

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

April 24, 2013

1. Roll call:

Chair, Justin Brown called the FAC meeting to order on April 24, 2013 at 1 pm EST. Attendance is recorded in Attachment A – there were 8 members present. Associate members present included: Marlene Moore and Mike Miller.

There were no comments received after distribution of the March 13th meeting minutes. The meeting minutes are considered approved and will be posted on the TNI website.

2. Further Discussion on Standards

Justin and John checked the ISO vs. Non-ISO versions of the standard. They believe it now matches up. Justin checked to make sure there were no other concerns. Justin will send the standards out by tomorrow for any last comments before it is finalized. Comments will be due by next Thursday and then it will be posted to the website.

Ken Jackson offered to review the comments and response document to make sure the format is correct before it is posted. It will be posted with the standards.

Justin again reviewed the changes in the standards approval process. The Standards will be posted for 15 days. Any committee member can change their vote during this posting window. It was originally voted in unanimously.

If there are no changes to the resulting vote and it still passes, it will be sent to the NEFAP EC. They will have 30 days to review it and provide any comments. The FAC will then review any needed changes and make them as necessary. This will finalize the standard.

3. FSMO Tools .

Ilona provided an update. The committee met and developed a list of what they thought would be most helpful to FSMOs. This was submitted to the FAC, NEFAP EC and all associate members for feedback. The feedback was great and will help the team prioritize their tasks at the next meeting on Wednesday. Ilona is also working on a document to summarize some information being submitted by subcommittee members regarding what helped them implement the standard.

4. Mobile Lab Subcommittee

An update was given on the NEFAP EC call. Mike let the committee know that the subcommittee is working on a questionnaire that will go to FAC associates, NEFAP EC members, FAC members and any other FSMOs that people know that they can forward it to.

The information being gathered through the questionnaire is needed to help the subcommittee come up to speed on the issues so that it can begin work. The subcommittee has been working through e-mail to finalize this questionnaire and then a final copy will be sent to Ilona for distribution.

Mike noted that most people are working off of the 2003 standard because the 2009 standard does not really refer to Mobile Labs.

Mike invited more FAC members and associates to join this subcommittee.

5. Advocacy

JoAnn has had a couple of abstracts submitted that were accepted, but no one was available to present it. There was a mix-up at the Louisiana conference. There were 3 NEFAP members at the Louisiana meeting, but no one did the presentation.

Ilona gave an update on William's status of the advocacy portion being added to the NEFAP pages. She has requested a time frame and will notify the committee when she gets this.

JoAnn will follow-up on any abstracts that have been accepted until the website page is up and operational. Marlene agreed this would help. JoAnn will be asked to provide an update presentation summary that can be attached to the minutes so it become a regular review step at each meeting so things don't slip through the cracks until the website is up. Ilona will follow-up with JoAnn.

Justin noted the committee needs to decide by when a speaker needs to be identified before an abstract should be withdrawn.

JoAnn is happy to submit the abstract for anyone who is going to a conference and would like to give a NEFAP presentation.

Marlene did attend the Advocacy meeting in January and did request more help from the Advocacy committee. She believes they are starting to work on the issue and getting the information back to NEFAP. Steve Arms is chairing the Advocacy Committee. Ilona will make contact too and provide information on what we are looking for in the website update.

John will be doing a NEFAP workshop at the FSEA meeting in May in Florida.

6. New Business

- Marlene was at an Advocacy meeting and heard that the FSMO standards are not under ANSI. It only included the PT and lab programs. Marlene was told it was an administrative issue and asked if Justin can work with Bob and get this corrected. Ilona will also follow-up with Jerry on this.

(4-24-13: Ilona followed up with Jerry. There is a very involved process we need to go through to add Field. Jerry has forwarded the information to Ilona and she will put an action table together for the committee to look at and then a time frame can be planned. She also received copies of what was originally submitted for guidance in developing our submission. There will be a lot of looking at historical information such as votes for the original standard, historical committee membership, etc ... We may need to contact old chairs and committee members to put some of the required documentation together. We will also have to submit a request to ANSI and then there is a waiting period for them to verify we are not duplicating other standards.)

7. Action Items

Action items were reviewed and recorded directly into the table. The table in Attachment B summarizes all action items.

8. Next Meeting

The next meeting will be planned by e-mail.

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

The meeting was adjourned at 1:55pm EST. John motioned to adjourn. Maggie seconded it and it was unanimously approved.

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present	EMT	FSMO	(847)324 3350	jbrown@emt.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
Troy Burrows Present	Entec Services, Inc.	FSMO	(800)429-8445	TBurrows@entecservices.com
Jan Wilson Absent	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Jo Ann Boyd Present	Southwest Research Institute	Accred. Lab.	(210)522-2169	joann.boyd@swri.org
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Robert P. DiRienzo Present	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Mike Shepherd Absent	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.com
Virginia Murray Present	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	Vmurray@dep.nyc.gov
Craig Forbes Absent	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
Yoon Cha Absent				YoonCha@eurofinsUS.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
45	Get on FEM agenda.	Marlene	May 26 Justin will follow-up with Marlene by 3/2/12 4/30/13	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. 4/24/13 – She did not hear anything back from FEM and there have been a number of memos made available since the start of this action item. It will be DELETED.
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 1-15-13: Ilona meeting with William to set this up to add to website. 4/20/13: Ilona requested status update from William.
61	Update presentation and distribute for review. (General presentation people can use when attending conferences.)	Justin JoAnn	March 5, 2012 Needs to be updated by	Presentation was done, but not reviewed yet. Probably

	Action Item	Who	Expected Completion	Actual Completion
			3/31/13.	needs more updating at this point. 2/20: Update from John. He is adding some info from the white paper and then get back to Justin and Marlene. Justin will have it back from John first week of March. Need to work on speaker notes.
88	Review both versions of each standard and look for consistency (ISO language included vs. not included.)	John (Ilona will help with final.)	3/15/13	Complete
89	Update standard with all changes discussed since Denver and include John's information on ISO vs. non-ISO versions.	Justin	Distribute by e-mail 3/27/13	Complete
90	Contact Jerry about ANSI. Contact Bob Wyeth about ANSI.	Ilona Justin	May 2013	
91	Send updated presentation summary to Ilona to include in minutes.	JoAnn	4/26/13	
92	Justin to send out Standards. Review by next Thursday.	ALL	5/2/13	

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2013	2/2/11	
3			
4			