

Field Activities Committee Meeting Summary November 24, 2009

1. Roll call and approval of minutes:

Chair Marlene Moore called the FAC meeting to order on November 24, 2009 at 3pm EST. Attendance is recorded in Attachment A. Associate members Michelle Henderson, Linda Hoffman, and Cheryl Haige for Myra Zabik were also in attendance. The meeting was adjourned at 4:30 PM EST.

After receiving no objections from any committee member, the minutes from the October 29, 2009 meeting were approved as written and will be posted on the TNI website.

2. NEFAP Board Progress

Work has started. A number of subcommittees have been formed and they are meeting weekly or bi-weekly:

- Evaluation and Selection of ABs
- Development of Operational Policies and Procedures
- NEFAP Board
- NEFAP Strategic Planning

Evaluation and Selection of ABs

One of the main issues this group is dealing with is concerns as to whether there should be different procedures for ILAC signatories vs. non-ILAC signatories. The ILAC signatories don't want to see a duplication of effort and they would like to build on their current ILAC evaluation process. The group has put together an initial DRAFT of base requirements and this is being reviewed by the NEFAP Board.

Development of Operational Policies and Procedures

This group has started reviewing TNI documents for potential use in NEFAP. The group is starting with dispute resolution and evaluation of ABs.

NEFAP Board

The group is working on dispute resolution and policies for membership and elections.

NEFAP Strategic Planning

They are working on a list of budget items, but need more details from the groups above before they can finalize. They will meet with the TNI Board finance team once the list is more complete.

3. Environmental Lead Subcommittee Report

Erik Winchester has asked TNI to have an MOU established before the end of the year. The Subcommittee does not need to wait for the MOU to continue working on this project. Marlene has a meeting scheduled with Erik tomorrow morning to talk about the MOU and whether he has any specific issues with our standard.

Marlene made the point that the Subcommittee is dealing with the field side – not the laboratories at this time.

When we receive the Environmental Lead Program needs, we need to look at our standard and see if we need to develop a module. The Lead Program uses the Laboratory Quality System Requirements (LQSR).

Marlene suggested that the subcommittee start preparing flowcharts to facilitate the discussion with EPA.

Marlene also mentioned that Erik is interested in a PT. Marlene will be meeting with Eric Smith, Chair of the PT Board, to start talking about this. The flowcharts should include a PT (XRF and test kits).

We need a minimum of two flow charts:

- The Accreditation Process
- FSMO Processes

Need to evaluate whether the Environmental Lead Program should be established as a standard or a policy. An interim policy could be written due to the timing and then followed up with a standard?

Mike commented that you can't have the private sector enforcing a regulation. Marlene responded that the regulation discusses accreditation, but an accreditation process needs to be put in place. We are not playing an enforcement role. The MOU is important because EPA needs to authorize the use of this accreditation program. The current regulations are performance based.

The FAC needs to constantly review our standard and make sure that the work we are doing continues to meet the standard.

4. STAC Report

Marlene did receive an EPA contact from Scott. She plans to see if there is something FAC can do that would be similar to what we are looking at for the Lead Program. This is an action item being tracked on the NEFAP Board Action Items.

Additional information about this program can be found in the November 2, 2009 NEFAP Board Meeting minutes. These are posted on the TNI website.

5. Open Action Items

See chart.

6. New Items

- If anyone is not going to attend the Chicago meeting, let Marlene know.
- Be sure to take a look at the TNI newsletter. It has an article in it about NEFAP.
- Marketing. Jo Ann and Justin are starting to work on this. They will be meeting next week.

9. Next Meeting

The next meeting of the FAC will be planned via e-mail if the group needs to meet before Chicago. There will be a face-to-face meeting in Chicago on Thursday.

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

**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 Present	Wren Engineering, P.A.	Other	(407)833-0061	dwren47@aol.com
Jim Eychaner Absent	USGS, Water Resources, Western Region	Other	(916)278-9555	eychaner@usgs.gov
John Moorman Present	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
David Speis Absent	Accutest Laboratories	Accred. Lab.	(732)329-0200	davids@accutest.com
Jan Wilson Absent	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 Perry Absent	Southern Nevada Water Authority,	Accred. Lab.	(702)856-3513	michael.perry@snwa.com
Elaine Sorbet Present	Louisiana Dept. of Environmental Quality E44(DEQ)	Accred. Lab.	(225)219-9800	elaine.sorbet@la.gov
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Robert P. DiRienzo Present	AIHA (ALS)	AB	(801)266-7700	dirienzo@datachem.com
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
2	Get feedback from Ed Hartzog regarding NEFAP. Update: Nothing to report yet. They are still not supporting our program.	Marlene	7/09	
15	Review Justin’s poster presentation.	All	When available.	
16	Review committee charter and get comments back to Marlene.	All	10/ 26/09	Complete
17	Update FAC membership list on website.	Iona	11/24/09	Complete
18	Give Lead Proposal to TNI Board before their next meeting.	Iona	12/4/09	Complete
19	Get STAC update for next meeting.	Mike	11/24/09	Complete
20	Prepare a list of what marketing material is available and what is needed. Consider Justin’s poster he used at the Midwest Groundwater Conference.	Justin Jo Ann	12/31/09	
21	Review the Lead Program’s LQSR and look for potential issues with the TNI standard.	Marlene	1/28/10	
22	Environmental Lead Subcommittee should prepare flow charts for the accreditation process and FSMO processes.	Environmental Lead Subcommittee	1/28/10	

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
1	Review FAC Charter after NEFAP Board responsibilities are established.	10-29-09	
2			
3			
4			