

**Field Activities Committee (FAC)
Meeting Summary
May 26, 2011**

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on May 26, 2011. Attendance is recorded in Attachment A – there were 7 members present. Associate members on the call included: Francesca Wilde (USGS), Seb Gillette (DOD), and Doug Leonard (LAB).

There were no comments received after distribution of the last meeting minutes. The meeting minutes are considered approved and will be posted on the TNI website.

2. Standard Interpretation Request (SIR)

SIR #4:

Volume	Volume 1: FSMOs
Section (eg. C.4.1.7.4)	3.1
Describe the problem:	<p>Does Environmental Sampling include sampling at water and wastewater plants?</p> <p>3.1 Environmental Sampling: Equivalent to “Field Sampling.” See Clause 3.5.</p> <p>3.2 Field: Any location outside the controlled environment of a laboratory.</p> <p>3.5 Field Sampling: The process of obtaining a representative portion of an environmental matrix suitable for laboratory or field measurement or analysis.</p>
Response	<p>In the definitions of the terms "Environmental Sampling" (3.1) and "Field Sampling", the operative term is “Field”. In Clause 3.2 “Field” is defined as distinct from the “controlled” laboratory environment. It follows that the sampling sites for waste and drinking water treatment plants would be outside of a controlled environment so the answer to the question is “yes”.</p>

There may be possible conflict if the sampling site was located inside a controlled laboratory environment. In some cases, post-sampling processing occurs in a controlled environment. Definitions of “laboratory” or “controlled environment” may be necessary if there is a sampling station that exists in either.

Members need to comment on John’s Draft response included above.

Mike and Jan raised concerns about the second part of the response. This should be looked at down the road, but is not needed in the current response. The TNI Board is looking at potential overlap issues between NELAP and NEFAP.

The last paragraph will be removed and distributed to the committee for comment.

3. Bellevue Meeting

The committee meeting is currently scheduled to meet on August 18th (THU), but a request has been submitted to change the meeting time to earlier in the week.

An agenda and program will need to be developed for this meeting. Please e-mail Marlene if you can help put this together.

4. Recognition Program

Things have fallen behind. Paperwork is needed from the evaluators. Training is on-line. There is a fee for the FSMO Assessor training. Lead Evaluators will be doing document review and technical evaluators will be doing the witnessing. The goal is still to be able to make announcements in August.

5. Training SOP

Marlene distributed a DRAFT of this SOP to the committee. Begin e-mailing her comments.

6. Standard Review

Maggie will get comments to Bob for inclusion in the database. Marlene has forwarded comments that were prepared during the development of the checklist. Mike commented that the comparison of the NELAP vs. NEFAP standard may also produce some comments.

Marlene will split up the standard so that each committee member can take a portion to do a detailed review. Seb will be working with DOD to prepare comments too. He hopes to have this done by the meeting in Bellevue.

Marlene would like to see most comments submitted by mid July. Bob will be asked to prepare an Excel spreadsheet for people to use to make their comments so that it will make it easier to upload them to the database.

Marlene is hoping for a working draft standard to be complete by June 2012.

7. Field FoPT Table

The Field FoPT table has been forward to the PT Executive Committee for approval.

8. Advocacy

Marlene is planning to attend a FEM meeting.

Justin is working on the list of 2011/2012 presentations and would like to see them reviewed by the committee. Reviewed and approved presentations will have the NEFAP logo on them. Perhaps a similar approval process can be used as will be used for the training approval. Presentations will need to include speaker notes so that there is consistency in the presentations with multiple people giving them.

EPA would like a presentation the week of October 17th in Dallas.

Justin will keep the presentation summary updated and send a copy to committee members before each meeting.

The brochure JoAnn is working on will be sent out to committee members for review before the next meeting. This should be finalized and printed before Bellevue.

Randy may be able to do a presentation at the ASQ meeting in Las Vegas.

9. Action Items

See comments in Attachment B.

10. Open Discussion

- Be sure to review the SIR SOP.

10. Next Meeting

The next meeting of the FAC will be planned for June 22 – 1pm EST.

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

Marlene adjourned the meeting at 4:05pm. (Motion – Mike, Second – Jan, Unanimously approved.)

Attachment A

**Participants
TNI Field Activities Committee**

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Dane Wren Absent	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
Open				
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Jo Ann Boyd Present	Southwest Research Institute	Accred. Lab.	(210)522-2169	joann.boyd@swri.org
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Brian Conner Present - Randy	A2LA	AB	(301)644 3216	bconner@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.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 B

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
20	Prepare a list of what marketing material is available and what is needed. Consider Justin's poster he used at the Midwest Groundwater Conference.	Justin Jo Ann	12/31/10	Complete – see Section 7 – Action Items
24	Provide Ilona with list of past presentations and future opportunities.	Justin JoAnn	12/31/10	Justin will send to Ilona. It has been completed.
27	Form Stack Subcommittee	Marlene	Next Meeting	Maggie will be working with the stack testers. Complete.
30	Provide Ilona with language to include on change table regarding the mobile lab issue.	Marlene	10/7/10	See Section 7 – Action Items
32	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.	Justin JoAnn	May Meeting	
34	Update brochure and distribute to subcommittee.	JoAnn	June 2011	Work in progress.
42	Outline process for review of training material.	Dane Virginia	May 26	
43	Develop response to SIR #4 and distribute to committee.	John	May 26	Complete
44	Review Craig's comparison table.	Mike – Vol 2 Carl – Vol 1	May 26	
45	Get on FEM agenda.	Marlene	May 26	
46	Divide standard into sections for committee review.	Marlene	June 22	

	Action Item	Who	Expected Completion	Actual Completion
47	Update Presentation Summary and distribute before meetings.	Justin	June 22	
48	Prepare Excel spreadsheet for comments.	Bob	June 22	
49	Comment on SIR and Training SOP.	All	By e-mail	
50	Distribute brochure for comment.	JoAnn	June 22	

Attachment C

Backburner / Reminders – FAC

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