

## Field Activities Committee (FAC) Meeting Summary

June 18, 2012

### 1. Roll call:

Chair Justin Brown called the FAC meeting to order on June 18, 2012 at 2pm EST. Attendance is recorded in Attachment A – there were 11 members present. There were no associate members on the call.

Minutes are distributed by e-mail and if no comments are received within the week, they are considered approved and posted to the TNI website.

### 2. Standards Update

Justin emailed the last draft of the standard out last week and asked for any final comments.

Mike mentioned again that the definition for “measurement” still needs to be looked at. Dane noted that the purpose of the call was to vote to publish the Working Draft in its current form for comments. Not everything may be complete. Bob and Justin commented that work will continue on sections of the standard and the Working Draft Standard will continue to change as comments are received. The Working Draft needs to move forward for publication and comment.

A motion was made by Dane to release the Working Draft Standard to TNI for publication. The motion was seconded by Mike Miller. A roll call vote was taken and all members on the call voted “For”. The motion passed.

Justin will e-mail Lauren and Mike S today and ask for them to vote within the next 2 weeks. (6-18-12 - Note: Votes were received from both. They voted “For”.)

### 3. New Business

- None

### 4. 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 2:26 EST.

**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./STAC	FSMO/AB	(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>Present</b>	Southwest Research Institute	Accred. Lab.	(210)522-2169	<a href="mailto:joann.boyd@swri.org">joann.boyd@swri.org</a>
Michael Miller <b>Present</b>	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Lauren Hedrick <b>Absent</b>	A2LA	AB	(301)644 3216	lhedrick@a2la.org
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	Vmurray@dep.nyc.gov
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)	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	This relates to new item on Back-burner listing (Attachment C).
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	
77	Forward PT language from Vol 2 to the committee.	John	4/12/12	Complete
78	Work on flow chart.	Justin Marlene	Next Scope Subcommittee Meeting	
79	Continue to update the volumes with information from subcommittees and distributing to the committee for review.	Justin All	Ongoing	Complete
80				

**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	Prepare guidance document for “Scope of Accreditation”.	5/22/12	
4	Work on defining matrix verses media.	5/22/12	
5	Look at how NEFAP addresses mobile labs verses NELAP.	5/22/12	