

Field Activities Committee (FAC) Meeting Summary

October 15, 2012

1. Roll call:

Chair Justin Brown called the FAC meeting to order on October 15, 2012 at 11am EST. Attendance is recorded in Attachment A – there were 7 members present. Associate members present: Aaron White (DoE), Terrance Romaine (City of Phoenix), Tom Martin (NY City DEP), Rich Smith (Pace), Craig Sprinkle (CH2MHILL) and Scott Hass (SAIC).

2. Review of Standard

The Voting DRAFT needs to be completed by the committee by November 22, 2012. There are still quite a few issues that need to be reviewed.

At this point in the process, we are not required to provide written responses to each of the comments. We do want to be sure to review the comments carefully and evaluate the need for changes to the standard.

Justin distributed a spreadsheet yesterday with the comments. The committee worked off of this document today.

Volume 1

Line 5 and 6: John Moorman felt this change should not be made. If a distinction needs to be made, it should be made in the FSMO definition section. Feedback on the call from committee members was to remove the “/or”.

Line 8: Many committee members felt it should remain deleted because it is redundant with ISO language. Justin read through the language. After further discussion, it was decided to leave it as removed.

Line 14: The committee looked back at 4.2.8. The committee agreed to leave in the first sentence and remove the second sentence with bullets. The Roman numeral items are not included in 4.2.8. This information is still needed, but everyone agreed it needs to be moved to 4.2.8. A comment was made that Roman numeral III is duplicated in Section 4.2.8 (d). These will be merged.

Line 19: If there is drift in calibration, there are different possible reasons. Why does “fouling” need to be included? Mike is in agreement with John that “based on specific

acceptance criteria” should be considered. The committee decided to remove “fouling” and retain the information about criteria.

Line 21: John commented that some drift is possible – this is why “specific acceptance criteria” is needed. The section will be reworded and addressed with the work on Line 19.

Line 22: Change will be made.

Line 23: Justin will reread the suggested rewording and insert if appropriate.

Line 25: FSMOs may have a problem getting second courses. Comment was that the statement is “may include”. The committee did not want to make a change.

Line 26: Will work on during next call. This one will take some more time.

John had made some comments directly into the standard that he distributed by e-mail. These comments have not been added to the table yet.

4.13.2.1.1: Is the term chain of custody in the standard. Discussed that term should be defined if it will be in the Standard, definition will be added to Section 3.

4.13.2.1: John believes using the term “generated” will cause issues if left undefined as to what this means. This was not voted out. Justin asked people if they think it needs to be defined. Lauren felt it was not necessary. Change will be made to remove term.

4.15 – Johns question was why the note here was deleted. Committee discussed that it was deleted in WDS we believe because it was determined redundant or unnecessary and should remain deleted. Justin will follow up with explanation after looking into why it was deleted.

Mike added the following comments by e-mail:

I have reviewed the Material on Vol I ans Vol II Justin sent a week ago. I will save comments on PTs for later time.

Vol. I

in definitions agree with YC Define PT

4.13.1.4.3 Agree with JB4 also insert "unauthorized access"

4.14.1.1 Agree with JB5

5.4.4 and 5.4.5.2 Note 2 I am still uncomfortable not having a statement requiring QC procedures. The items listed are also elsewhere in the .

STANDARD.

5.6.2.1.3 confusing?>?

5.6.2.1.4 (c) agree with JB12

5.6.2.2 this Testing Laboratory language is confusing. How is a FSMO making measurement know when the section applies? Need a guidance.

5.9.1 (b) and (g) agree with JB15

5.10.10 agree with JB17

Vol II

6.2.6.2 d Note agree define acronyms denial of entry

6.3.2.1 Note this to these

7.9.2.1.3 (c) i agree with SH

7.9.2.1.4 (b) removal of PT a problem see Vol. I 5.9.1 need the competency ref. early in volIII

7.12.2 need to reference Vol. I 5.9.1

7.15.1.1 & 8.2.5 Check on the use of the term enforcement in environmental it has legal meaning

Mike Miller elaborated on his comments. Justin asked if Mike had some suggested wording changes. Mike felt the information on QC procedures needed more. Justin asked if others agreed. They felt they needed more detail in order to comment. Mike will take a closer look and provide more detail before this is further considered.

Mike commented that the language is confusing on the ISO clause 5.6.2.2 – testing laboratory? Justin asked what people thought about adding some clarification language. The people on the call did not think it was necessary because an FSMO who does this would understand. Justin will summarize the issue and send it out for more feedback by e-mail.

(Addition 10-16-12: Justin sent out the following e-mail on 10-16-12. The e-mail contained an updated Comment Spreadsheet and updated copy Volume 1.

