

Field Activities Committee (FAC)
Meeting Summary
November 21, 2011

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on November 21, 2011 at 1:30pm EST. Attendance is recorded in Attachment A – there were 8 members present. The following associate members were on the call: Skip Darley, Doug Leonard. Bob D. added in during the last 5 minutes of the call.

There were no comments received after the distribution of the October 12th meeting notes. The meeting minutes are considered approved and will be posted on the TNI website.

2. Charter

Marlene distributed the updated Charter to committee members. There were no additional comments offered during the meeting.

Mike made a motion to adopt the charter and send it out for an e-mail vote. JoAnn seconded the motion. There was no further discussion.

E-mail vote:

Lauren - For

Maggie - For

Jo Ann - For

Dane - For

Craig - For

Jan - For

Marlene - For

Virginia - For

John – For

Mike – For

Justin – For

Bob – No vote received.

The motion has been approved (11-29-11).

3. Committee Membership

Marlene distributed a resume for a potential new member of the committee.

Jan and Maggie reviewed the resumes and list of names sent by Ilona and presented a resume for Troy Burrows. Troy would be considered an AB representative.

The current balance of the committee is:

1 – Accredited Lab

5 – FSMOs

2 – ABs

3 – Other (currently there are 4, but Marlene is leaving)

Doug Leonard noted that Mike Shepherd has interest and he has applied. Jan and Maggie will discuss the nominations with Justin since he is the new Chair of the committee. The final nominations will be presented at the December meeting so the new members can be part of the committee in time for Sarasota. Ilona sent a list of nominees to everyone on 9/22/11.

4. Training SOP

Marlene incorporated comments and sent the updated SOP out for further comments. Marlene asked if Virginia could provide further comments since she had an opportunity to use the SOP during her review of the FSMO training. Marlene will forward the most recent copy of the SOP and Virginia will get this information to her.

5. Standards Update

A number of people have been putting comments into the PDF files of the standards. It turns out that most of the committee members don't have a Word file to work with. Everyone should be using the 0.1 revision. Anyone who needs a word file should contact Ilona for a copy. Marlene will talk to Justin to see how he wants to move forward. Do we have everyone edit a Word document or have someone take all the comments and edit the Word documents for the committee? Marlene will get back to everyone next week.

The following people have prepared changes into the PDF files: Jan, JoAnn, Lauren, Virginia, Craig and Maggie.

Mike commented that many of the comments on his section are about ISO language.

Bob noted that there are suggestions, but generally no suggestions for how they would like to change the standard. It might only state that they don't like something. If people are having an issue with this, they should bring these suggestions to the meetings for discussion if they are not sure how to address them.

6. Sarasota

Registration is now open for the Sarasota meeting. The hotel usually books up quickly, so committee member should make reservations early. A tentative agenda is on the TNI website. FAC meets Wed 8:30 -12 on Feb 1st. (NEFAP EC meets Wed afternoon.)

Get ideas for the meeting to Justin. He will be leading the meeting. The expectation is that the committee will continue to work through the standard update.

7. New Business

None.

8. Action Items

See comments in Attachment B.

9. Next Meeting

The next meeting of the FAC will be planned by Justin by e-mail.

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

Marlene adjourned the meeting at 2:30 pmPT.

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
Lauren Hedrick Present	A2LA	AB	(301)644 3216	lhedrick@a2la.org
Robert P. DiRienzo Added in during last 5 min of call.	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Justin B. Brown Absent	EMT	FSMO	(847)324 3350	jbrown@emt.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) Recorded	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	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.)	Justin	Each Meeting	Ongoing (JoAnn will talk to Justin about possibly helping with this. She would appreciate some help when her schedule is hectic.)
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	
62	Update presentation and distribute for review.	Justin Marlene	Dec 2011 Meeting	Presentation is still being worked on. Date extended to Dec.
63	Invite attendees from San Diego meeting to the next FAC meeting.	Justin	Nov 15, 2011	Justin not available.
64	Send e-mail to committee members with	Marlene	Nov 15, 2011	Complete

	Action Item	Who	Expected Completion	Actual Completion
	goals for standard update and additional instructions.			
65	Separate suggestions by sections and distribute to committee members to help them with their section updates.	Bob	Oct 19, 2011	Complete
66	Review committee charter on website and provide comments to Marlene.	All	Nov 30, 2011	Complete
67	Provide list of suggested new committee members based on nominations.	Jan Maggie	Dec 2011 Meeting	Extended to December Meeting
68	Talk to Justin and Ilona to figure out how to incorporate changes to the standard.	Marlene	12/6/11	
69	Send Charter out for e-mail vote.	Marlene	12/1/11	
70	Work on Training SOP.	Marlene Virginia	Dec 2011 Meeting	

Attachment C

Backburner / Reminders – FAC

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