

Field Activities Committee (FAC) Meeting Summary

May 23, 2013

1. Roll call:

Chair, Justin Brown called the FAC meeting to order on May 23, 2013 at 2 pm EST. Attendance is recorded in Attachment A – there were 8 members present. Associate members present included: Craig Sprinkle, Mike Miller, Skip Darley, Lynn Vandenooy, and Rich Smith.

There were no comments received after distribution of the April 24th meeting minutes. The meeting minutes are considered approved and will be posted on the TNI website.

2. Further Discussion on Standards

The standard will be posted in the next couple of days. Members have 15 days to reconsider their vote. Then we have 15 days to tally the votes. If it passes, it becomes the Interim Standard. It will be sent to the NEFAP EC to review for 30 days. The comments we get back are for our consideration and we don't have to make any changes. It then goes to the Standards Review Council – which hasn't been developed yet, so it may go to the CSDP EC instead. The Council review will look for compliance to standards development requirements. If any changes need to be made, there is a voting process it must go through. The SOP is not clear what this means and Justin will follow-up on this part to understand what is needed. Justin noted the SOP we are following has not been finalized yet, so questions will come up. It appears in the current language that the entire voting process would have to be redone.

John asked why the process has been changed and so many additional steps have been added. Justin discussed the process for the CSDP and Ilona described the issues that occurred when the NELAP 2009 standard was approved and how this process will help. The voting part of this new process is the part we need to understand.

Justin will distribute the new SOP for standards development when it is approved.

3. FSMO Tools

The Subcommittee met and decided to use a ground up approach. They will begin by providing FSMO's with a tool that will allow them to determine their gaps. They will then provide SOP and Policy templates that can be used to help eliminate gaps. The final

step will be to provide a Quality Manual template or guidance tool. They will be able to reference the work they have done to prepare the manual.

Craig Sprinkle's work is now in Dropbox for Subcommittee review and Ilona will be sending out a message to set a meeting time to discuss it.

4. Mobile Lab Subcommittee

Mike Miller provided an update. The group has completed the survey and it is now ready to go out to FAC, Associates and NEFAP EC. The message will also encourage people to pass it along to get as much input as possible.

Mike mentioned that Paul Bergeron will forward the survey to other state auditors based on an organization he is involved in.

Responses will be sent to Ilona and she will forward the responses to Mike Miller and the subcommittee.

5. Advocacy

Justin will compile a current table to include in the minutes this month (Attachment B).

John gave a workshop in FL (FSEA Conference) regarding NEFAP yesterday. People in FL are required to follow FL DEP SOPs. There are many elements that are similar to the TNI Field standard, but there are some things that are not required. John reviewed a comparison between the standard and the FL SOPs. There were 20 students. People appreciated the information to help improve their quality program. Justin asked John if he would share his information and thought some of it would be great to add to the NEFAP presentation he is still working on for people to use when they attend a meeting/conference and will be presenting information about NEFAP.

6. New Business

None.

7. Action Items

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

8. Next Meeting

The next meeting will be planned by e-mail.

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

The meeting was adjourned at 3:02pm EST. John motioned to adjourn. Jan 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 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
Troy Burrows Absent	Entec Services, Inc.	FSMO	(800)429-8445	TBurrows@entecservices.com
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
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Robert P. DiRienzo Absent	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 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 Absent	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Yoon Cha Present				YoonCha@eurofinsUS.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment B

