

**Field Activities Committee (FAC)**  
**Meeting Summary**  
**July 28, 2011**

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on July 28, 2011 at 3pm EST. Attendance is recorded in Attachment A – there were 8 members present. Associate members on the call included: Skip Darley.

The comments received after distribution of the June meeting minutes have been incorporated – corrected review assignments. The meeting minutes are considered approved and will be posted on the TNI website. Everyone was asked to review their information in the attendance table and let Ilona know if any changes are needed.

2. Standard Interpretation Request (SIR)

Marlene reviewed the process and asked people to review and comment by e-mail.

3. Standard Comments

People have started getting suggestions into the database that Bob is maintaining. Marlene asked that Bob check to be sure that Craig's suggestions were included. JoAnn did review her section, but did not have any suggestions. Jan also finished her review and there were no suggestions. Bob will send out what he currently has in the database.

Mike will be forwarding his suggestions soon. He has multiple suggestions on different sections. John, Dane, Randy and Justin will also be sending in suggestions.

Mike noted that he had questions about the standard and Marlene suggested that he send those out to the group by e-mail so they can be discussed. Suggestions may come out of the discussion.

Everyone should get their information in by next Friday.

4. Bellevue Meeting

Marlene e-mailed everyone an agenda for the meeting. Please let her know if anything needs to be added.

Marlene is working on a time for people to get together in Bellevue.

#### 4. Advocacy

Mr. Mouwman from Horizon Engineering approached Jerry to write a paper on accreditation. He was asked to do this by Bob F. Bob is not available for input, so Marlene is trying to get information. Margo will follow-up on this.

The brochure was completed and sent to Jerry. It will be available in Bellevue.

Justin started a white paper that he would like everyone's input on. People have asked why is NEFAP different than NELAP? There has been a lot of confusion. Justin also thinks the paper will help produce some articles for publication.

Randy will be doing the presentation at the ASQ Energy Environment meeting in Las Vegas. Justin will send Randy a format and a former presentation that will be helpful.

#### 5. Training

The training review guidance needs to be changed to an SOP. Comments have been added to the guidance document, but more comments are needed. There is quite a bit of duplication with the TNI training SOP. Ilona will reformat the document to an SOP and get it to Marlene for distribution. Perhaps Jan and Dane can take another pass on the SOP for another review in Bellevue.

There is a training session planned for FSMO training in September 2011. The TNI Training Coordinator will need to select a few people to review the training. The TNI Training SOP is being voted on by the TNI Board and is expected to be final within the next few days.

#### 6. Action Items

See comments in Attachment B.

#### 7. Open Discussion

- None.

#### 8. Next Meeting

The next meeting of the FAC will be planned for August 18, 2011 in Bellevue, WA.

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 – Justin, Unanimously approved.)

**Attachment A  
Participants  
TNI Field Activities Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Marlene Moore (Chair) <b>Present</b>	Advanced Systems, Inc	Other	(302)368-1211	<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.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>Absent</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>
Open				
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>Present</b>	Consultant	Other	(908)233-9624	mwmillereviron@yahoo.com
Brian Conner <b>Randy – A2LA</b>	A2LA	AB	(301)644 3216	<a href="mailto:bconner@a2la.org">bconner@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>
Justin B. Brown <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Virginia Murray <b>Absent</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	<a href="mailto:CFORBES@HRSD.COM">CFORBES@HRSD.COM</a>
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>Present</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>
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	7/28/11: Justin will complete this and forward in the next few days.
34	Update brochure and distribute to subcommittee.	JoAnn	June 2011	Complete
44	Review Craig's comparison table.	Mike – Vol 2 Carl – Vol 1	May 26	People still need to review and comment. 7/28: Mike will forward review to Marlene and Marlene will check her e-mail too.
45	Get on FEM agenda.	Marlene	May 26	7/28: Marlene has not heard anything.
47	Update Presentation Summary and distribute before meetings.	Justin	August 16	
49	Comment on SIR SOP.	All	By e-mail – 7/28/11	
51	Distribute final wording for SIR #4 to committee for voting.	Marlene	6/30/11	Complete
52	Send e-mail addresses of the FAC, NEFAP EC, Doug Leonard and Seb to Bob.	Marlene	6/25/11	Complete
53	Send Bellevue agenda ideas to Mike and Marlene.	All	7/28/11	
54	Distribute vote on membership – Lauren.	Marlene	6/30/11	
55	Find Mike's comments on Vol 1.	Marlene	8/16/11	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
56	Comment on Training Review SOP.	All	8/16/11	
57	Send copy of suggestion spreadsheet to committee.	Bob	8/16/11	
58	Format training review guidance document to an SOP format. Get to Marlene.	Ilona	8/4/11	SOP: 5-107 Done

**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			