



F.S.E.A.

Post Office Box 1617, Tavares, FL 32778-1617

Dear FSEA Member:

The Florida Society of Environmental Analysts invites you to attend a Region 3 *Ethics and Data Integrity/How to Handle Unethical Behavior in Lab and/or Management with Examples of In Depth Data Review Procedures* workshop presented by Mrs. Catherine Katsikis of LDCFL-NAOS Consulting, LLC. This workshop is being offered on Friday, April 12, 2019 at the City of Tavares Utility Administration Building, 1000 Captain Haynes Road, Tavares, 32778 and will offer **2 half-day sessions, as well as a full day option**. Review the agenda carefully to ensure you choose properly to meet your needs. Each session is **limited to 35 people**. If attending both sessions lunch will be provided.

This interactive workshop is designed to fulfill the annual Data integrity and Ethics training requirement as per the TNI Standards. We have divided the training into two (2) sessions that will include different material with the intention that you may choose to attend only one session or both sessions, depending on your needs.

- **Session 1**, held in the morning, will cover general ethics and integrity in the workplace including management and all employee behaviors. This session will focus on ethics and data integrity in the both the field and laboratory settings.
- **Session 2**, held in the afternoon, is recommended for management level staff and will focus on how to handle unethical behavior in the laboratory and cover examples of in depth data review procedures. Topics to be covered are: poor lab practice vs. falsification; intent vs. improper practice; data reviews for possible falsification and factors to look for.

Ms. Katsikis the President of LDCFL-NAOS Consulting, LLC. She has been actively participating in the environmental industry for more than 25 years with emphasis in Supervision and Quality Assurance/Quality Control practices. Ms. Katsikis holds a Chemistry degree with emphasis on Laboratory Supervision from Teachers Training Institute, Athens, Greece. She also holds multiple certifications, including Quality Management in the Lab from Clemson University and Good Laboratory Practices (GLP) from The Center for Professional Advancement. She currently conducts internal and external laboratory/field audits, third party data validation, laboratory startups, training classes on Ethics/Data Integrity, Quality Assurance practices for the lab and field, Data validation, document control, FL ADaPT, etc. Catherine is a QA technical consultant for multiple municipal labs, state agencies, etc.

Meeting registration may be completed online! Please complete your registration online at www.fsea.net. Alternatively, you may complete the attached registration form and fax it to (941) 748-5720 or e-mail it to secretary@fsea.net. All registrations (online, forms, and fees) must be received no later than **April 5, 2019**. **Meeting fees are for current members. If your membership is not current, be sure to complete the non-member portion of the registration, either online or on the form, and pay your membership fees along with your workshop fees.** This will update your membership for one year.

Sincerely,

Donna Christopher
FSEA Region 3 Director



**Region 3 Ethics and Data Integrity Workshop
April 12, 2019**



**2019 Ethics and Data Integrity Workshop
Management, Laboratory, Field, Operations**

Agenda – AM Session

Time: Sign up 7:45-8:00; Class 8:00am-12:00pm

Where: City of Tavares Utilities Department Utility Administration Building, 1000 Captain Haynes Road, Tavares, 32778

Instructor: Catherine Katsikis, President, LDCFL-NAOS Consulting, LLC.

- 7:45-8:00am** **Registration**
- 8:00-8:15am** **Introductions/Agenda and Purpose**
Meeting the NELAC / TNI, EPA and FDEP requirements.
- 8:15-9:00am** **Management Expectations and Behavior**
We will discuss management's responsibilities to meet NELAC and FDEP requirements. Avoiding falling short in ethical and management decisions. Learning from training.
- 9:00-10:00am** **Laboratory Data Integrity**
Address improper procedures in various lab areas. Manual Integration. Detection of lab fraud in records. Examples of consequences.
- 10:00-10:15am** **Break**
- 10:15-10:45pm** **Lab Ethics and Data integrity**
Address improper practices indicators and ways to deter them. Discussion on data review, and reporting. Lab fraud consequences. Corrective action and Document Control.
- 10:45-11:30pm** **Field and Operations Ethics and Data Integrity**
FDEP Requirements. Signs of Improper procedures. TNI(NEFAP) and EPA field procedures discussion.
- 11:30- 12:00pm** **Ethics/Integrity/ General Overview**
Definitions, Self accountability and ethical decisions.
- 12:00:12:05pm** **Certificates**

Document Control: _____



**Region 3 Ethics and Data Integrity Workshop
April 12, 2019**



**Discussion on How to Handle Unethical Behavior in Lab and/or in
Management and
Examples of In Depth Data Review Procedures**

Agenda – PM Session

Time: Sign up 12:30-12:45pm; Class 12:45pm-4:45pm

Where: City of Tavares Utilities Department Utility Administration Building, 1000 Captain Haynes Road, Tavares, 32778

Instructor: Catherine Katsikis, President, LDCFL-NAOS Consulting, LLC.

