

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

**March 2, 2012**

### 1. Roll call:

Chair Justin Brown called the FAC meeting to order on March 2, 2012 at 10am EST. Attendance is recorded in Attachment A – there were 9 members present. The following associate members also participated: Terrance Romaine (City of Phoenix), Aaron White (DoD), Lisa Hicks (Dept of Water in KY), Tom Martin (NY DEP), Seb Gillette (DoD). and Skip Darley (DoD).

The previous meeting minutes (2-1-12) were distributed by e-mail and if no comments are received they will be approved and posted to the TNI website.

### 2. Tentative Interim Ammendment (TIA)

Bob made a motion to not develop a TIA to cover the PT issue presented to the Policy Committee in Sarasota. JoAnn seconded the motion.

Discussion: Justin sent out a description of how TIAs are used. It was discussed in Sarasota, but no vote was taken. Bob reminded the group that discussion is needed on what the Field PT program needs to look like. Jan also reminded people to look at what PTs are available. Bob noted that we need to focus on 5.9.1 of the standard. There may be better ways to assess how people take samples.

The committee voted on the motion and it was unanimously approved.

### 3. SOPs – Training and Advocacy

Justin asked everyone to review the updated Training SOP and send comments to the committee by e-mail. Ilona will review it for comparison to the TNI EDS SOP. Justin will send the SOP out to the group after the call today.

JoAnn has started work on the Advocacy SOP. She is working with Carol from the Advocacy Committee.

#### 4. NEFAP Advocacy Update

Justin is still working on the white paper and should have something to JoAnn within the next week.

The presentation template that people can use for making presentations still needs to be completed. Marlene is adding some speaker notes. Justin will follow-up with her to get an estimated completion date. Lauren also volunteered to help with this. She just gave the presentation and noted that there is a need for more history and background on TNI and NEFAP. She got lots of questions on this. Aaron White would also like a copy to comment on.

JoAnn is doing a talk at the TWA meeting that will include some Field information.

Maggie noted that she will be at the Source Evaluation Society meeting this month. She asked to get a copy of the presentation to share.

Mike S. will be doing a presentation at TCEQ on May 1<sup>st</sup>.

JoAnn is still working on updating the presentation listing that we would like to have posted on the website. This will give people an opportunity to attend these meetings for additional Field Accreditation information.

#### 5. Status of Standard Revision

Need to have a Working Draft Standard voted on and ready for presentation by July 6, 2012. It needs to be discussed in Washington, DC.

Justin still needs responses from everyone on the sections they have been working on. He will check with Marlene to find out if she has received some updates that he didn't get copied on.

Justin will review and incorporate minor changes to the standard by next Monday. Everyone will be asked to review these and get comments back to him within a week. The bigger suggestions will be discussed over future conference calls. The first item will be PTs. He would like to develop a subcommittee to put together some Draft language for PTs. (Justin will talk to Mike Miller about joining the subcommittee. Maggie, John and Bob volunteered to be on the subcommittee.)

#### 6. New Business

None.

#### 7. Next Meeting

The next meeting of the FAC will be March 26<sup>th</sup> at 1pm EST.

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

The meeting was adjourned at 11:07pm EST. A motion was made by JoAnn to close the meeting. The motion was seconded by Bob and unanimously approved.

**Attachment A**  
**Participants**  
**TNI Field Activities Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Justin B. Brown (Chair) <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.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>Present</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>
Troy Burrows <b>Absent</b>	Entec Services, Inc.	FSMO	(800)429-8445	TBurrows@entecservices.com
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>Absent</b>	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.com
Lauren Hedrick <b>Present</b>	A2LA	AB	(301)644 3216	<a href="mailto:lhedrick@a2la.org">lhedrick@a2la.org</a>
Robert P. DiRienzo <b>Present</b>	AIHA (ALS)	AB	(801)266-7700	<a href="mailto:Bob.DiRienzo@ALSGlobal.com">Bob.DiRienzo@ALSGlobal.com</a>
Mike Shepherd <b>Present</b>	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	<a href="mailto:mike@sheptechserv.com">mike@sheptechserv.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	CFORBES@HRSD.COM
Maggie Cangro <b>Present</b>	Catalyst Air Management, Inc.	FSMO	(813)994-5880	<a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</a>
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>
45	Get on FEM agenda.	Marlene  Justin will follow-up with Marlene (3/2/12)	May 26	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
61	Examine what would be the best way to accredit a mobile lab or a stand- alone analytical instrument. What is a semi-permanent mobile lab? What is a mobile lab? What decisions do they need to make when deciding to become accredited? Who should they go to (NEFAP or NELAP)? Look at mobile labs verses mobile facilities. Is this term the same?	Lauren John	(From 9/20/11 Meeting) TBD	
62	Update presentation and distribute for review.	Justin JoAnn Lauren	Next meeting	Presentation is still being worked on. 3/5/12: Lauren wants to work on this to add comments from her recent presentation.
72	Work on Advocacy SOP Draft.	JoAnn	March 30, 2012	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
73	Continue work on Training SOP.	All	March 15, 2012	
74	Complete White Paper and get to JoAnn.	Justin	March 9, 2012	
75	Contact Marlene for any updated Standard Sections that he has not received.	Justin	March 15, 2012	
76	Incorporate minor standard update suggestions into the standard and distribute to the committee for comment.	Justin	March 5, 2012 (Comments from Committee by 3/12/12)	

**Attachment C**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Update charter in October.	2/2/11	
3			
4			