Field Activities Committee (FAC) Meeting Summary

August 7, 2012

1. Roll call:

Chair Justin Brown called the FAC meeting to order on August 7, 2012 at 9am EST in Washington, DC. Attendance is recorded in Attachment A – there were 8 members present.

Mike will be rotating off the committee at the end of the year. People are encouraged to use the nomination forms on the TNI website to help fill his position. We are looking for another "Other" representation.

2. Update

See PowerPoint presentation in Attachment B.

The NEFAP "White Paper" is now ready for committee review and should be available to the community within the next few months.

Training courses are being made available. Most have been live courses. Courses can be found on the TNI website by clicking on the Education Delivery System tab.

3. Working DRAFT Standard

Justin reviewed the process used in developing the DRAFT standard (see Attachment B).

Volume 1: There were 48 suggestions for changes to the standard. 8 of these were specific to the ISO language, but this language cannot be changed. 32 of the suggestions did lead to changes in the standard and 8 suggested changes were not made after committee discussions.

Volume 2: There were 23 suggestions for changes to the standard. 4 suggested changes were not made after committee discussions. 1 of these regarding PTs is still being worked on.

There were a couple of subcommittees that were instrumental in getting through the DRAFT. Mike Miller and Mike Shepherd were thanked for their efforts.

There were 4 changes (3 – Volume 1, 1 – Volume 2) that were missed in the final DRAFT version that had been voted on by the committee (see Attachment B). These were not major changes, but need to be corrected. They are open for discussion today.

Changes to Volume 1

A marked up version of the standard that outlines the additions/deletions/changes can be requested through Ilona Taunton (ilona.taunton@nelac-institute.org). This document contains ISO language, so proof of ownership of the TNI standard with ISO language or ownership of the actual ISO document will be needed in order to receive a copy of this marked up standard. Many of the changes are minor and more substantial changes were open for discussion with the membership during the meeting and by e-mail after the meeting.

Mike Shepherd reviewed the changes recommended by his subcommittee:

Changes to Volume 2

Justin continued to review the changes made.

The need to prepare a template for Quality Manuals and SOPs for FSMOs is being looked at. Anyone who would like to help in this effort should contact Ilona Taunton at ilona.taunton@nelac-institute.org.

A number of sections were removed because it was felt that they were redundant with the ISO language already provided in the standard.

Interim accreditation was changed to preliminary accreditation.

The CSDP meeting will discuss the 4 changes that did not get published in the uploaded version on the website. It will be resolved and communicated.

A copy of the marked up standard can be received in a similar manner to that described above for Volume 1.

PUBLIC COMMENT:

<u>Scott Hoatson</u>, Oregon DEQ: Item on assessment reports regarding enforcement – 7.8.1.1. He asked what it pertained to? Enforcement may be a bad choice of wording. Mike S. commented that an AB can suspend accreditation. This needs to be looked at because the term is not being used properly.

7.8.1.1 (c) has some grammatical issues and the term enforcement needs to be evaluated for proper use. Need to look at ISO language and determine if it is already covered and this should be removed. Also, "corrective action plan" needs to be looked at. This was changed in other parts of the standard.

Comment: In section 6.2.6.1, how is proficient defined? Judged proficient as defined by AB.

Ilona noted that there could be some issues with the concept of TNI approved training. The committee is still looking at their training SOP.

<u>Scott Swiggard</u>: Where it states, "applicable" – also include where available. Maggie commented that this was included in many parts of the standard and the committee decided to delete this. If it is not available, then it is not applicable. This was a clean-up in language.

He also was concerned about use of interim vs. preliminary and time limits. Justin commented that some ABs had issues with the term "interim" and time limits were specifically defined in the standard.

NEXT STEPS

There are 15 days to submit formal comments in writing.

There will be 90 days to change the Working Draft Standard and then a vote will be taken on the DRAFT.

See slides in Attachment B.

