

## **Field Activities Committee Meeting Summary November 8, 2010**

### 1. Roll call:

Chair Marlene Moore called the FAC meeting to order on November 8, 2010 at 1 pm EST. Attendance is recorded in Attachment A – there were 9 members present on the call. The following associate members were present: Scott Evans and Glen Green. The meeting was adjourned at 2:18 pm EST.

No comments were received on the minutes distributed from the October 22<sup>nd</sup> meeting. The meeting minutes are considered approved as written and will be posted on the TNI website.

### 2. Standard Interpretation Requests (SIRs)

The committee reviewed the updated interpretations JoAnn sent for responses to SIR #2 and #3. Mike summarized the e-mail he sent:

*11-7-10:*

*For SIR#2 7.11.3 (a) states the 2 year requirement. That may make the response clearer.  
For SIR#3 I believe the confusion arises from the following: The first sentence talks about the APPLICATION PROCESS. The second and third about the FSMO delays of the ACCREDITATION PROCESS. The FSMO delays should refer to the delays in responding to the application review and providing the required documentation, which is part of the application process. I do not want a TIA if they can be worked into the response.*

SIR #2:

The committee discussed the concerns and reviewed the language in the standard. The question is whether the TNI standard should be aligned with the ISO/IEC 17011 standard. The ISO/IEC standard does not require a reassessment every two years. There is an additional option. Some on the call felt the additional note in the TNI standard implies that the assessments must be done every two years and in addition to this, surveillances may be performed when needed. It does not mean the same thing as option (b). The word “typical” in the note is causing confusion. Is the word “typical” inserted to give flexibility to the AB?

There are other ISO/IEC accredited ABs that issue 4 year certificates and then perform a surveillance audit two years later and then a reassessment at four years before issuing the next certificate.

Others expressed that following ISO/IEC 17011 would be preferred. Two year reassessments are more costly. They would prefer not to make the TNI standard more restrictive than the

ISO/IEC 17011 standard. Committee members who were involved in the writing of the standard could not recall why the word “typical” was used. Dave thought it had something to do with issues occurring in NELAP at the time. Some ABs were struggling to meet the two year cycle. Jan thought discussion at that time was centered around a two year reassessment cycle.

After further discussion, the committee came to the conclusion that the term “typical” gives the flexibility to use option (b).

SIR #3

Marlene felt that the language in SIR #3 addressed Mike’s concerns. The committee reviewed the language and discussed adding some language about what occurs in the application process. It was concluded that part of 6.1.1.1 should be quoted from the standard, but the word “application” should be inserted instead of “accreditation.”

JoAnn will make the updates and distribute the language to the committee. If there is agreement, Ilona will be asked to start the voting process on these SIRs by e-mail.

*Added 11/8/10: JoAnn submitted the following language for the SIRs based on the discussion above:*

See if the additional information meets the needs we discussed. I highlighted the comment given in #2 and identified the NELAC 2 year requirement. In #3 I provided the same ISO quote but with the word changed and italicized.

SIR #2:

<b>Volume</b>	Volume 2: Accreditation Bodies
<b>Section</b>	7.11.3 Note
<b>Describe the Problem:</b>	Is there a requirement for an accreditation body to establish a 2 year cycle to re-accredit the FSMO. Are the options in ISO/IEC 17011 7.11.3 b) available for the accreditation body?
<b>Response:</b>	Volume 2 Section 7.11.3 does establish a requirement for a two year cycle for <i>re-qualification</i> of the accreditation by reassessments or surveillance. The word typically is not considered a requirement for NEFAP. This is an ISO 17011 option. This information states that the reassessments must be performed within <i>no more than 2 years</i> . (The options in ISO 17011 Section 7.11.3(b) allows a combination of a reassessment and surveillance to be performed but must be done at least every 5 years). Volume 2 and the 17011 options for the 2 year requirement is clear.

SIR #3:

<b>Volume</b>	Volume 2: Accreditation Bodies
<b>Section</b>	6.1.1.1
<b>Describe the Problem:</b>	<p>In regards to the 8/10 meeting minutes the requirement reads that the application must be completed within 9 months. This is in direct violation of ISO/IEC 17011. An application for accreditation is completed when accreditation is granted and it take at times 12 months to get accredited even without undue delays caused by the AB and/or the CAB (FSMO). An AB is required to have a policy in place to handle delays with assessments and make a judgment based upon action and/or non-action of the CAB. I do not read the requirement any other way. Section 6.1.1.1 states "... [an AB must] complete action on an application within nine (9) months from the time a completed application is first received from the FSMO. This time period shall not apply if delays are caused by the FSMO responses to the accreditation process, on-site assessment or proficiency testing requirements beyond the required time limits set forth in this standard."</p> <p>The second sentence which ties back to the first sentence talks about the entire accreditation process therefore this requirement means that from the time the application is received the FSMO must be accredited within 9 months unless delays are caused by the FSMO. As I already mentioned, it can take up to 12 months if not longer especially if follow-up visits are necessary to accredit a CAB and neither the AB or the CAB is causing any delays.</p>
<b>Response:</b>	<p>Section 6.1.1.1 and the reference to 9 months are standard additions to the 17011 and provide a timeline for the completed process of the <u>application</u> and not accreditation. We do not feel this is in violation of the 17011 which identifies having <i>sufficient competent</i> personnel available. These appear to be two different issues (completing action on an application versus completing accreditation) and are being interpreted incorrectly. Accreditation may take longer depending on items needing clarification.</p> <p>As shown in 6.1.1.1 the NELAC reference contains "This time period shall not apply if</p>

