



F.S.E.A.

Post Office Box 1617, Tavares, Florida 32778

July 27, 2017

Dear FSEA Member/Supporter:

You are invited to attend the Florida Society of Environmental Analysts' Region 6 Field Sampling Workshop at Green Cay Nature Center, 12800 Hagen Ranch Road, Boynton Beach, FL 33437. FSEA will host this one-day workshop, offered on Wednesday September 13th, 2017. See the attached agenda and registration form. You can now register online as well. This is an informative and interesting workshop on the FDEP Standard Operating Procedures for Field Activities. The course instructors will be: **Silky and John Labie**, retired from the FDEP and the Principals of Environmental Laboratory Consulting & Technology; **Juan Manzano**, FSEA Past President, Compliance Manager Utilities Department at City of Delray Beach; **John Moorman** FSEA President, Field Quality Assurance Officer for the Water Quality Monitoring Section at the South Florida Water Management District and **Dave Murto** FSEA Past President. All instructors have many years of experience in sample collection, quality assurance oversight of field activities, and course instruction.

The training team will focus on refining field skills. Attendees will be given a pretest to complete before the workshop. Answers to the questions will be discussed during the workshop presentation and will focus on improving knowledge of the SOP contents. Topics covered during the presentations will include:

- Overview of the FDEP Quality Assurance Rule, Chapter 62-160, F.A.C. and the DEP SOPs
- Proper planning and preparation procedures
- Documentation requirements, instrument calibration and verification requirements, field QC, equipment decontamination
- Sampling procedures for proper ground water (including stabilization procedures and requirements), surface water, drinking water and wastewater sample collection, including calibration of field instruments

During hands-on sessions, instructors will observe field teams as they conduct a sampling event and provide active feedback on sampling techniques and record keeping. **Therefore, it is important that all attendees bring all equipment that they use during a field sampling event**, including:

- Actual equipment that is used to collect samples (pumps, dippers, etc.)
- Field instruments that are used to measure water/groundwater quality, including standards and supplies (e.g. DI water) that are used to calibrate/verify the calibration,
- Records: **(you must bring copies of the records that you use, so that they can be evaluated)**
 - Field records and calibration records
- Cleaning supplies, and other miscellaneous items such as wash bottles, wipes, gloves, etc.
- Sample containers and preservation supplies (ice chests, acids, pH paper, etc.)
- Sunglasses, sunscreen, water, etc.

Think of this Training Session as another day in the Field and Plan accordingly

This workshop promises to be both informative and beneficial to all analysts, managers, operators and field-sampling technicians in the environmental field. Come join us for an opportunity to exchange questions, ideas and valuable information. CEU's for operators may be available. **This workshop has limited space. Please register early.**

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. All registrations (online, forms, and fees) must be received no later than **September 5, 2017**. If your membership is not current for 2017, be sure to complete the membership portion of the registration and pay your membership fees. This will update your membership through December 31, 2017. We are looking forward to seeing you at the workshop and encourage early registration to help with our planning.

Sincerely,

Juan Manzano
FSEA Region 6 Director

FSEA Region 6 Field Sampling Workshop
Detailed Agenda
September 13, 2017

7:30 AM – 8:00 AM	Registration
8:00 AM – 9:45 AM	DEP QA Rule (62-160 FAC) Laboratory Requirements General SOP Structure FA 1000 – Administrative: Quality Manual (FA 3000) & Auditing (FA 4000) FM 1000 – Mobilization FD 1000 – Documentation FQ 1000 – Quality Control FC 1000 – Field Cleaning FS 1000 – General Procedures FS 2000 – General Aqueous Procedures FS 2100 – Surface Water
9:45 AM – 10:00 AM	Break
10:00 AM – 12:00 Noon	FS 2400 – Wastewater FS 2300 – Drinking Water FS 2200 – Groundwater FT Series – Field Measurements
12:00 PM – 1:00 PM	<i>Lunch will be provided</i>
1:00 PM – 1:30 PM	Calibration (Hands-on with student's equipment)
1:30 PM – 3:45 PM	Hands-on Field Sessions for surface water, waste water and drinking water (30 minute rotating sessions) Field records for each activity will be evaluated on site
3:45 PM – 4:30 PM	Groundwater (all participants)
4:30 PM – 5:00 PM	Wrap up and evaluation

**FSEA Region 6 Field Sampling Workshop
Registration Form
September 13, 2017
Green Cay Nature Center, 12800 Hagen Ranch Road, Boynton Beach, Florida 33437**

Register online at <http://www.fsea.net/events>

Registration Deadline: September 5, 2017

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

Employer _____

Mailing Address: Business Home Street _____

City _____ State _____ Zip _____

County _____ Telephone _____

Email _____

Fees:

Wednesday, September 13, 2017

FSEA Member: \$150

Non-Member: \$200*

* Non-Member Registration fee includes FSEA membership until December 31, 2017

Workshop Registration Deadline September 5, 2017

[Register online here](#); 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 or email credit card information to secretary@fsea.net
- 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