



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

Post Office Box 1617, Tavares, FL 32778-1617

Dear FSEA Member:

The Florida Society of Environmental Analysts invites you to attend the Region 3 *Ethics and Data Integrity* workshop presented by Mrs. Catherine Katsikis of LDCFL, Inc. This workshop is being offered on Friday, February 24, 2017 at City of Tavares Utilities Department Utility Administration Building, 1000 Captain Haynes Road, Tavares, 32778 and will offer **2 half-day sessions, as well as a full day option**. Review the agenda carefully to ensure you choose properly to meet your needs. Each session is **limited to 35 people**.

This interactive workshop is designed to fulfill the annual Data integrity and Ethics training requirement as per the NELAC 2003 and TNI Standards. We have divided the training into two (2) sessions that will include different material with the intention that you may choose to attend only one session or both sessions, depending on your needs.

- **Session 1** will cover general ethics and integrity in the workplace including management and all employee behaviors.
- **Session 2**, held in the afternoon, will focus on ethics and data integrity in the field and laboratory settings. Training includes discussion regarding all data integrity procedures, documentation, and in-depth data monitoring. Key topics will include management responsibilities, Detection and Deterrence of improper practices and Corrective action procedures. Specific examples of breaches of ethical behavior will also be discussed including improper data manipulations, adjustments of instrument time clocks, and inappropriate changes in concentrations of standards, etc. Additionally, proper field and operational plant procedures as they pertain to FDEP SOPs will be addressed. 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.

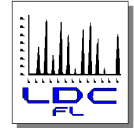
**Meeting registration may now be completed online!** Please complete your registration online at <http://www.fsea.net/workshop-member-registration-3>. Alternatively, you may complete the attached registration form and fax it to (941) 748-5720 or e-mail it to [secretary@fsea.net](mailto:secretary@fsea.net). All registrations (online, forms, and fees) must be received no later than **February 16, 2017**. **Meeting fees are for current members. 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,

Donna Christopher  
FSEA Region 3 Director



**Region 3 Ethics and Data Integrity Workshop**  
**February 24, 2017**  
**Instructor: Catherine Katsikis, LDCFL, Senior Scientist/QA**  
**Agenda**



**Session 1 - General Ethics and Integrity**

<b>8:00-8:30am</b>	<b>Registration</b>
<b>8:30-9:00am</b>	<b>Introductions, Agenda and Purpose</b>
<b>9:00-9:15am</b>	<b>Definitions</b>
<b>9:15-10:00am</b>	<b>General Ethics/Integrity/ Overview</b> <i>Address ethical dilemmas and recognize fraud vs. improper procedures. Law vs. ethics and personal integrity.</i>
<b>10:00-10:15am</b>	<b>Break</b>
<b>10:15-11:00 am</b>	<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>
<b>11:00-11:30am</b>	<b>Employee's Expectations and Behavior</b> <i>We will discuss all employee's expectations of management, employee's behavior at meeting management and personal ethical standards. Examples/exercises.</i>
<b>11:30-12:00pm</b>	<b>Consequences, Detection and Deterrence</b> <i>Examples of consequences of ethical lapses. Mechanisms to detect unethical practices and how to prevent them. Examples/exercises.</i>
<b>12:00-12:15pm</b>	<b>Summary, Take Away Messages, Q/A/Evaluations/Certificates</b> <i>Closing thoughts, Questions, certificates and evaluations.</i>
<b>12:15-1:15pm</b>	<b>Lunch On Your Own</b>

**Session 2 - Field, Laboratory, Management, Operations**

<b>1:15-1:30pm</b>	<b>Registration</b>
<b>1:30-1:40pm</b>	<b>Introductions</b> <b>Purpose and Scope of Workshop</b> Meeting NELAC / TNI and FDEP's requirements.
<b>1:40-2:10pm</b>	<b>Management</b> We will discuss management's behavior on reputation, expectations, responsibilities, training and making ethical decisions. Management examples/exercises.
<b>2:10-3:00pm</b>	<b>Laboratory (Lab ethics/Data integrity)</b> Address improper practices, integrations and corrective action. Achieving and maintaining data integrity in daily laboratory tasks and procedures. Data Integrity case studies.
<b>3:00-3:15am</b>	<b>Break</b>
<b>3:15-3:30am</b>	<b>Laboratory (Lab ethics/Data integrity)</b> Improper Practices deterrence. Examples of fraud cases. Discussion on current events.
<b>3:30-4:00am</b>	<b>Ethics Overview (Management/Field /Operations/ Laboratory)</b> Ethics vs. morals. Employee Commitment and responsibilities. Examples. Bring your own cases. Closing thoughts and Take-away messages.
<b>4:00-4:50pm</b>	<b>Operations/Field Data Integrity/ Exercises</b> Review requirements and responsibilities required by FDEP SOPs. Examples of fraud cases and field related exercises.
<b>4:50-5:00pm</b>	<b>Evaluations/Certificates</b>

# FSEA Region 3 Ethics and Data Integrity Workshop Registration Form

February 24, 2017

City of Tavares Utility Administration Building  
1000 Captain Haynes Road, Tavares, FL 32778

New: Register Online at <http://www.fsea.net/workshop-member-registration-3>

Registration Deadline: February 16, 2017

Please be sure your membership is current before registering online.

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

Employer \_\_\_\_\_

Mailing Address: Business  Home  Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

### Fees:

Friday, February 24, 2017; Session 1	FSEA Member: \$65 <input type="checkbox"/>	Non-Member: \$115* <input type="checkbox"/>
Friday, February 24, 2017; Session 2	FSEA Member: \$65 <input type="checkbox"/>	Non-Member: \$115* <input type="checkbox"/>
Friday, February 24, 2017; Sessions 1 and 2	FSEA Member: \$110 <input type="checkbox"/>	Non-Member: \$165* <input type="checkbox"/>

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

### Workshop Registration Deadline February 16, 2017

Register online at <http://www.fsea.net/workshop-member-registration-3>. Please be sure your membership is current before registering online. 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, FL 32778-1617
- Pay by Credit Card by submitting the requested information below. Fax (941) 748-5720 or Mail Only - Do not email credit card information.
- 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 a new or renewing 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

**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 the first day of this meeting. Written cancellation prior to that time will result in a full refund less a \$25 administrative fee.

Returned Check Policy: Any person who submits a check that is returned by the bank will be charged a \$45 fee.