	delays are caused by the FSMO responses to the <u>application</u> process, on-site assessment or proficiency testing requirements beyond the required time limits set forth in this Standard.”
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### 3. Advocacy

JoAnn noted that there have been two conferences that have accepted abstracts for NEFAP related talks. Justin had an additional two also accepted. Justin commented that most of the abstracts being submitted are being accepted, so he would like to find out if other FAC or NEFAP Executive Committee members are attending any of these conferences and can help with the presentations. JoAnn and Justin will continue to submit applications.

EDQW has been contacted, but they are not yet accepting applications.

Justin and JoAnn will put a table together of all the upcoming presentations. The committee would like to post this on the website so people know where these presentations are being given.

Virginia was able to follow-up on the contact JoAnn passed along at the last meeting. JoAnn will also send a note to the other two contacts asking about ABs.

Scott Hoatson is giving a presentation at the Northwest Environmental Conference on FSMO accreditation. He has been in contact with Marlene to put together a presentation. Marlene asked if Justin and JoAnn could contact Scott to find out about other presentations that are being given.

Keith Chapman (Small Laboratory Advocacy Group) also included some information on FSMO accreditation during a recent presentation. Jan will provide this information to Justin and JoAnn.

JoAnn will follow-up with the Advocacy Committee to make sure that she is included in future meetings.

### 4. Standard Update

Marlene is following up with Jerry on how the standard will be updated with the 15 changes that were missed in the finalization. There should be no problem having this changed. If the CSDP needs a red-line strikeout with the additions, Jan can help out with this.

### 5. Committee Membership

There will be one member rotating off the committee and Marlene is still waiting to hear back from another member. Associate members interested in being on the committee should fill in a nomination form on the TNI website.

## 6. Open Action Items

See chart.

## 7. New Items

- Bob will follow-up with AIHA and find out what their issues are with the Lead Accreditation Program. Mike asked about recent legislation and Marlene noted that the issue is that the XRF may have a problem reaching the detection requirements for dust wipes, so therefore they may need to use fixed labs. Bob added that they are also considering lowering the detection level even more. Marlene thinks there are still other field XRF opportunities out there .
- JoAnn would like to begin updating the brochure. She will work on this and distribute it before the next meeting for review. These need to be available when presentations are given at the various conferences.

## 9. Next Meeting

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

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

JoAnn made a motion to close the meeting. The motion was seconded by Mike and 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>Absent</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>
David Speis <b>Present</b>	Accutest Laboratories	Accred. Lab.	(732)329-0200	<a href="mailto:davids@accutest.com">davids@accutest.com</a>
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>Present</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	<a href="mailto:mwmilleranaly@yahoo.com">mwmilleranaly@yahoo.com</a>
Brian Conner <b>Absent</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:dirienzo@datachem.com">dirienzo@datachem.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>Present</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>
Augie De La Vega <b>Absent</b>	Florida Power and Light	FSMO	(786)236-8614	<a href="mailto:Augie.DeLaVega@fpl.com">Augie.DeLaVega@fpl.com</a>
Ilona Taunton (Program Administrator) <b>Absent</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>
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	12/31/10	
23	FAC review LQSR.	Lead Subcommittee	To Be Determined	AIHA has raised some concerns and the status of the Lead Accreditation Program may be on hold. This item will be removed.
24	Provide Ilona with list of past presentations and future opportunities.	Justin JoAnn	12/31/10	
27	Form Stack Subcommittee	Marlene	Next Meeting	
29	Prepare tables to begin collecting information on needed changes to the 2007 Standard.	Ilona	10/22/10	Complete. Just need information to insert.
30	Provide Ilona with language to include on change table regarding the mobile lab issue.	Marlene	10/7/10	
31	Review SIR #2 and #3 responses and get back to Joann.	All	11/8/10	Complete
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	12/31/10	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
33	Follow-up with AIHA to find out about Lead Program issues.	Bob	Dec Mtg	
34	Update brochure and distribute to subcommittee.	JoAnn	Dec Mtg	



**Attachment C**

**Backburner / Reminders – FAC**

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