



F.S.E.A.

Post Office Box 1617, Tavares, Florida 32778

November 7, 2017

Dear FSEA Member:

The Florida Society of Environmental Analysts invites you to attend the **“How to write a Quality Manual that meets the TNI Standard”** Presented by Catherine Katsikis and Julio Paredes, LDCFL-NAOS Consulting, LLC. This one-day workshop is being offered on Monday December 18, 2017 at Hillsborough County Public Utilities Department, Brandon Support Operations Complex, 332 N. Falkenburg Rd., Tampa, FL 33619 and is **limited to 40 people**.

This workshop will cover how to write a Quality Manual that meets the TNI Standard. Each section of the TNI Quality Manual template will be covered in detail. There will also be discussion about Quality Management and common Quality Manual deficiencies.

Ms. Katsikis is a President of LDCFL-NAOS Consulting, LLC. She has been actively participating in the environmental industry for 27 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 (online, forms, and fees) must be received no later than December 11, 2017. If your membership is not current for 2017, be sure to complete the membership portion of the registration, either online or on the form, and pay your membership fees. This will update your membership through December 31, 2018.

Sincerely,

Terry Hornsby, FSEA Region 4 Director

FSEA Region 4
December 18, 2017

Hillsborough County Public Utilities Department, 332 N. Falkenburg Rd., Tampa, FL 33619

“How to Write a Quality Manual that meets the TNI Standard”

Presented by Catherine Katsikis and Julio Paredes, LDCFL-NAOS Consulting, LLC.

Agenda

8:00-8:30am	Registration
8:30-8:45am	Introductions
8:45-9:00am	Purpose/Definitions, what is a QM (Quality Manual)
9:00-9:30am	Discussion on Quality Management. TNI, ISO, EPA, FDEP. Discussion on QM deficiencies
9:30-10:00am	The TNI Template, instructions
10:00-10:15am	Break
10:15-11:00am	Sections: Cover, 1, 2, 3, 4, 5
11:00-12:00am	Sections: 6, 7, 8, 9, 10
12:00-12:30pm	Lunch
12:30-1:30pm	Sections: 11, 12, 13, 14, 15
1:30-2:30pm	Sections: 16, 17, 18, 19, 20
2:30-3:00pm	Sections: 21, 22, 23, 24
3:00-3:15pm	Break
3:15-4:15pm	Sections: 25, 26, 27, 28
4:15-5:00pm	Appendices
5:00-	Adjourn



LDCFL-NAOS Consulting, LLC

Training-Audits-Data Validation-QA Support

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FSEA Region 4 How to Write a Quality Manual that Meets the TNI Standard
December 18, 2017

Hillsborough County Public Utilities Department, Brandon Support Operations Complex
332 N. Falkenburg Road, Tampa, FL 33619

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

Registration Deadline: Dec. 11, 2017

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

Fees:

Monday, December 18, 2017

FSEA Member: \$150

Non-Member: \$200*

* Non-Member Registration fee includes FSEA membership until December 31, 2018

Workshop Registration Deadline: Dec. 11, 2017

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 \$50 administrative fee.

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