4. New Business

- Mike M. commented that FSMO's are required to purchase Volume 1, but there is relevant language in Volume 2 that they need too.
- Mike M. commented that currently ABs can determine their own PT rules. Mike thinks these need to be uniform. Bob stated that the AB requires that an FSMO does certain things to obtain accreditation and this is defined in the standard.
- Craig Sprinkle (FSMO) is concerned that there are not uniform PT requirements for all ABs. He is concerned that a client may determine that another AB is a better AB and may require an FSMO to use a specific AB. The committee assured Craig that each ABs program is reviewed using the same standards, so this should not be an issue. Mike S. pointed to 7.15.3 and said ISO language does address PTs. Mike S. also commented that the current preliminary ABs have very similar PT requirements. This is not an issue.

5. Next Meeting

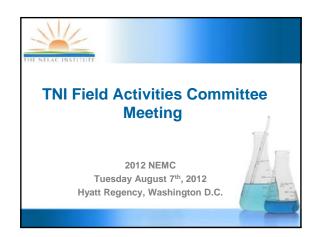
The next meeting of the FAC will be determined by e-mail. It should be scheduled for sometime in the middle of September.

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

The meeting was adjourned at 11 am EST. A motion was made my Mike S. to close the meeting. The motion was seconded by Maggie and unanimously approved.

Attachment A Participants TNI Field Activities Committee

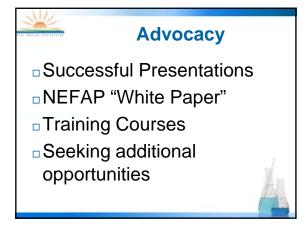
Members	Affiliation	Balance	Contact Information		
Justin B. Brown	EMT	FSMO	(847)324 3350	jbrown@emt.com	
(Chair)			, ,	10.01	
Present					
Dane Wren	Wren Engineering,	Other	(407)833-0061	dwren47@aol.com	
	P.A.				
Absent	\\\\-\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	E0140	(504)750.0400		
John Moorman	Water Quality	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov	
Absent	Monitoring Division, South		X4004		
Absent	Florida Water				
	Management				
	District				
Troy Burrows	Entec Services,	FSMO	(800)429-8445	TBurrows@entecservices.	
	Inc.			com	
Absent					
Jan Wilson	CAMMIA	Other	(360)904-8416	WOLG	
Jan Wilson	Environmental	Other	(300)904-6410	<u>WQL@aol.com</u>	
Present	Liiviioiiiieiitai				
Jo Ann Boyd	Southwest	Accred. Lab.	(210)522-2169	joann.boyd@swri.org	
	Research Institute		(=:0)0====:00	Joann.boya@swn.org	
Absent					
Michael Miller	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo.	
				com	
Present	A O.L. A		(004)044,0040		
Lauren Hedrick	A2LA		(301)644 3216	lhedrick@a2la.org	
Present		AB			
Robert P. DiRienzo	AIHA (ALS)	7.0	(801)266-7700	Bob.DiRienzo@ALSGlobal	
	/ (/ /		(001)=001100		
Present		AB		<u>.com</u>	
Mike Shepherd	Laboratory	AB	512-970-6789	mike@sheptechserv.com	
	Accreditation				
Present	Bureau				
	(Shepherd				
	Technical				
Virginia Murray	Services) NYCDEP-	FSMO	718-595-6315	Vmurray@dcr ave zov	
virgina ividiray	Distribution Water	1 GIVIO	7 10 000-0010	Vmurray@dep.nyc.gov	
Absent	Quality Field				
	Operations				
Craig Forbes	HRSD-Pretreatment	FSMO	(757)460-7043	CFORBES@HRSD.COM	
	& Pollution				
Present	Prevention Division				
Maggie Carana	Cotobat Air	FCMC	(042)004 5000	 	
Maggie Cangro	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalysta	
Present	ivialiayement, inc.			<u>ir.com</u>	
Ilona Taunton	The NELAC		(828)712-9242	Ilona.taunton@nelac-	
(Program Administrator)	Institute		(323)2 02 .2		
Present				institute.org	















Volume I: Suggestions

- 48 Suggestions to Vol. I
 - > 8 Suggestions to ISO language
 - >32 Suggestions lead to changes
 - Suggestions not made based on review/discussion



