

Field Activities Committee (FAC) Meeting Summary

March 8, 2011

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on March 8, 2010 at 12:30pm EST. Attendance is recorded in Attachment A – there were 7 members present. In addition, Scott Evans, Augie DeVega, Maggie Cangro, Randy Querry, and Seb Gillette were present.

Maggie will be replacing Augie as the representative from Stack. Bob Finken sent a list of people that want to participate on a stack testing subcommittee. Marlene will forward this list to Maggie.

There were no comments received after distribution of the February meeting. The meeting minutes are considered approved and will be posted on the TNI website.

2. Standard

People should begin compiling comments and suggested changes on the standard. These should be forwarded to Bob and Marlene. Bob will be maintaining the database for the standard update.

Marlene expects that sections of the standard will be assigned to people to propose language changes. She encouraged Seb to take a look at the standard and put some comments together from DOD. Everyone should look for items to add/remove/change.

Marlene requested that Maggie begin working with the stack testing subcommittee to begin providing comments on both volumes of the standard.

3. Action Items

See comments in Attachment B.

Advocacy items are being worked on and the action items will be forwarded to next month. Scott will be doing a presentation at the SES group meeting. He will contact Justin for a presentation. Marlene and Justin will be presenting at the EMDQ meeting. Seb is leading a subcommittee on sampling within DOD.

Craig has started work on the comparison in Excel. There is a lot more detail in the NELAP standard and categories are not exactly comparable to NEFAP. He is looking at Modules 2-7 of the NELAP standard. He will finish it up and forward it to the committee. Craig will

confirm that Module 2 has been getting looked at. Asbestos and Microbiology have been looked at. He will try to complete this by the end of the month so that people can begin looking at before the next scheduled meeting.

Dane provided an update on the training subcommittee. He did talk to Virginia and she is willing to co-chair. The subcommittee needs to outline the process to review trainings. They need to read the TNI training SOP for guidance. It can be found under the Education tab on the TNI website.

Lynn and Ilona are trying to put together a position paper to help the board understand the difference between NELAP and NEFAP and where there may be issues of overlap that relate to accreditation.

9. Next Meeting

The next meeting of the FAC will be planned for April 4th (*changed to 4/12/11*).

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

Marlene adjourned the meeting at 1:15. (Motion made by John. Second by Jan. Unanimously approved.)

**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 Present	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Open				
Jan Wilson Present	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	mwmillereviron@yahoo.com
Brian Conner Randy Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Robert P. DiRienzo Present	AIHA (ALS)	AB	(801)266-7700	dirienzo@datachem.com
Justin B. Brown Absent	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
Maggie Cangro Present	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
24	Provide Ilona with list of past presentations and future opportunities.	Justin JoAnn	April Meeting	Justin will send to Ilona. It has been completed.
27	Form Stack Subcommittee	Marlene	April Meeting	Hoping Maggie will be taking this on. Names will be forwarded.
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	April Meeting	
34	Update brochure and distribute to subcommittee.	JoAnn	March 2011	Work in progress.
38	Look at NELAP/NEFAP and compare QC in standard.	Craig	Before April 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	
42	Outline process for review of training of materials.	Dane Virginia	TBD	

Attachment C

Backburner / Reminders – FAC

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