

**Field Activities Committee (FAC)
Meeting Summary**

December 17, 2012

1. Roll call:

Chair Justin Brown called the FAC meeting to order on December 17, 2012 at 1pm EST. Attendance is recorded in Attachment A – there were 6 members present.

No comments were received on the November 15th minutes and they were forwarded for posting on the website.

2. Membership

Yoon Cha will be added to the committee in January. Mike Miller will be rotating off. Thank-you Mike for all your many years of dedication to this program.

Justin also noted that Jan, JoAnn and Dane will be rotating off next year.

3. Standard

The voting deadline is January 12th. William will be forwarding comments as they come in with votes on a weekly basis to help deal with this short time frame before the Denver meeting. This will give the committee some time to begin reviewing and organizing the comments.

Shawn Kassner will be submitting some comments dealing with PTs with his vote.

Justin asked the committee to review sections 5.3.6 to 5. 3. 9 of SOP 2-100. This is the SOP for developing standards. This will make everyone aware of the next steps in the standard development process and how to address comments.

Justin will follow-up with Bob to use the database to track comments.

4. Charter

Justin will update the membership on the charter and plans to leave the rest the same. He did not receive any recommended changes from any committee members. He will forward it to the Consensus Standards Development Program Executive Committee.

5. Training and Advocacy

This was placed on the backburner while work was being done to update the standard. The original Training and Advocacy SOP was split into two SOPs. JoAnn completed the Advocacy SOP and sent it to Justin for review about 6 weeks ago. It has not been further distributed.

There was discussion on where the Training Subcommittee belongs in the organization's structure. Justin and Marlene are in agreement that this should be a committee made up of people from both the NEFAP EC and FAC. It could be a subcommittee under the NEFAP EC or a separate committee under the NEFAP umbrella. Justin still plans to contact Marlene before the next meeting.

John commented that he would like to see the committee as a subcommittee under the NEFAP EC.

Membership for this subcommittee will be discussed in Denver. Membership can also include members outside of the NEFAP EC and FAC.

6. Mobile Lab Subcommittee

This committee is made-up of members from the NEFAP EC and FAC. This is an issue for the program and will potentially affect standard development. John Moorman will represent the FAC. Justin asked if anyone else on the FAC would like to participate on this subcommittee. Let Justin or Ilona know if you are interested. The group should start meeting in January.

7. Denver

The meeting will be Tuesday morning.

Agenda Topics:

1. Overview
2. Review voting comments using formal procedure.
3. Other agenda items – depending on time availability: Training, advocacy, etc ...

8. Action Items

Action items were reviewed. Updates and comments were placed directly into the table in Attachment B.

9. New Business

- The NEFAP brochure needs to be updated. The committee needs to plan to review it

and get it to Kay for a formatting update to be consistent with other TNI literature.

- A subcommittee will be formed to start working on tools for FSMOs. Justin will begin soliciting subcommittee members. Maggie may be interested in being a part of this subcommittee. Ilona emphasized this is something that TNI staff will be helping with too. The final compilation of the information in the format determined by the subcommittee will be done by Ilona. This should help make it more manageable. The subcommittee will be finalized at the next meeting and work will begin.
- Justin reminded everyone to secure their hotel room at the conference before December 28th.

10. Next Meeting

The next meeting will be in Denver, Tuesday morning at 8am MT. Committee members need to let Ilona know if they can call in if they can't attend the meeting. She will distribute call-in information to those who request it.

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

The meeting was adjourned at 2pm EST. A motion was made by Mike M. to close the meeting and it was adjourned.

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 Present Denver – N - Call	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Troy Burrows Present Denver – N - Call	Entec Services, Inc.	FSMO	(800)429-8445	TBurrows@entecservices.com
Jan Wilson Absent	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Jo Ann Boyd Absent	Southwest Research Institute	Accred. Lab.	(210)522-2169	joann.boyd@swri.org
Michael Miller Present Denver – Yes	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Lauren Smith Absent	A2LA	AB	(301)644 3216	lsmith@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Mike Shepherd Absent	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Virginia Murray Absent	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	Vmurray@dep.nyc.gov
Craig Forbes Present Denver – Yes	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Maggie Cangro Present Denver – N - Call	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Ilona Taunton (Program Administrator) Present	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 Justin will follow-up with Marlene by 3/2/12 1/31/13	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 (12/17/12: Justin will talk to JoAnn. NEFAP EC needs this info too.)
61	Update presentation and distribute for review. (General presentation people can use when attending conferences.)	Justin JoAnn	March 5, 2012 Needs to be updated by 1/31/13 for John.	Presentation was done, but not reviewed yet. Probably needs more updating at this point.
70	Work on Advocacy SOP Draft.	JoAnn	March 30, 2012	Complete
72	Complete White Paper and get to JoAnn.	Justin	March 9, 2012	Complete
77	Work on flow chart.	Justin Marlene	Next Scope Subcommittee Meeting	Ilona will review minutes to determine what this was. Note as not needed if it is not clear.

	Action Item	Who	Expected Completion	Actual Completion
78	Continue work on Training SOP. Justin and Marlene will talk about procedure for doing this.	Justin Marlene	November 2012 Change to 1/31/12	
79	Elaborate on QC language that Mike would like to see added to the standard.	Mike	Next Meeting	11/15/12: Nothing received. Item Complete Mike will add when voting.
81	Touch base with Scott Hoatson on his concern in the Spreadsheet – Line 31.	Justin	11/14/12	Complete Justin sent Scott and Shawn an e-mail after the 11/15/12 meeting. He provided committee comment and final disposition in the standard.
82	Review charter on TNI website and send comments to Justin and Ilona.	ALL	11/30/12	Complete
83	Find out about new member's membership status and submit candidate to TNI Board.	Justin Ilona	11/16/12	Complete
84	Check with Bob on using the database to track the voting comments. Can Bob use William's updates to begin populating this database?	Justin	12/28/12	
85	Update membership on charter and forward to CSDP EC.	Justin	12/28/12	

	Action Item	Who	Expected Completion	Actual Completion
86	Review and update white paper. Distribute to NEFAP EC and FAC for comment.	Justin JoAnn	1/31/13	The original white paper was completed, but needs review again.
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88				

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2013	2/2/11	
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