

## Field Activities Committee (FAC) Meeting Summary February 2, 2011

### 1. Roll call:

Chair Marlene Moore called the FAC meeting to order on February 2, 2010 at 8:30am in Savannah, GA. Attendance is recorded in Attachment A – there were 8 members present.

There were no comments received after distribution of the December 9<sup>th</sup> meeting. The meeting minutes are considered approved and will be posted on the TNI website.

### 2. Charter

Marlene distributed a DRAFT copy of the committee’s charter by e-mail. Mike moved that the charter be accepted. The motion was seconded by Jan and unanimously approved. Marlene will forward the approved charter to the CSDP.

### 3. Standard Interpretation Requests (SIRs)

Ilna distributed a request from the NEFAP Executive Committee on January 27<sup>th</sup>. They asked if the FAC would consider deleting part of the response to SIR #2 (see below). The additional summary information caused confusion.

By e-mail, a motion was made by Jan and seconded by JoAnn to accept the response to SIR #2 with the deletion of the language stricken below. Eight “For” votes were received by e-mail (Mike, Dane, John, Craig, Augie, Virginia, Justin, JoAnn and Jan). Two “For” votes were received during the meeting (Bob and Marlene). The motion was approved and the response will be forwarded to the NEFAP Executive Committee for agreement.

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> if the accreditation is based on reassessments alone.

	<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. <del>Volume 2 and the ISO/IEC 17011 standards allow for two options:</del></p> <p><del>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 combination of a reassessment and surveillance to be performed, but they must both be done at least every 5 years.</del></p>
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#### 4. Table of Standard Changes To Be Considered

Comments are being received for consideration to update the 2007 Standard. Marlene reviewed the flow chart in SOP 2-100 (Procedures Governing Standards Development).

Comments on the standard can be forwarded to either Marlene or Ilona.

Bob will lead the effort to update the standard and will manage the database.

#### 5. Membership

Dave has finished his term on the committee. Augie is leaving the committee due to a job change.

Augie recommend a replacement and Marlene received a resume from Maggie Cangro. She will forward the resume to committee members for comment next week. If there is agreement to accept Maggie as a new committee member, Marlene will handle the nomination through an e-mail vote.

More resumes are needed. Interested candidates should complete a committee nomination form on the TNI website.

#### 6. Training

The new TNI Training/Education Delivery System SOP requires that each TNI program have a committee designated with the responsibility to evaluate the training needs of the program

and its users. Marlene suggested that FAC take on this task. Dane volunteered to chair the “NEFAP Training Oversight Subcommittee”. He will talk to Virginia about co-chairing. Associate members are invited to be a part of this subcommittee.

## 7. Action Items

See comments in Attachment B.

#20: Marketing Materials and Needs - Put seal on endorsed work products from this committee. Create SOP for development of marketing materials. Present presentations to the committee. JoAnn will put something together for the next meeting and plan to post this information on the website. Joann is working on the update of the brochure (include artwork from NEFAP banner). The brochure will be done in early Spring.

#30: Marlene will review the Onsite portion of NELAP Std. She is considering the development of a comparison chart of NELAP QC vs. NEFAP QC. Marlene will be requesting the TNI Board to develop an adhoc committee to work on the coordination between NELAP and NEFAP. There may be some NELAP ABs that are planning to adopt the NEFAP standard.

New Action Item: Craig – Look at NELAP/NEFAP and compare QC in standard. He will take this on.

## 8. Open Discussion

Ed Askew: Are TNI ABs required to be NELAP and NEFAP ABs? Marlene commented that typically there are NEFAP ABs and NELAP ABs. A lab does not need to follow the field standard to be a NELAP accredited lab. Currently NEFAP is voluntary, but it will likely be required through contracts in the near future.

Nancy Sloan (Municipality): Confirmed that they don't need to be NEFAP accredited.

Joe Aiello – NJ: State of NJ does have accreditation for some field testing and he is not clear how this relates to NEFAP. Marlene commented that it probably falls under Mobile Lab under NELAP. The sampling piece is the issue.

Nilda (MW) – Trying to understand how the standard relates to on-line monitors, etc ... Marlene commented: See section 5.4, 5.6, 5.7 for planning. The standard establishes the management structure. You have to validate the technique you are using - is it adequate for the intended use? There is a requirement for demonstration of competency. The standard has the flexibility to deal with all the different media and options out there. ASTM methodologies provide more detail.

Kerry Jackson (HACH) – There is a meeting in June in Anaheim. There is a new workgroup

to address on-line monitoring systems. There are details on data quality objectives, calibration, etc ... D1906. Online collaboration is already set-up. Kerry is the Technical Coordinator for this committee. 334.0 – It is an alternative method. SM 4500CLG 141.2A – have to calibrate or verify – once per week at a minimum. There is an issue with 334.0. It suggests that the instrument be adjusted – they don't like this. You should be performing maintenance on the instrument.

(Note: Slides for the afternoon training session are incorporated in the NEFAP Executive Committee meeting minutes – Attachment B – 2/2/11.)

## 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.

Marlene adjourned the meeting at 10am.

**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>Present</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>
Open				
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>Absent</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>
Open				
Ilona Taunton (Program Administrator) <b>Present</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	Complete – see Section 7 – Action Items
24	Provide Ilona with list of past presentations and future opportunities.	Justin JoAnn	12/31/10	Justin will send to Ilona. It has been completed.
27	Form Stack Subcommittee	Marlene	Next Meeting	Marlene will call Scott Evans. Need new Stack Testing representative to join committee and work through list Marlene has. Subcommittee can meet in March at Stack Testing meeting.
30	Provide Ilona with language to include on change table regarding the mobile lab issue.	Marlene	10/7/10	See Section 7 – Action Items
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.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
34	Update brochure and distribute to subcommittee.	JoAnn	March 2011	Work in progress.
35	Prepare DRAFT Charter update.	Marlene	2/2/11	Complete
36	Get copy of presentation that preceded JoAnn's talk at the Region 6 meeting.	Marlene JoAnn	12/31/10	Complete
37	Follow-up on Augie's suggestion for a replacement.	Iona	12/31/10	Complete
38	Look at NELAP/NEFAP and compare QC in standard.	Craig	Set date at next meeting.	
39	Distribute committee candidate resume to committee and prepare for an e-mail vote.	Marlene	3/1/11	
40	Establish "NEFAP Training Oversight Subcommittee".	Dane (Virginia?)	3/15/11	
41	Distribute updated charter to CSDP.	Marlene	3/1/11	

**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	12/9/10: Marlene will begin work on this.  COMPLETE
2	Update charter in October.	2/2/11	
3			
4			