

**TNI FAC MEETING MINUTES COVER SHEET**

**Team Name:** The NELAC Institute Field Activities Committee

**Meeting Date:** 05/10/2007

Mo/Day/Yr

Member Name	Member Status	Status (see Key)
Martin Tait (Chair)	Full	P
Jim Eychaner	Full	P
Ed Hartman	Full	P
Glenn MacGraw	Full	P
David Speis	Full	P
Andrew Tintle	Full	P
Jan Wilson	Full	P
Dane Wren	Full	A
Pat Conlon	Full	A
Jo Ann Boyd	Full	A
Eddie Clemons	Full	L
Elaine Sorbet	Full	A
Michael Miller	Full	P
Jane Wilson	Program Admin	P
Trevor Brenner	Associate	A
James Broderick	Associate	A
Jennifer Powell-Campbell	Associate	A
Robert Darley	Associate	P
Jim Davies	Associate	A
Jerry Diamond	Associate	A
Scott Evans	Associate	A
RaeAnn Haynes	Associate	A
Kris Heinbaugh	Associate	A
Erwin Holman	Associate	A
Sergio Huerta	Associate	A
Delia Ivanoff	Associate	A
Carl Kircher	Associate	A
Marlene Moore	Associate	A
Fred Ordway	Associate	A
Donna Ringel	Associate	A
Ann Rosecrance	Associate	A
Daniel Schultz	Associate	A
Cary Secrest	Associate	A
Brian Shade	Associate	A
Max Stephens	Associate	A
Don Stock	Associate	A
Linda Tibensky	Associate	A
Mark Tracy	Associate	A
Leslie Wentland	Associate	A
Franceska Wilde	Associate	A
Brynn Iwanowski	Associate	A
Myra Zabec	Associate	A
Tim Fitzpatrick	Associate	A
John Mooreman	Associate	P
Greg Denny	Associate	EO

Key: P=Present; A=Absent; L=Late; EO=Early Out

Teleconference Time:  1:00  PM EST

Date: 05/10/2007

Meeting Minutes and Action Items

Created on 5/10/2007 5 P.M. PDT

**In this meeting, the committee worked on:**

- 1) Reviewed and approved the minutes for the 4/12/07 meeting with 2 spelling corrections (moved by Glen MacGraw and 2<sup>nd</sup> by Dave Speis).
- 2) TNI Board Business
  - a. Dave Speis provided an update on the Board of Directors.
    - i. The complaint to ANSI re TNI standards has been investigated and is likely to be resolved by ANSI board in 2 weeks. Outreach to various EPA program offices continues to show progress but more to be done.
    - ii. Draft plans have been distributed for the summer conference in Cambridge, Mass. August 20-24, 2007. Field activities focus on Tuesday, with a NEMC field measurement section in the morning and our committee in the afternoon.
  - b. Other Draft Interim Standards (quality systems, performance testing) will be presented by June 15 for voting, with comments, through July.
- 3) Cambridge meeting planning for the field activity session.
  - a. Agenda items will include public updates and presentation of the standards and our current active tasks. If at all possible, report initial results of paper-stage pilot testing.
  - b. At least seven committee members (Martin, Jim, Ed, Glen, Dave, Andy, Mike) are likely to attend.
- 4) Documents for Sub Committees
  - a. **Applicability Sub-committee:**

Pat Conlon sent an update document from last month's discussion to further explore who should be stakeholders, but discussion was limited in his absence.

    - i. **Martin** will discuss subcommittee objectives and progress with Pat.
    - ii. **Pat** should coordinate with the subcommittee (Jo Ann Boyd, Jim Eychaner, Jan Wilson) and be ready to develop the issue for detailed discussion next month or recommend closing the topic.
  - b. **Accreditation Process sub-committee:**

Dave Speis provided a document, based on 2 subcommittee (Ed Hartman, Andy Tintle, Elaine Sorbet, and Dane Wren) conference calls.

    - i. The document outlines processes for applying for accreditation, conducting assessments, granting and continuing accreditation, and field monitoring. Discussion highlighted the contrast between the accreditation reviewer, who might be a national body, and the state regulatory authority to decide whether the reviewer's result is acceptable for their purpose. How would a state enforce action if a FSMO later submitted bad data?
    - ii. Accreditation categories are stated very broadly, to allow the FSMO to define their own scope. Applicants would need internal SOPs that provide relevant details, and the accreditation review would check the implementation of the SOPs.
    - iii. **Action items:** All should respond to Dave with substantive comments on the present document before 5/25. Also by 5/25, Dave will create parallel sections of the document for single or multiple site operators and for NELAP or other accrediting authorities. This process description must be consistent with our Vol.2 on accreditation process.
    - iv. Further discussion next month.

**c. Pilot Program Sub-committee:**

Glenn McGraw and Jim Eychaner presented updates on last month’s discussion and an outline of a paper review process. Several organizations are interested in taking part. Glenn talked briefly with Pinellas County FL. John Mooreman SWFWMD has permission to participate as FSMO. We plan to make the go/no go decision during the call next month and have an initial report of at least one paper review to present at Cambridge.

**Action items:**

- i. Glenn & Jim in consultation with the subcommittee will merge documents into a combined plan for pilot testing by 5/25. Phase 1 will be a paper review only, and Phase 2 will involve full review.
- ii. All who know reasonable candidates for pilot testing should contact either FSMO or state AB for further expressions of interest.
- iii. Dave and Martin will draft a cover letter to the TNI board requesting funding support, particularly for Phase 2, and permission to give the full text of both standards to pilot test participants.

5) Wrap up – review of all action items and assignments

Meeting ended 3:10 PM EDT

**Next Meeting Date:** 6/14/2007

**Time:** 1:00 PM EDT

**Minute Taker Name:** Jim Eychaner

**Date:** 5/10/2007  
*Mo/Day/Yr*

**ACTION ITEMS 5/10/2007**

<b>WHAT NEEDS TO BE DONE?</b>	<b>WHO WILL DO IT?</b>	<b>TARGET COMPLETION DATE</b>	<b>ACTUAL COMPLETION DATE</b>
<b>Applicability Sub-committee:</b> Refine objectives, make progress, or decide to close	Martin Tait, Pat Conlon (with Boyd, Eychaner, Wilson)	6/8/2007	
<b>Accreditation Process sub-committee:</b> Provide comments on 5/8/07 draft to Dave Speis	All	5/25/2007	
<b>Accreditation Process sub-committee:</b> Revise draft and distribute	Dave Speis	5/25/2007	
<b>Pilot Program Sub-committee:</b> Write a merged plan for pilot testing and circulate	Glenn MacGraw, Jim Eychaner (with others)	5/25/2007	
<b>Pilot Program Sub-committee:</b> Seek further expressions of interest from pilot testing candidates	All	6/14/2007	
<b>Pilot Program Sub-committee:</b> Write a cover letter requesting support from TNI board	Dave Speis, Martin Tait	6/14/2007	