12:30-12:45pm Registration

12:45-1:00pm Introductions/Agenda and Purpose

1:00-1:30pm Definitions and Regulations

*Poor lab practice vs. falsification, “possible intent” vs. improper practice, etc.
Discussion on Florida’s, TNI and other regulations as they pertain to unethical practices.*

1:30-2:30pm In Depth Discussion on Difficult Topics

We will discuss and attempt to answer some prevalent difficult questions and uncomfortable situations as a result of unethical behavior performed in different positions in the laboratory. How to keep records for defensibility.

2:30-2:45pm Break

2:45-4:40pm Examples of In-Depth Data Review

Periodic in-depth field procedures, method checks, quality assurance checks, personnel interviews and in-depth training examples. Data reviews for possible falsification, and what are the factors to look for in wet chemistry, microbiology, metals and organics. 3rd party data integrity review and what is needed.

4:40-4:45pm Certificates

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FSEA Region 3 Ethics and Data Integrity Workshop Registration Form

April 12, 2019

City of Tavares Utility Administration Building
1000 Captain Haynes Road, Tavares, FL 32778

New: Register Online at www.fsea.net/events

Registration Deadline: April 5, 2019

If your membership is not current select the Non-member option below.

Title (Dr./Mr./Ms.) _____ Last Name _____ First Name _____ M.I. _____

Employer _____

Mailing Address: Business Home Street _____

City _____ State _____ Zip _____

County _____ Telephone _____

Email _____

Fees:

Friday, April 12, 2019; Session 1	FSEA Member: \$85 <input type="checkbox"/>	Non-Member: \$135* <input type="checkbox"/>
Friday, April 12, 2019; Session 2	FSEA Member: \$85 <input type="checkbox"/>	Non-Member: \$135* <input type="checkbox"/>
Friday, April 12, 2019; Sessions 1 and 2	FSEA Member: \$150 <input type="checkbox"/>	Non-Member: \$200* <input type="checkbox"/>

* Non-Member Registration fee includes FSEA membership for one year

Workshop Registration Deadline April 5, 2019

Register online at www.fsea.net/events. Or if you are registering by paper, fax or email the completed form to us and then:

- Submit your check and registration to FSEA, P.O. Box 1617, Tavares, FL 32778-1617
- Pay by Credit Card by submitting the requested information below. Fax (941) 748-5720 or e-mail
- Bill my credit card: Master Card Visa Discover American Express

Cardholder's Name (as it appears on the card) _____

Card Number _____ CVV: _____

Expiration Date (MM/YY) _____ Total Amount of Payment \$ _____

Billing Address (if different from above) _____
Street _____ City _____ State _____ Zip _____

Cardholder's Signature _____ Today's Date _____

Membership Information if you are a new or renewing member:

Have you ever been a member of FSEA? Yes No Would you like to receive FSEA list serve notifications? Yes No

Are you a certified Drinking Water and/or Wastewater Plant Operator? Yes No License #: DW # _____ WW # _____

Employer: Commercial Utility Research Industry State Govt Other

Position: Technician Analyst Management QA Operator Other

MEMBERSHIP AGREEMENT: I certify that my statements are correct and agree that the Charter, By-Laws, and Policies of the Society will govern me, and that I will conform to the FSEA Code of Ethics. Signature: _____

FSEA reserves the right to deny membership to anyone who has by word and/or deed violated the Charter, By-Laws, or Policies of the Society, and/or the FSEA Code of Ethics.
Refund Policy: No refunds available within 2 weeks of this meeting. Written cancellation prior to that time will result in a full refund less a \$25 administrative fee.

Returned Check Policy: Any person who submits a check that is returned by the bank will be charged a \$45 fee.

FSEA • P.O. Box 1617, Tavares, FL 32778-1617 • Phone: (941) 748-5700 • Fax: (941) 748-5720 • secretary@fsea.net • www.fsea.net