

Field Activities Committee (FAC) Meeting Summary

July 12, 2012

1. Roll call:

Chair Justin Brown called the FAC meeting to order on July 12, 2012 at 2pm EST. Attendance is recorded in Attachment A – there were 8 members present. The following associate members were on the call: Craig Sprinkle (CH2MHILL), Theresa Ross, Terence, Skip Darley, Rick Smith, and Aaron White (DOE).

Justin went through the associate list to make sure it is current. He is still working on adding to this list and people on the call were asked to invite others to meetings. People can contact Justin to be added to the e-mail list.

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. Working Draft Standard Update

Justin noted that on 7/6/12 he received information from TNI that the version of the working draft standard he submitted was not in the correct format. They needed the red line strike out version instead of a cleaned up version. It has all been resolved and it is now posted on the website.

There is still more work to do on the standard. The PT language especially still needs some changes to help clarify issues for FSMOs. There will be a finite time frame to address any additional issues. Justin would like to keep working through the PT issues during the comment period by e-mail. He would like people to bring any additional issues forward with a proposed solution.

Next steps: The Draft Standard was posted 30 days prior to the open forum in DC. It will then be discussed publicly in DC. There will be an additional 15 days after DC for people to submit comments. Within 90 days after DC, all comments must be addressed.

Justin is concerned that there will be a lot of comments, so he will continue to push to correct any current issues before all the public comments come in.

3. Training SOP

This was put on the backburner as the standard was being worked on. The NEFAP EC is working on an update to the Evaluation SOP. This SOP discusses needed training for people who are a part of the new Recognition Subcommittee. The Training SOP needs to be finalized so there is a process in place to approve training. There has been some work done on the SOP, but Justin is working on an update he will plan to distribute to the committee. He is asking all committee members to review the current version and provide him with comments that he can incorporate into the SOP. He would like to finalize this SOP by December 2012. Work is also needed on an Advocacy SOP.

Mike S. asked about the scope of the SOP. Justin responded that it is not relevant to the training an AB does for their assessors.

4. Washington, DC Meeting

Justin reminded everyone to register for the conference by tomorrow.

NEFAP EC will meet Monday afternoon and FAC will meet Tuesday morning.

Agenda Possibilities:

- Update on activities.
- Present the changes to the standard. Spend time only on significant changes.
- Public comment on the standard.
- Present advocacy efforts.
- AB Update

Mike S. recommended that the presentation of the changes be made by subcommittee chairs where relevant. Mike S. will present his subcommittee's work and Mike M. will present his. Justin will work with the rest. Justin will send a presentation template to Mike M. and Mike S.

5. NEFAP Update

Justin updated the FAC on NEFAP EC related action items. He noted that an FSMO has been assessed and an AB has had their technical evaluation. In the process of recognizing their first ABs, the NEFAP EC became aware of some needed updates to the Evaluation SOP. A Recognition Subcommittee will become part of the process. The plan is that this SOP will be completed for final voting in DC. This will allow them to fully recognize the first AB. They are also looking at language for the website to ensure there not a competitive advantage to a fully recognized AB verses a Preliminary AB.

Justin recommended that committee members attend the NEFAP EC meeting on Monday.

Justin noted that more advocacy is needed to move this process forward. More FSMOs need to be applying to ABs.

Marlene is doing some training in DC related to NEFAP. Justin encouraged people to look at the website and encourage people to attend.

Justin does not think the committee will be going out for dinner on Sunday evening. Too many people are traveling in on Monday.

Justin asked if people who are not attending would like a phone line set-up so they can call in to participate in the DC conference. A number of people expressed interest, so Justin will ask for a phone line.

6. New Business

- Committee review and comment is needed on a white paper prepared by Justin and Marlene. Justin will get this out.
- Justin encouraged everyone to watch for conferences that NEFAP should present at. These suggestions can be forwarded to either Justin or JoAnn.
- Aaron asked about the contact list Justin is working on. Justin explained that he e-mailed everyone and has heard back from about half of them. He would like to have this completed by the end of the week. Aaron would like a copy of this contact list.
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7. 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. (Motion – Jan Second – JoAnn. Unanimously approved.)

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present	EMT	FSMO	(847)324 3350	jbrown@emt.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
Troy Burrows Present	Entec Services, Inc./STAC	FSMO/AB	(800)429-8445	TBurrows@entecservices.com
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 Absent	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Lauren Hedrick Absent	A2LA	AB	(301)644 3216	lhedrick@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Mike Shepherd Present	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Virginia Murray Present	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)	The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment B

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
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	

	Action Item	Who	Expected Completion	Actual Completion
73	Continue work on Training SOP.	All	March 15, 2012	
74	Complete White Paper and get to JoAnn.	Justin	March 9, 2012	7-12-12: Justin worked on this with Marlene. Need to get copy to committee for review.
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	Review and comment on Training SOP.	All – Send e-mail to Justin.	October 2012	
81	Send presentation template to Mike M and Mike S for DC.	Justin	7-19-12	
82				

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
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	