

**Field Activities Committee (FAC)  
Meeting Summary  
June 22, 2011**

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on June 22, 2011. Attendance is recorded in Attachment A – there were 7 members present. Associate members on the call included: Seb Gillette (DOD), Doug Leonard (LAB), Skip, Paul Cestone (EPA), Randy (A2LA) and Lauren (A2LA) .

There were no comments received after distribution of the May meeting minutes. The meeting minutes are considered approved and will be posted on the TNI website. Everyone was asked to review their information in the attendance table and let Ilona know if any changes are needed.

2. Standard Interpretation Request (SIR)

SIR #4:

<b>Volume</b>	Volume 1: FSMOs
<b>Section (eg. C.4.1.7.4)</b>	3.1
<b>Describe the problem:</b>	Does Environmental Sampling include sampling at water and wastewater plants?  <b>3.1 Environmental Sampling:</b> Equivalent to “Field Sampling.” See Clause 3.5.  <b>3.2 Field:</b> Any location outside the controlled environment of a laboratory.  <b>3.5 Field Sampling:</b> The process of obtaining a representative portion of an environmental matrix suitable for laboratory or field measurement or analysis.
<b>Response</b>	In the definitions of the terms "Environmental Sampling" (3.1) and "Field Sampling", the operative term is “Field”. In Clause 3.2 “Field” is defined as distinct from the “controlled” laboratory environment. It follows that the sampling sites for waste and drinking water treatment plants would be outside of a controlled environment so the answer to

the question is “yes”.

~~There may be possible conflict if the sampling site was located inside a controlled laboratory environment. In some cases, post-sampling processing occurs in a controlled environment. Definitions of “laboratory” or “controlled environment” may be necessary if there is a sampling station that exists in either.~~

Virginia commented by e-mail:

*Another way to interpret: according to the definitions, environmental sampling may be equivalent to field sampling however, the type and purpose of the sample itself will determine if the sample is an environmental sample. In NYS, drinking water samples are not considered "environmental" samples but "potable" samples, therefore samples from a drinking water plant would not be considered environmental samples. Non-potable samples, as from a wastewater treatment facility, are considered environmental samples so samples collected from within a WWTP would be considered environmental samples.*

Bob commented that sampling done by lab personnel is covered under Section 5 of the NELAP standard. If it is not a lab person, it falls under the FSMO standard. Marlene noted that many of the NELAP ABs do not include a review of sampling during their assessments. Marlene’s view is that sampling is covered under the NELAP standard if a state has jurisdiction for sampling, but covered under the FSMO standard if a state does not have jurisdiction. The TNI Board is still planning to review this issue to provide clarification.

Bob commented that if someone is going to be an accredited FSMO – any sampling they do would be covered under the FSMO standard. He thinks the definition (3.2) in the standard needs to be changed.

Marlene suggested adding the following to the response: If an FSMO is going to be accredited to the standard, these requirements apply.

Marlene will finalize the response and send it to committee members for voting. Marlene would like to have this resolved before the Bellevue meeting.

### 3. Standard Comments

Bob wanted to point out that we are taking suggested changes to the current standard. The database he has prepared is to be used when the working draft standard is prepared and is commented on.

Marlene expressed concern that another table is needed to track all suggestions to ensure that the suggestions are addressed in the working draft standard. Bob suggested that this could be tracked in meeting minutes and the person responsible for a specific part of the working draft standard would be responsible to incorporate suggestions as they work on their section of the draft.

Maggie has been working on suggestions for Volume 1 and just needs to summarize them. Volume 2 will take more work.

Seb has already gotten some suggestions from DOD and should have more by the end of the month.

Marlene suggested sending a suggestion form out for people to use to make their suggestions. John and Justin preferred using the form and the database for the suggestion process. This will help prevent committee members from missing suggestions and will also help if someone is concerned that a suggestion they gave was not incorporated into the working draft. Bob commented that this is not the right time to formalize the suggestion process and to handle it the same as the comment process. He feels strongly the suggestions should be handled through the meeting minutes. Other committee members would prefer to track the suggestions in one document so that it is not a problem when a meeting is missed.

Mike noted that the table Maria Friedman used may be helpful to the committee to track needed changes to the standard. Mike, Maggie and Seb have prepared tables that they use to track their suggestions. A2LA also has a format they use to track needed changes.

The suggestion form will be prepared and distributed by Bob. The suggestions will be incorporated into one database. Marlene will send Bob the e-mail addresses of the FAC, NEFAP EC, Doug Leonard and Seb. Everyone needs to be very specific about which section is being referred to. This will make sorting easier.

