



**F.S.E.A.**

**Post Office Box 1617, Tavares, Florida 32778**

July 15, 2018

Dear FSEA Member:

The Florida Society of Environmental Analysts invites you to attend the Region 6 Ethics and Data Integrity workshop presented by Mrs. Catherine Katsikis of LDCFL-NAOS Consulting, LLC. This half-day workshop is being offered on Tuesday, August 20, 2019 at the City of Boca Raton building at 6500 S Congress Ave, Boca Raton FL 33487 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 2016 TNI Standards and FDEP's DEP-SOP-001/01. Training includes discussion regarding data integrity procedures, documentation, and in-depth data monitoring. Key topics will include management responsibilities and improper practices in both the field and the lab. 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.

Catherine Katsikis is the President and principal scientist of LDCFL-NAOS Consulting. She has been participating in the environmental industry for 29 years specializing in Management and QA practices. She holds a Chemistry degree with emphasis on Laboratory Supervision from Teachers Training Institute, Greece and holds certifications including, Clemson University's "QA Management in the Lab", Fortunes Magazine's "Worldwide Lessons in Leadership Series" from FAU, and "Good Laboratory Practices" from The Center for Professional Advancement. She conducts internal and 3<sup>rd</sup> party field and lab audits, training classes on Ethics/Data Integrity, QA practices for lab and field, Data validation, ADaPT, etc. Her expertise includes implementation of QA programs, Lab management, and she is a QA consultant for state, county, city and private organizations.

She is the Chair of the Professional Relations Committee for FSEA, a FL AWRA Board member and a committee member of FSEA's Host and Program Committee and TNI's Lab AB Expert Committee and Nominating Committee.

**Meeting registration may 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 and payment (online, forms, and fees) must be received no later than **August 13, 2019**. If your membership is not current, be sure to complete the membership portion of the registration, either online or on the form, and pay your membership fees in addition to the workshop fee. This will update your membership for one year.

Sincerely,

Juan Manzano  
FSEA Region 6 Director

## 2019 Ethics and Data Integrity Workshop FSEA Region 6 Management, Laboratory, Field, Operations

### Agenda

Date: Tuesday 20, 2019

**Time:** Sign up 7:30-8:00; Class 8:00am-12:15pm

**Where:** 6500 S Congress Ave, Boca Raton FL 33487

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

- 7:30-8:00am**            **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.*
- 9:00-9:50am**            **Laboratory Data Integrity**  
*Address improper procedures in various lab areas. Manual Integration. Detection of lab fraud in records. Examples of consequences.*
- 9:50-10:05am**            **Break**
- 10:05-10:45pm**            **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.*
- 11:30-12:15pm**            **Ethics/Integrity/ General Overview**  
*Definitions, Self accountability and ethical decisions.*
- 12:15-12:30pm**            **Certificates**

Document Control: \_\_\_\_\_

**FSEA Region 6 Ethics and Data Integrity Workshop  
Registration Form  
August 20, 2019  
City of Boca Raton, 6500 S Congress Ave, Boca Raton, Florida 33487**

**New:** [Register Here Online](#)

**Registration Deadline: August 13, 2019**

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

**Fees:**

Tuesday August 20, 2019 FSEA Member: \$85  Non-Member: \$135\*   
 \* Non-Member Registration fee includes FSEA membership for one year

**Workshop Registration Deadline August 13, 2019**

[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 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 \_\_\_\_\_ CCV: \_\_\_\_\_  
 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](mailto:secretary@fsea.net) • [www.fsea.net](http://www.fsea.net)**