

Field Activities Committee (FAC) Meeting Summary April 12, 2011

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on April 12, 2011. Attendance is recorded in Attachment A – there were 5 members present. Associate members on the call included: Kathleen Foley (EPA), Glenn Green (Xcel Energy), Carl Kircher (Florida) and Rich Smith (Pace Analytical).

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

2. Standard Interpretation Request (SIR)

SIR #4:

Volume	Volume 1: FSMOs
Section (eg. C.4.1.7.4)	3.1
Describe the problem:	Does Environmental Sampling include sampling at water and wastewater plants?
Response	

John Moorman agreed to work on draft language to respond to this SIR. Marlene thought the standard could be applied to this. The language does not exclude them. When John looked at this he was interested in understanding the definition of a laboratory. John will distribute a draft response by e-mail to the committee.

3. NELAP/NEFAP Comparison Table

Three tables were prepared by Craig and distributed to committee members. The 2009 TNI standard was used for the comparison. Mike Miller volunteered to review Volume 2 (AB) to confirm Craig's findings. Marlene will see if Randy or Brian can help with the Volume 1 review. Carl Kircher also volunteered to do the review of Volume 1.

4. Advocacy

Will be discussed at the next meeting.

5. Training Approval Program

Virginia felt the Training SOP had sufficient information. Dane had some additional ideas. Marlene would like to see a more structured process.

Doug Leonard – there are some types of training that are performed by the ABs and not by TNI.

Bob commented that it makes sense for the training committee to make a list of what should be included in types of training. Need to focus on developing these lists. The voting should be at the subcommittee level. Need a basic policy of how it gets done and what is needed in the training.

It would be great to have Maggie involved in this subcommittee because stack testing will likely have a lot specialized training.

6. Nomination Form

It can be found under committee language on the TNI website.

7. Database for Standard Update

Bob emailed information about the database to the committees. We can input proposed standard changes and track their status as input is given.

The database was originally used to deal with comments that came in after a working draft standard was voted on.

Maggie's group (stack testing) has already started putting comments together.

Bob will upload the list that was started and then Marlene will be looking at splitting the standard up and having committee members share the review.

Bob will sit in on the CSDP call on Thursday to possibly share information on the database with the committee.

All input needs to have a name and e-mail address. The FTP site Bob used can be used by the committee when large files are being transferred.

8. Action Items

See comments in Attachment B.

9. Open Discussion

- DOD will start working with this committee. They will be nominating a person for the NEFAP EC. They will also be looking for someone to join FAC.
- We will be talking more to the FEM based on their recent letter that. We want to make sure they know NEFAP exists. Marlene is trying to get on their agenda.

10. Next Meeting

The next meeting of the FAC will be planned for May 26th – 3pm EST.

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

Marlene adjourned the meeting at 10am. (Motion – Mike, Second – John, 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 Absent	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	mwmillerenviron@yahoo.com
Brian Conner Absent	A2LA	AB	(301)644 3216	bconner@a2la.org
Robert P. DiRienzo Absent	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
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	Maggie will be working with the stack testers. Complete.
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	May Meeting	
34	Update brochure and distribute to subcommittee.	JoAnn	June 2011	Work in progress.
38	Look at NELAP/NEFAP and compare QC in standard.	Craig	Set date at next meeting.	Complete.
39	Distribute committee candidate resume to committee and prepare for an e-mail vote.	Marlene	3/1/11	Complete
40	Establish “NEFAP Training Oversight Subcommittee”.	Dane (Virginia?)	3/15/11	Complete
41	Distribute updated charter to CSDP.	Marlene	3/1/11	Complete
42	Outline process for review of training material.	Dane Virginia	May 26	

	Action Item	Who	Expected Completion	Actual Completion
43	Develop response to SIR #4 and distribute to committee.	John	May 26	
44	Review Craig's comparison table.	Mike – Vol 2 Carl – Vol 1	May 26	
45	Get on FEM agenda.	Marlene	May 26	

Attachment C

Backburner / Reminders – FAC

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