Standard review by committee member:

- JoAnn V1 Section 4.3 to 4.8
- Justin V1 Section 4.1 to 4.2
- John V1 Section 4.9 to 4.12 and 4.14, 4.15
- Michael V2 Section 4, 5, 6 and 8
- Virginia V1 Section 4.13
- Bob v1 Section 5.4, 5.6, 5.10
- Dane V1 Section 5.3 and 5.5
- Craig V1 Section 5.1, 5.2 and 5.9
- Jan V1 Section 5.7 and 5.8
- Brian (Randy) V2 Section 7
- Maggie will submit comments from the air testing subcommittee
- Seb will submit comments from the DoD

Marlene asked that people let her know if they have reviewed their section and they have no comments. This allows her to know the section has been completed. Sections should be reviewed before the next FAC meeting.

Marlene noted that she has not gotten any comments on the comparison tables prepared by Craig and Carl Kircher.

#### 4. Membership

Brian has sent a letter to the committee asking if Lauren could replace him on the committee. An e-mail vote will be distributed. She will fulfill Brian's term.

#### 5. Training Approval

The SOP was distributed and comments are needed. Comments need to be received by this Friday. We have a course that needs to be reviewed that is scheduled for September. Marlene would like to review the SOP at the Bellevue meeting. The TNI Training Coordinator will distribute any training that needs to be reviewed. Marlene would prefer that all training related to NEFAP be reviewed by the NEFAP training subcommittee.

#### 6. Advocacy

There are a number of meetings coming up. Calista is doing one in Louisiana and Randy is doing a presentation at ASQ. Justin is also working on some articles. JoAnn will have the brochure out to Marlene later today. The brochure is needed before the Bellevue meeting.

#### 7. Bellevue Meeting

The NEFAP Executive Committee will meet on Wednesday afternoon and FAC will meet on Thursday afternoon. The agendas still need to be developed. Ideas should be forwarded to Mike and Marlene.

People should register quickly for the hotel and conference.

#### 8. Action Items

See comments in Attachment B.

#### 9. Open Discussion

- None.

#### 10. Next Meeting

The next meeting of the FAC will be planned for July 28 – 3pm EST.

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

Marlene adjourned the meeting at 2:33pm. (Motion – Mike, Second – Jan, Unanimously approved.)

## Attachment A

**Participants**  
**TNI Field Activities Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Marlene Moore (Chair) <b>Present</b>	Advanced Systems, Inc	Other	(302)368-1211	<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.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>
Open				
Jan Wilson <b>Absent</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Jo Ann Boyd <b>Absent</b>	Southwest Research Institute	Accred. Lab.	(210)522-2169	<a href="mailto:joann.boyd@swri.org">joann.boyd@swri.org</a>
Michael Miller <b>Present</b>	Consultant	Other	(908)233-9624	<a href="mailto:mwmillerenviron@yahoo.com">mwmillerenviron@yahoo.com</a>
Brian Conner <b>Absent</b>	A2LA	AB	(301)644 3216	<a href="mailto:bconner@a2la.org">bconner@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>
Justin B. Brown <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
Virginia Murray <b>Present</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>Absent</b>	HRSD- Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	<a href="mailto:CFORBES@HRSD.COM">CFORBES@HRSD.COM</a>
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>Absent</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>
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. Still needs to be received.
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.
42	Outline process for review of training material.	Dane Virginia	May 26	Complete
44	Review Craig's comparison table.	Mike – Vol 2 Carl – Vol 1	May 26	People still need to review and comment.
45	Get on FEM agenda.	Marlene	May 26	
46	Divide standard into sections for committee review.	Marlene	June 22	Complete
47	Update Presentation Summary and distribute before meetings.	Justin	July 28	
48	Prepare Excel spreadsheet for suggestions.	Bob	June 30	Completed 6/23.
49	Comment on SIR and Training SOP.	All	By e-mail – 7/28/11	Comments still needed on Training SOP.
50	Distribute brochure for comment.	JoAnn	June 22	JoAnn will send to Marlene.
51	Distribute final wording for SIR #4 to committee for voting.	Marlene	6/30/11	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
52	Send e-mail addresses of the FAC, NEFAP EC, Doug Leonard and Seb to Bob.	Marlene	6/25/11	
53	Send Bellevue agenda ideas to Mike and Marlene.	All	7/28/11	
54	Distribute vote on membership – Lauren.	Marlene	6/30/11	
55				



**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			