



# F.S.E.A.

Post Office Box 1617, Tavares, Florida 32778

July 28, 2017

Dear FSEA Member:

The Florida Society of Environmental Analysts invites you to attend either a Region 4 or Region 5 Ethics and Data Integrity workshop presented by Ms. Catherine Katsikis of LDCFL, Inc. This workshop is being offered both on Thursday, September 21<sup>st</sup> and Friday September 22<sup>nd</sup> so that your entire staff can attend. The **Thursday Sept. 21<sup>st</sup>** workshop will be held at the County/City Annex 2<sup>nd</sup> floor training room 220 at 1825 Hendry St., **Ft. Myers**, FL 33901 and is **limited to 40 persons**. The **Friday, Sept. 22<sup>nd</sup>** workshop will be held at Hillsborough County Public Utilities at 332 Falkenburg Rd., **Tampa**, FL 33619 and is **limited to 40 persons**. This workshop provides requisite ethics and data integrity training for NELAC and TNI standards certified laboratories, and FWPCOA CEUs *may be available* for Water or Wastewater Operator's Licenses.

This interactive workshop is designed to fulfill the annual data integrity and ethics training requirement as per the NELAC 2003 and TNI Standards and FDEP's DEP-SOP-001/01 FT 1000. Training includes discussion regarding all data integrity procedures, documentation, and in-depth data monitoring. Key topics will include management responsibilities, the need of an organizational mission and its relationship to the critical need for honesty and full disclosure in all analytical reporting. Specific examples of breaches of ethical behavior will also be discussed including improper data manipulations, adjustments of instrument time clock, and inappropriate changes in concentrations of standards, etc. We will also have case studies, exercises and interactive discussions on ethics and data integrity throughout the workshop.

Ms. Katsikis is a senior scientist with Laboratory Data Consultants (LDCFL) Inc. She has been actively participating in the environmental industry for 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.

**NEW: Meeting registration may now be completed online!** Please complete your [registration online here](#). Alternatively, you may complete the attached registration form and fax it to (941) 748-5720 or e-mail it to [secretary@fsea.net](mailto:secretary@fsea.net). All registrations (online, forms, and fees) must be received no later than **September 12, 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, 2017.

Sincerely,

Terry Hornsby, FSEA Region 4 Director  
Keith Kibbey, FSEA Region 5 Director



## 2017 Ethics and Data Integrity Workshop Agenda FSEA Region 4 and 5

**September 21, 2017 Region 5 Location:** County / City Annex  
Second Floor Training Room 220, 1825 Hendry Street, Fort Myers, FL 33901

**September 22, 2017 Region 4 Location:** Hillsborough County Public Utilities,  
332 N Falkenburg Rd., Tampa, FL 33619

**Instructor:** Catherine Katsikis, LDCFL, Inc. Senior Scientist

8:30-9:00am	<b>Registration</b>
9:00-9:15am	<b>Introductions</b>
9:15-9:30am	<b>Agenda and Purpose</b> <i>Meeting the NELAC / TNI and FDEP requirements.</i>
9:30-10:15am	<b>Management Expectations and Behavior</b> <i>We will discuss management's behavior, responsibilities in building a team, coaching and making ethical decisions. Management examples/exercises.</i>
10:15-10:30am	<b>Break</b>
10:30-11:00am	<b>Ethics/Integrity/ Overview</b> <i>Address ethical dilemmas and recognize fraud vs. improper procedures. Law vs. ethics and personal integrity</i>
11:00-12:00pm	<b>Field and Operations Data Integrity</b> <i>Address field /operations records, field audits and documentation procedures as they relate to FDEP, NELAC and EPA procedures. Documentation requirements</i>
12:00-1:00pm	<b>Lunch</b>
1:00-2:00pm	<b>Lab Ethics and Data integrity</b> <i>Meeting the NELAC / TNI and FDEP requirements</i> <b>Lab Fraud/Improper Procedures/ Data Integrity concepts</b> <i>Address improper procedures, integrations and corrective action.</i>
2:00-3:00pm	<b>Lab Questionable Practices/ Indicators and Deterrence</b> <i>Address improper practices indicators and ways to deter them. Examples and Exercises.</i> <b>Closing thoughts and Take-away messages.</b> <i>Bring your own cases. Questions</i>
3:00-3:15pm	<b>Evaluations, Certificates, Adjourn</b>

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