NEFAP ADVOCACY SCHEDULE

Organization	Event	Type of Presentation	Event Dates	Presenter
Past Events				
Midwest Groundwater Association	2009 Annual Midwest Groundwater Conference	Poster	October 15, 2009	Justin Brown
National Groundwater Association	2010 National Groundwater Summit	Speaking	April 13, 2010	Justin Brown
US Department of Defense	2010 EDQW	Speaking	April 15, 2010	Justin Brown
AEHS Foundation, Inc	26th Annual International Conference on Soils, Sediments, Water, and Energy	Poster	October 18, 2010	Declined Invitation (nobody to present)
US Environmental Protection Agency	20 th Annual Quality Assurance Conference	Speaking	October 20, 2010	Jo Ann Boyd
Pacific Northwest Clean Water Association	2010 Annual Conference	Speaking	October 26, 2010	Keith Champman
NWEC	2010 Northwest Environmental Conference	Speaking	December 6, 2010	Scott Hoatson
Midwest Water Analysts Association	2011 Winter Expo	Speaking	January 28, 2011	Justin Brown
Battelle	Battelle for the International Conference on Remediation of Contaminated Sediments	Poster	February 7, 2011	Declined Invitation (nobody to present)
SSAAP	Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference	Speaking	March 20, 2011	Scott Evans
American Water Works Association	2011 Watercon	Speaking	March 20, 2011	Justin Brown
US Department of Defense	2011 EDQW	Speaking	March 28, 2011	Justin Brown
ASQ	2011 ASQ Energy and Environment Conference	Speaking		Randy Querry
US Environmental Protection Agency	2011 Annual EPA Quality Assurance Conference	Speaking	October 18, 2011	Jo Ann Boyd
Midwest Environmental Laboratory Stakeholders	2011 MELSS Annual Meeting	Speaking	December 2, 2011	Justin Brown
	2012 Environmental Regulatory and Compliance Conference	Speaking		Calista Daigle
US Environmental Protection Agency	2012 On-site testing conference	Speaking	January 23, 2012	Lauren Smith
US Department of Defense	2012 EDQW	Speaking	March 2012	Justin Brown/ Marlene Moore

Stack Testing Accreditation Council	2012 Source Evaluation Society Annual Conference	Speaking	March 7, 2012	Maggie Cangro
Texas Commission for Environmental Quality	2012 TCEQ Environmental Trade Fair and Conference	Speaking	May 1, 2012	Mike Shepard
US Environmental Protection Agency	2012 Annual EPA Quality Assurance Conference	Speaking	October 15, 2012	Jo Ann Boyd
PIANC USA/ COPRI ASCE	2012 Dredging PIANC/ COPRI ASCE	Speaking	October 22, 2012	Declined Invitation (nobody to present)
Environmental Protection Agency / Dept. of Homeland Security	2013 On-site Analysis Conference	Speaking	January 23, 2013	Lauren Smith
Louisiana Water Environment Association	21st Annual Technical Exhibition and Conference Louisiana Water Environment Association Conference	Speaking	April 18, 2013	Tracy Szerszen
Oregon Environmental Laboratory Association	OELA/ORELAP Annual Environmental Lab Workshop	Speaking	May 16, 2013	Kim Watson
Florida Society of Environmental Analysts	2013 FSEA Annual Spring Meeting and Technical Session	Speaking/ Technical Seminar	May 22, 2013	John Moorman
Upcoming Events				
US Environmental Protection Agency	2013 Annual EPA Quality Assurance Conference	Speaking	October 14, 2013	Jo Ann Boyd

Attachment C

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
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 Justin	Each Meeting	Ongoing 1-15-13: Iona meeting with William to set this up to add to website. 4/20/13: Iona 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 3/31/13.	Presentation was done, but not reviewed yet. Probably needs more updating at this point. 2/20: Update from John. He is adding some info from the white paper and will then get back to Justin and Marlene. Justin will have it back from John first week of March. Need to work on speaker notes. 5/23/13: John sending FL presentation.

	Action Item	Who	Expected Completion	Actual Completion
90	Contact Jerry about ANSI. Contact Bob Wyeth about ANSI.	Iona Justin	May 2013	Complete – Notes were included in last month's minute.
91	Send updated presentation summary to Iona to include in minutes.	Justin	4/26/13	
92	Justin to send out Standards. Review by next Thursday.	ALL	5/2/13	Completed

Attachment D

Backburner / Reminders – FAC

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