Volume II: Suggestions

- □ 28 Suggestions to Vol. II
 - >23 Suggestion lead to changes
 - 4 Suggestions did not change Standard
 - 1 Suggestion part of PT discussion





WDS Committee Review

- Each member assigned sections for intense review
- Members also reviewed remaining sections
- Provided recommendations for changes



Subcommittees

- Scope of Accreditation
 - »Mike Shepard Chair
- Proficiency Testing
 - >Mike Miller Chair





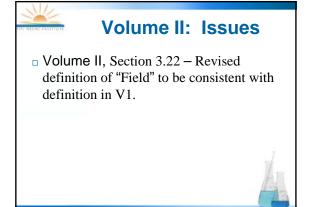
Working Draft

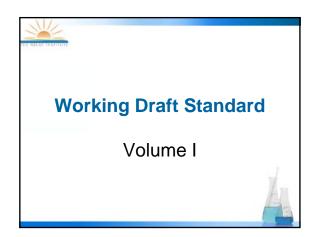
- □June 18th Committee voted to approve and move WDS for publication
- □July 6th Published on TNI Website

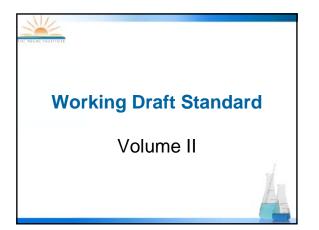


Volume I: Issues

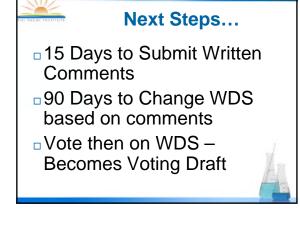
- Volume I, Section 3.4 Should have been deleted and added ISO/IEC (VIM) definition of "measurement" as 3.9;
- Volume I, Section 5.6.2.2 (5.6.2.2.1 & 5.6.2.2.2) added ISO section that was omitted from original Standard;
- Volume I, Section 5.7.5 Added "sample type" to documentation requirement;



















Attachment C

Action Items – FAC

	Action Items - FAC						
	A . 4 T4	**/1	Expected	Actual			
4.5	Action Item	Who	Completion	Completion			
45	Get on FEM agenda.	Marlene	May 26	7/28: Marlene			
				has not heard			
		Justin will		anything.			
		follow-up with		8/18: Still			
		Marlene		waiting to			
		(3/2/12)		hear back.			
				10/12/11,			
				11/21/11:			
				Marlene is			
				still waiting to			
				hear back.			
47	Update Presentation Summary and	JoAnn	Each Meeting	Ongoing			
	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.)						
	summary table being prepared.)						
61	Update presentation and distribute for	Justin	March 5, 2012	Presentation			
01	review. (General presentation people can	JoAnn	Widicii 3, 2012	is still being			
	use when attending conferences.)	JOAIIII		worked on.			
	use when attending conferences.)			Lauren needs			
70	Work on Advisory COD Duck	To A mm	Manala 20	ASAP.			
70	Work on Advocacy SOP Draft.	JoAnn	March 30,				
7.1	G i I T i GOD	A 11	2012				
71	Continue work on Training SOP.	All	March 15,				
		<u>.</u> .	2012				
72	Complete White Paper and get to JoAnn.	Justin	March 9, 2012				
73	Contact Marlene for any updated	Justin	March 15,	Complete			
	Standard Sections that he has not		2012				
	received.						
75	Incorporate update discussed during the	Justin	4/12/12	Complete			
	call into the standard and distribute to			_			
	committee members for comment.						
76	Forward PT language from Vol 2 to the	John	4/12/12	Complete			
	committee.			F			
		l .	l .	l			

			Expected	Actual
	Action Item	Who	Completion	Completion
77	Work on flow chart.	Justin	Next Scope	
		Marlene	Subcommittee	
			Meeting	
78	Continue work on Training SOP. Justin	Justin	November	
	and Marlene will talk about procedure for	Marlene	2012	
	doing this.			
	-			

Attachment D

$Backburner \, / \, Reminders \, - \, FAC$

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