First thanks to everyone that was able to make the call yesterday, I know the call was longer than expected but I think we made some good progress which is great. I want to bring everyone up to speed on where we are at with the process. On the call yesterday, we essentially worked through the comments to Volume 1 in detail and came to resolution on all but one or two topics. I've attached the draft minutes for review (thanks Ilona for turning around so quick!) if anyone has any comments on the minutes please let me/Ilona know...

I've attached the spreadsheet with changes for everyone to see what has/has not been changed and where we are at with V1. I've also attached the revised version of V1 based on the changes agreed upon during the meeting yesterday. Please take a look as some wording has changed and I want to make sure everyone is okay with the change(s).

There is one exception I want to point out where we discussed and agreed upon during the call yesterday, but when I looked at it further last night I am not sure I agree with the change. We had discussed moving letters i.-iii. to section 4.2.8 (which the committee felt was the more appropriate section), and it was discussed that the statement that was in 5.2.2.2 b). iii could be combined with 4.2.8 d) as they were the same, but as I read them I think they are two separate things and should be left independent of each other. So, I left separate as 4.2.8 g). Again that is not what we discussed yesterday, so if anyone disagrees with that change please let me know.

The only comment we did not discuss was 5.9 g), which was essentially a comment saying we needed to define or outline much more of a structure for proficiency testing. We were running low on time at that point and that was too big of a topic to rush through. I would really like the committee to take a look at that and comment via email if that is something we need to look at and if so suggest language. I'd like to make progress on that before the next call so we can focus entirely on V2 during the next call. Mike M. had two comments that we had Mike provide a brief overview but we did not discuss; the first is he felt that 5.4.4 and 5.4.5.2 needed to address QC procedures. The second was that 5.6.2.2 is confusing, however others on the committee felt that it may be to some but the people it applies to would/should understand. Mike will be following up with additional suggestions on these separately.

As you can see we spent the entire call on Volume I, so we still have V2 to work through which means we are going to need a call at the beginning of November to work through V2 and any other remaining issues. We would then have a second call prior to 11/22 to (hopefully) vote on the Standard. I'll send out doodle requests for the first call soon, we need as many people as possible on both so we can indeed wrap this up by our deadline (and the 2nd call we need a quorum obviously in order to vote). Please provide any feedback/comments prior to the next call on V2, the more we can work through and accomplish offline the better the actual meeting/call will be for us.

We also have to finalize membership in the next month and a half. We are supposed to vote prior to December on the new member, so what I would propose is we discuss/vote on the 2nd call in November. We will be following up with applicant info. soon.

Any questions please let me know, otherwise again please provide any responses to V2 feedback or proficiency testing in V1 as soon as you can.)

3. New Business

None.

4. Next Meeting

The next meeting of the FAC will be scheduled by e-mail in the beginning of November. There will also need to be a call for voting before the 22nd of November that will need a quorum.

Action Items are included in Attachment B and Attachment C includes a listing of reminders.

The meeting was adjourned at 12:40 pm EST. A motion was made by Mike M. to close the meeting. The motion was seconded by Maggie and unanimously approved.

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Dane Wren Present	Wren Engineering, P.A.	Other	(407)833-0061	dwren47@aol.com
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Troy Burrows Absent	Entec Services, Inc.	FSMO	(800)429-8445	TBurrows@entecservices.com
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Jo Ann Boyd Absent	Southwest Research Institute	Accred. Lab.	(210)522-2169	joann.boyd@swri.org
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Lauren Hedrick Present	A2LA	AB	(301)644 3216	lhedrick@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Mike Shepherd Absent	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Virginia Murray Absent	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	Vmurray@dep.nyc.gov
Craig Forbes Present	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Maggie Cangro Present	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment C

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
45	Get on FEM agenda.	Marlene Justin will follow-up with Marlene (3/2/12)	May 26	7/28: Marlene has not heard anything. 8/18: Still waiting to hear back. 10/12/11, 11/21/11: Marlene is still waiting to hear back.
47	Update Presentation Summary and distribute before meetings. (Prepare table of speaking engagements. This will be added to minutes and website. Follow-up with Scott Hoatson, Jan and other committee members to find out about other speaking engagements to add to the summary table being prepared.)	JoAnn	Each Meeting	Ongoing
61	Update presentation and distribute for review. (General presentation people can use when attending conferences.)	Justin JoAnn	March 5, 2012	Presentation is still being worked on. Lauren needs ASAP.
70	Work on Advocacy SOP Draft.	JoAnn	March 30, 2012	
71	Continue work on Training SOP.	All	March 15, 2012	
72	Complete White Paper and get to JoAnn.	Justin	March 9, 2012	
77	Work on flow chart.	Justin Marlene	Next Scope Subcommittee Meeting	
78	Continue work on Training SOP. Justin and Marlene will talk about procedure for doing this.	Justin Marlene	November 2012	
79	Elaborate on QC language that Mike would like to see added to the standard.	Mike	Next Meeting	

	Action Item	Who	Expected Completion	Actual Completion

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October.	2/2/11	
3			
4			