

## **Field Activities Committee (FAC) Meeting Summary**

**March 26, 2012**

### 1. Roll call:

Chair Justin Brown called the FAC meeting to order on March 26, 2012 at 1pm EST. Attendance is recorded in Attachment A – there were 10 members present. The following associate members also participated: Marlene Moore and Skip Darley.

The previous meeting minutes (March 2<sup>nd</sup>) were distributed by e-mail and if no comments are received by March 30<sup>th</sup> they will be approved and posted to the TNI website.

### 2. PT Subcommittee Group

Justin noted that the subcommittee has met. Bob summarized their meeting and noted that there are many references to PTs in Volume 2, but nothing really in Volume 1. PTs are described as only one method an FSMO can use to demonstrate competency. The group decided to start with Volume 2 and determine what language is really needed. A PT is not as critical in field sampling. The group's view is that Volume 1 probably takes an appropriate approach as describing PTs as only one possible method. Volume 1 and Volume 2 need to match up.

Justin asked for comments from the committee members. He reminded everyone that there are only a couple of months to complete these Volume updates, so input is needed now. Jan does not disagree with the approach for field sampling, but reminded the group that field measurement also needs to be considered. Something is still needed in Volume 1.

Marlene noted that she did some Assessor training last week and there were a couple of things she thought the committee should be aware of:

1. The current 4 ABs each have their own PT policies. They do not feel PTs are appropriate for field sampling. Marlene recommended that the committee put in some frequency language (for when PTs are needed, such as field measurements) to build consistency between the ABs. The language needs to emphasize that program and regulatory requirements should take precedence.
2. The Executive Committee has a policy they worked on to indicate that when a PT has to be used, it has to be a recognized TNI PT. The PT Program Executive Committee did work on PT requirements for the Lead program. Legal and program requirements should be taken into consideration in putting this language together too.

John has pulled out all of the PT language from Volume 2 for the subcommittee to examine. The subcommittee consists of John, Magie, Bob and Mike Miller. Everyone is encouraged to give this subcommittee feedback. John will forward the language he has to the committee for comment.

### 3. Standards Update

Justin continued the review of definitions.

- 3.3 discusses Field Quality Control Samples. No one had any comments.
- Field Blank: John suggested that some of the more restrictive language be removed (has to be from same matrix). They use an analyte free water matrix. The equipment blank includes language about a controlled environment. He would expect that it is collected on-site. It was noted by another committee member that they do it in a controlled environment; otherwise it would be a field blank.

Marlene asked if all the field definitions are needed, because they are defined in most project plans. She asked if the purpose of the definitions was to standardize this? Or should the definitions be less restrictive? Justin and Bob supported the notion that they should not be defined in the standard.

Justin suggested removing the specific language and note that field blank needs to be defined by the project if needed. Justin will remove the language from the DRAFT standard and perhaps a note may be appropriate later in the standard. Justin will prepare an update and send this to the committee in the next few days.

- There was a recommendation in the suggestions to include a definition for measurement and analysis. Justin added something, but would like feedback from the committee (3.4 and 3.5). He is asking for feedback within the week. Marlene noted that Justin should take a look at ISO 99 and consider this document in the definitions.

There was some work done quite some time ago that was to help with defining Scope. A subcommittee consisting of Mike, Troy, Marlene and Jan will work on this. Mike will take the lead on this subcommittee.

### 4. New Business

- Justin noted that one of our abstracts has been accepted for presentation in San Diego and he is looking for a presenter. He will have the presentation prepared. (October 22-25, 2012). Let Justin or JoAnn know if you will be available.
- The FAC is meeting on Tuesday morning during the Washington, DC meeting.

- Everyone needs to be reviewing the DRAFT standard as it is being updated. Please provide comments.

## 5. Next Meeting

The next meeting of the FAC will be determined by e-mail.

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

The meeting was adjourned at 2pm EST. A motion was made by Mike to close the meeting. The motion was seconded by John and unanimously approved.

**Attachment A**  
**Participants**  
**TNI Field Activities Committee**

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

**Attachment B**

**Action Items – FAC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	Examine what would be the best way to accredit a mobile lab or a stand- alone analytical instrument. What is a semi-permanent mobile lab? What is a mobile lab? What decisions do they need to make when deciding to become accredited? Who should they go to (NEFAP or NELAP)? Look at mobile labs verses mobile facilities. Is this term the same?	Lauren John	(From 9/20/11 Meeting) TBD	
62	Update presentation and distribute for review.	Justin JoAnn Lauren	Next meeting	Presentation is still being worked on. 3/5/12: Lauren wants to work on this to add comments from her recent presentation.
72	Work on Advocacy SOP Draft.	JoAnn	March 30, 2012	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
73	Continue work on Training SOP.	All	March 15, 2012	
74	Complete White Paper and get to JoAnn.	Justin	March 9, 2012	
75	Contact Marlene for any updated Standard Sections that he has not received.	Justin	March 15, 2012	
76	Incorporate minor standard update suggestions into the standard and distribute to the committee for comment.	Justin	March 5, 2012 (Comments from Committee by 3/12/12)	Complete
77	Incorporate updated discussed during the call into the standard and distribute to committee members for comment.	Justin	4/12/12	
78	Forward PT language from Vol 2 to the committee.	John	4/12/12	

**Attachment C**

**Backburner / Reminders – FAC**

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