Industry Experts
- TNI Website and TNI support services (administrative, technical editing, etc.)
- Teleconference and web-based services
- TNI Expert and Executive Committees
- Accreditation Bodies
- Limited travel funding

**Anticipated Meeting Schedule:**

- Monthly virtual meetings open to all Full and Associate Members (default time on TNI Website);
- Additional meetings, as needed;
- In-person meetings as needed during semiannual TNI Forums (Winter and Summer) open to all forum registrants.

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Approved by the CSDP EC – July 8, 2021