

Field Activities Committee (FAC) Meeting Summary December 9, 2010

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on December 9, 2010 at 2 pm EST. Attendance is recorded in Attachment A – there were 6 members present on the call. The following associate members were also present: Seb Gillette – AFCEE (John.gillette.1@us.af.mil) and Aaren Evan ([Contact Info?](#)).

The only comment received regarding the minutes distributed from the November 8th meeting was to change NELAC to NEFAP in the SIR #2 response. The meeting minutes are considered approved with this change and will be posted on the TNI website.

2. Standard Interpretation Requests (SIRs)

The comments e-mailed during the past month regarding responses to SIR #2 and #3 were reviewed. The group was fine with the last version sent by e-mail:

(Note: These responses need to be agreed to by the NEFAP Executive Committee before they are considered final.)

SIR #2:

Volume	Volume 2: Accreditation Bodies
Section	7.11.3 Note
Describe the Problem:	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?
Response:	<p>Volume 2 Section 7.11.3 does establish a requirement for a two year cycle for <i>re-qualification</i> if the accreditation is based on reassessments alone.</p> <p>The word “typically”, in the note section of 7.11.3 in Volume 2, is used instead of “shall” or “must” and is thus not considered a requirement. Volume 2 and the ISO/IEC 17011 standards allow for two options:</p> <p>The first states that the reassessments must be performed within <i>no more than 2 years</i> if the accreditation is based on the reassessments alone and the second option (7.11.3(b)) allows a</p>

	combination of a reassessment and surveillance to be performed, but they must both be done at least every 5 years.
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SIR #3:

Volume	Volume 2: Accreditation Bodies
Section	6.1.1.1
Describe the Problem:	<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>
Response:	<p>Section 6.1.1.1 and the reference to 9 months are additions to ISO/IEC 17011 language and provide a timeline for the completed process of the <i>application</i> and not accreditation. This is not in violation of ISO/IEC 17011 which identifies having <i>sufficient competent</i> personnel available. These are two different issues (completing action on an application versus completing accreditation). Accreditation may take longer.</p>

A motion was made by Mike Miller to accept the wording on SIR #2 and #3 as written above. The motion was seconded by Dane. A roll call vote was taken:

Dane – For
Bob – For
Mike – For
Justin – For
Marlene – For

The voting information will be distributed to the remaining committee members for their vote by e-mail. Voting results will be recorded in next month's minutes.

3. Advocacy

Justin completed the table of presentations that were made this last year and has forwarded it to JoAnn for review and confirmation. They will send it to the rest of the committee before the next meeting so that others can add to it.

4. Committee Opportunities

The new Environmental Measurement Methods Committee (EMMC) and the PT Executive Committee have extended invitations for nominations to these committees. A person can only serve on one Expert Committee. The EMMC is a standard setting expert committee, so someone cannot be on that committee and FAC. Nomination forms can be found on the TNI website for anyone interested in applying. Associate members should consider volunteering.

Justin is planning to attend EMMC meetings as an associate member since he cannot be on two standard setting committees.

5. Committee Charter

The committee needs to review its charter. The current charter can be found on the website.

Marlene will work on this revision and send it out for review and comment by e-mail.

6. Corrections to the Current Standard

Jane has completed the QC check of the 15 items that needed to be corrected in the current standard. It has been sent to Jan Wlodarski for formatting. It should be up on the website soon.

7. Standard Update

Marlene e-mailed the comments on the standard that were developed as the NEFAP Executive Committee was preparing their audit checklists. Mike noted that the references might not be correctly lined up with the comments. Ilona and Marlene will work on the table and see if there is a line-up problem. It will be corrected and entered into the tracking table Ilona prepared.

It was suggested that the committee have an open forum during the Savannah meeting to solicit standard update comments from the TNI membership. The comments can be added to those being collected from the committee's review of the standard. We will start getting comments from FSMOs as they start implementing the current standard. SIRs will also need to be considered. Marlene would like to begin looking at a working draft standard in August at the Bellevue meeting.

8. January Meeting

In Savannah, NEFAP will be meeting Wednesday morning (9am - 12) and 1 ½ hours in the afternoon (1:30 – 3pm). Marlene's thoughts are to have committee meetings in the morning and then do training in the afternoon. The open forum could be after the morning break at 10:30am.

Marlene is getting a lot e-mails from people interested in NEFAP. One concerned a program that has pursued field accreditation through ISO 17020. This standard does not deal with sample collection. EPA regions are requesting accreditations for field sampling, but there is some confusion over what they should be looking for. A discussion on why the TNI Standard should be used for Field Accreditation would be of interest. The ABs could present this.

Bob would like to talk about impact of this accreditation on the uncertainty of the labs.

Justin could discuss why accreditation is helpful to FSMOs.

Another topic would be a discussion on why accreditation is important? Marlene will do this. There are movies on sampling that show all the problems that can happen. Marlene will ask JoAnn about the presentation that preceded hers at the Region 6 meeting. Accreditation would make completing QAPPs easier.

Put together a Top 10 list of Personnel Certification vs. Accreditation.

9. Open Action Items

See chart in Attachment B.

#30: Marlene didn't see anything in the standard regarding Mobile Labs. Mike Miller suggested looking at the on-site portion. Marlene wants to be sure that the NEFAP program can accredit for Mobile Labs. In NELAP there are some that are concerned a technical director has to be on-site at the mobile lab. Marlene would like to see a comparison table put together to show NEFAP QC vs. NELAP QC. There will be some differences and parts are more stringent on the field side.

#33: Bob does not know whether AIHA will be doing anything with field. It competes with the stationary lab. Both Cheryl and Erik Winchester have gotten some negative feedback about a field program. AIHA is also involved in accrediting Industrial Hygienists. These people go to the field and now this change will require accreditation on top of personnel certification.

10. New Items

- Dave Spies has volunteered to lead an NEMC session on Field Sampling and Measurement.
- Looking for 3 new members on the committee. Iona will follow-up on Augie's suggested replacements.

11. Next Meeting

The next meeting of the FAC will be in Savannah, GA on February 2, 2011. There will be some e-mail correspondence regarding the planned presentations before the meeting.

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

Marlene adjourned the meeting at 3:18 pm.

**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
John Moorman Absent	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 Absent	Southwest Research Institute	Accred. Lab.	(210)522-2169	joann.boyd@swri.org
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Absent	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
Virginia Murray Absent	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
Augie De La Vega Absent	Florida Power and Light	FSMO	(786)236-8614	Augie.DeLaVega@fpl.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
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	
24	Provide Ilona with list of past presentations and future opportunities.	Justin JoAnn	12/31/10	
27	Form Stack Subcommittee	Marlene	Next Meeting	Marlene will call Scott Evans.
30	Provide Ilona with language to include on change table regarding the mobile lab issue.	Marlene	10/7/10	Marlene will review on-site portion of NELAP Std. Consider comparison chart of NELAP QC vs. NEFAP QC.
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	
33	Follow-up with AIHA to find out about Lead Program issues.	Bob	Dec Mtg	Complete.
34	Update brochure and distribute to subcommittee.	JoAnn	Jan Mtg	Work in progress.
35	Prepare DRAFT Charter update.	Marlene	2/2/11	
36	Get copy of presentation that preceded JoAnn's talk at the Region 6 meeting.	Marlene JoAnn	12/31/10	
37	Follow-up on Augie's suggestion for a replacement.	Ilona	12/31/10	

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
1	Review FAC Charter after NEFAP Board responsibilities are established.	10-29-09	12/9/10: Marlene will begin work on this.
2			
3			
4			