

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

**April 12, 2012**

### 1. Roll call:

Chair Justin Brown called the FAC meeting to order on April 12, 2012 at 10am EST. Attendance is recorded in Attachment A – there were 9 members present. The following associate members also participated: Marlene Moore, Tom Martin (NY City DEP QA) and Rich Smith (Pace).

The previous meeting minutes were distributed by e-mail and if no comments are received within the week, they will be approved and posted to the TNI website.

### 2. Standards Update

Justin continued the review of definitions.

A few committee members asked that “measurement” and “analysis” be removed from the DRAFT standard. These were added since the last meeting. There were no objections voiced, so Justin will remove them from the DRAFT.

Justin has been receiving feedback from committee members on Volume 1. He will incorporate these changes and get them out to everyone for review. John Moorman has a few additional comments that he will still be sending. They are minor. Justin emphasized that we are not done with Volume 1 and additional comments are welcome, but the committee focus will move toward Volume 2 because there is quite a bit more work that needs to be done there. The committee members on the call are supportive of the last DRAFT Justin sent around.

Marlene asked that the committee consider sending the final draft to anyone who provided significant comments along with reasons for changing or not changing the standard. This might help expedite things. Justin has been tracking the suggestions and the reasons for making or not making the changes. She also suggested a courtesy review to the NEFAP Executive Committee before the working DRAFT standard is official. Bob expressed concerns about timing. Will this potentially delay the process? He is in favor of sharing the DRAFT early, but not emphasizing a request for additional changes. We want to know about any show stoppers. Meeting the dates for submission of the DRAFT standard is critical and that date needs to be met. We can address as much as we can, but the remainder of the discussion would have to happen after the Final DRAFT is submitted.

Scott Evans and Craig did submit some changes last week by e-mail.

Justin sent out Volume 2 by e-mail last week. It included the changes made because of suggestions received during the initial review of the standard. Marlene submitted some suggestions yesterday. Justin asked that everyone focus on Volume 2 for suggestions. The FAC PT Subcommittee made some changes during their meeting yesterday that need to get into the DRAFT. There was good discussion during this subcommittee meeting. There are also some recommendations that are being made to the new Subcommittee on Scope of Accreditation. This subcommittee has not had their first meeting yet.

Marlene also emphasized the need to look at the overlap between mobile labs and field measurements. This is an issue with NELAP. They are accrediting Mobile labs for field measurements. Marlene is concerned that there will be differences in the requirements on the field measurements depending on how the accreditation is achieved – NELAP or NEFAP. This also relates to DoD, There are major differences. NEFAP allows multiple mobile labs accreditations and DoD and NELAP accredit to the VIN number of the vehicle. There will be implementation issues if there is no coordination. Marlene thought a flow chart to show the current process might help identify issues. Justin asked the group if this needs to be addressed now. It is relevant to Scope issues. It was decided to let the subcommittee work on this . Marlene will make the flowchart. Bob emphasized that this is really not standard related, but Marlene noted that it is because of the need to define Scope. Bob emphasized that the FSMOs need to follow their client and regulatory requirements. This should help direct them to which standard they need to be accredited against. Marlene will prepare the flow chart and Justin and Marlene will bring the subcommittee up to date.

### 3. New Business

None.

### 4. Next Meeting

The next meeting of the FAC will be determined by e-mail. It will occur during the middle of the month. Justin will try to use Doodle.com to organize the next meeting.

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

The meeting was adjourned at 11 am EST. A motion was made by Virginia 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>Absent</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>Absent</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>Present</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	
77	Forward PT language from Vol 2 to the committee.	John	4/12/12	
78	Work on flow chart.	Justin Marlene	Next Scope Subcommittee Meeting	

**Attachment C**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Update charter in October 2012	2/2/11	
3			
4			