

**Field Activities Committee (FAC)**  
**Meeting Summary**  
**August 18, 2011**

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on August 18, 2011 at 1:30pm EST. Attendance is recorded in Attachment A – there were 7 members present.

2. Overview

Marlene presented a PowerPoint presentation detailing the activities of the committee.

3. Committee Membership

The slide details the rotation schedule for committee members. She noted that in January 2012 she will be rotating off as committee chair and resigning from the committee. Marlene recommended that Justin Brown be considered to replace her as chair. Discussion and decision will be taken up at a future meeting.

Marlene announced that she has been receiving nominations for new committee members to replace those rotating off and adding to membership.

3. Standard Revision

Bob DiRenzo discussed Standard revision process. They are accepting suggestions for changes to the standards until September 15, 2011. He made it clear that while these suggestions are not official comments on the standards, the committee is tracking and discussing them as they continue to work on the standards. He has created an application that allows the committee to sort and view the suggestions that helps greatly with the review.

Scott Evans asked whether the committee would remove ISO language from the standard based on a suggestion and committee answered that it was not likely. He also asked if there were any other tools for handling suggestions besides making official changes to the standards and the response was the committee had a variety including FAQs, Guidance documents, etc.

Committee members are reviewing the standards and using a spreadsheet that compares the NEFAP to the NELAP standards. Marlene presented a slide detailing the assignments for each of the members reviewing the standards. After comments from the public Marlene assigned section 3 to all members, Volume 1, sections 1 and 2 to Virginia, and Volume 2, sections 1 and 2 to Mike.

#### 4. Advocacy

Justin discussed advocacy efforts and talked about the brochure, training materials and that they are working on the development of a white paper to help clear up misconceptions/confusion of NELAP/NEFAP and the standards.

#### 5. Training

The committee discussed the SOP covering training materials distribution. The committee members were asked to complete their review and get comments to Marlene in the next 2 weeks because there is a need for the SOP in October 2011.

#### 6. Open Discussion

- Post suggestions on standards already received so stake holders can see what has already been suggested. Committee agreed that there was value in receiving multiple suggestions and didn't want to discourage that. They might consider posting a "snapshot" list but certainly will post all suggestions for the draft standards.
- Justin presented a rough draft of the NEFAP presentation. Comments from attendees were captured and will be used for committee review and production of final draft.

#### 7. Action Items

See comments in Attachment C.

#### 8. Next Meeting

The next meeting of the FAC will be planned by e-mail.

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

Marlene adjourned the meeting at 3:15pmPT.

**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>Present</b>	Wren Engineering, P.A.	Other	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.com</a>
John Moorman <b>Absent</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>Present</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	mwmillereviron@yahoo.com
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>Absent</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	CFORBES@HRSD.COM
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>Dan Hickman was present.</b>	The NELAC Institute		(828)712-9242	<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

**Attachment B – Presentation Slides**

## Attachment C

### Action Items – FAC

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
34	Update brochure and distribute to subcommittee.	JoAnn	June 2011	Complete
44	Review Craig's comparison table.	Mike – Vol 2 Carl – Vol 1	May 26	Complete
45	Get on FEM agenda.	Marlene	May 26	7/28: Marlene has not heard anything. 8/18: Still waiting to hear back.
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.)	Justin	August 31	Ongoing
49	Comment on SIR SOP.	All	August 31	Discuss at next meeting.
53	Send Bellevue agenda ideas to Mike and Marlene.	All	7/28/11	Complete
54	Distribute vote on membership – Lauren.	Marlene	6/30/11	Complete
55	Find Mike's comments on Vol 1.	Marlene	8/16/11	Complete
56	Comment on Training Review SOP.	All	Next Meeting	
57	Send copy of suggestion spreadsheet to committee.	Bob	8/16/11	Complete

**Attachment D**

**Backburner / Reminders – FAC**

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