



F.S.E.A.

Post Office Box 1617, Tavares, Florida 32778

January 21, 2019

Dear FSEA Member:

The Florida Society of Environmental Analysts invites you to attend the **2019 Ethics and Data Integrity Workshop** Presented by Catherine Katsikis, President, LDCFL-NAOS Consulting, LLC.

This one-day workshop is being offered on Friday March 22, 2019 at TestAmerica Laboratories, 6712 Benjamin Rd. Suite 100, Tampa, FL 33634 and is **limited to 40 people**.

This workshop will cover ethics and data integrity for management, laboratory, field, and operations.

Ms. Katsikis is a President of LDCFL-NAOS Consulting, LLC. She has been actively participating in the environmental industry for 28 years with particular emphasis in Management 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 and "ISO 17025:2005 Internal Auditor Training" from LAB /NACLA. She currently conducts internal and external laboratory/field audits, third party data validation, training classes on Ethics/Data Integrity, Quality Assurance practices for the lab and field, Data validation, document control, and FL ADaPT. Catherine also works as QA technical consultant for multiple municipal labs, FDEP, etc. She is the FSEA's Professional Relations Committee Chair and an active committee member of FSEA's Host and Programming Committee.

Meeting registration may be completed online! Please complete your registration online at <http://www.fsea.net/events> 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, including fees, must be received no later than March 15, 2019. If your membership is not current, be sure to complete the membership portion of the registration or register using the non-member registration option online. This will update your membership for one year.

Sincerely,

Terry Hornsby, FSEA Region 4 Director

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

Agenda

Date: Friday, March 22nd, 2019

Time: Sign up 7:30-8:00; Class 8:00am-12:30pm

Where: TestAmerica Laboratories, 6712 Benjamin Rd, Suite 100, Tampa, FL, 33634

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

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| 7:30-8:00am | Registration |
| 8:00-8:15am | Introductions/Agenda and Purpose
<i>Meeting the NELAC / TNI, EPA and FDEP requirements.</i> |
| 8:15-9:00am | Management Expectations and Behavior
<i>We will discuss management's responsibilities to meet NELAC and FDEP requirements. Avoiding falling short in ethical and management decisions. Learning from training.</i> |
| 9:00-10:00am | Laboratory Data Integrity
<i>Address improper procedures in various lab areas. Manual Integration. Detection of lab fraud in records. Examples of consequences.</i> |
| 10:00-10:15am | Break |
| 10:15-10:45pm | Lab Ethics and Data integrity
<i>Address improper practices indicators and ways to deter them. Discussion on data review, and reporting. Lab fraud consequences. Corrective action and Document Control.</i> |
| 10:45-11:45pm | Field and Operations Ethics and Data Integrity
<i>FDEP Requirements. Signs of Improper procedures. TNI(NEFAP) and EPA field procedures discussion.</i> |
| 11:45- 12:25pm | Ethics/Integrity/ General Overview
<i>Definitions, Self accountability and ethical decisions.</i> |
| 12:25:12:30pm | Certificates |

Document Control: _____

FSEA Region 4 2019 Ethics and Data Integrity Workshop
March 22, 2019
TestAmerica Laboratories
6712 Benjamin Rd. Suite 100, Tampa, FL 33634

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

Registration Deadline: March 15, 2019

Title (Dr./ Mr./ Ms.) _____ Last Name _____ First Name _____ M.I. _____
 Employer _____
 Mailing Address: Business Home Street _____
 City _____ State _____ Zip _____
 County _____ Telephone _____
 Email _____

Fees:

Friday March 22, 2019

FSEA Member: \$85

Non-Member: \$135*

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

Workshop Registration Deadline: March 15, 2019

Register online at <http://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, Florida 32778
- Pay by Credit Card by submitting the requested information below. Fax (941) 748-5720, Mail 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 registering as a Non-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

Your name as it is to appear on the Membership Card (please print clearly): _____

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 workshop. Written cancellation prior to that time will result in a full refund less a \$25 administrative fee.

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