

Field Activities Committee (FAC)
Meeting Summary
September 20, 2011

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on September 20, 2011 at 2pm EST. Attendance is recorded in Attachment A – there were 6 members present. The following associate members were on the call: Scott Evans, Seb Gillette, and Randy Query.

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

2. Committee Membership

Marlene notified the committee that she will be stepping off the committee at the end of her term. She will be continuing on as Chair of the NEFAP EC. She recommended Justin to take the role of FAC chair.

Mike motioned that Justin Brown become the new chair of the FAC. Magie seconded this motion. A roll call vote was taken. An e-mail vote will go out to the missing members. *(Addition 9/26: All remaining votes received by e-mail – the motion passed.)*

Vote:

Marlene – For

Dane – For

John – For

Jan – E-mail (9/22 – For)

Jo Ann – E-mail (For – 9/23)

Mike – For

Lauren – For

Bob – E-mail (For – 9/26)

Justin – n/a

Virginia – E-mail (For – 9/23)

Craig – E-mail (For – 9/23)

Maggie - For

We have been receiving some nomination forms. Ilona will distribute a complete listing of all nomination forms that have been submitted for membership on FAC or the NEFAP EC (current members will be deleted from the table). Committee members are asked to review this information and ask people to apply before the next meeting.

The current balance of the committee is:

1 – Accredited Lab

5 – FSMOs

2 – ABs

3 – Other (currently there are 4, but Marlene is leaving)

Mike suggested that perhaps we could look for a member that comes from the industry side – the people who hire companies to sample.

3. Advocacy

Justin and Jo Ann continue to be very active in this area. Justin prepared the following summary: *Regarding advocacy; Randy is doing a presentation this month at ASQ, Jo Ann has the EPA conference. Justin submitted an abstract to the National Groundwater Summit. Justin will be submitting abstracts to the National Water Quality Conference (Jan's referral) as well as the On-Site Analysis conference (Randy referral) by the end of the week. These referrals are great and we want to encourage everyone to keep their eyes open.*

4. Training Review SOP

The committee still needs to review the EDS SOP and the FAC Training SOP. Ilona will re-distribute these SOPs and request comments.

Virginia added into the call and noted that she received some training material from Dane that needed to be reviewed. Everyone agreed the material should have gone to Ilona as per the TNI EDS SOP so that confidentiality statements can be signed prior to distribution. Dane will send the presentation to Ilona and she will assemble a team to review the material prior to the presentation.

4. Standard Update Suggestions

Marlene encouraged everyone to make sure they are getting their review suggestions in. Bob distributed the current suggestion table by e-mail.

Marlene pulled out some specific DoD comments to discuss:

Subject: DoD comments

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> I want to deal with some comments from DoD to help get us started on the standard rewrite. Since the TNI Board does not see any problem with differentiating NELAP and NEFAP we need to be able to answer questions such as those presented by DoD in the following:

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> I am looking forward to your response and I am hoping we will see some of your suggested changes based on the comments for your sections soon.

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> The following three items were part of Section 1 comments:

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> 1. Please clarify whether "field measurements" generate "screening" or "definitive" data and whether a semi-permanent "mobile laboratory" at a project site is covered by FSMO or NELAC standards.

Committee Discussion:

The terms used in the DoD comment relate to terms defined in the UFP-QAPP Compendium document. The definitions for screening and definitive data are found in this document. The document is an interagency document signed by EPA and DoD and agreed to by DOE. Discussion centered on whether we should use these terms since these are not common to state agencies. Marlene suggested that "yes" the program addresses each type of data. Do these terms need to be added to the standard? The discussion seemed to indicate that these terms are not needed in the standard.

The second part of the discussion related to the definition of 'semi-permanent mobile laboratory'. Discussion included what a semi-permanent lab is. The NELAP program has a definition for a mobile lab but does not use this term. As used in the NEFAP standard and NELAP standard operations performed outside the permanent lab are applicable to both standards. Discussion continued and some questions remain: Does an organization apply to both NELAP and NEFAP if it performs regulatory work in a state that requires a state AB and to NEFAP for other states where mobile labs or field testing is not required to be certified by the state agency? If a fixed lab operates a mobile facility, then does it apply to NELAP regardless of the regulatory authority? OR does a mobile lab van apply to NELAP and only if it is a semi-permanent or non enclosed lab is it NEFAP?

The NEFAP standard is not specific in this area. Marlene asked if a subcommittee could be formed to examine what would be the best way to accredit a mobile lab or a stand-alone analytical instrument. Lauren and John will work together on this topic. What is a semi-permanent mobile lab? What is a mobile lab? What decisions do they need to make when deciding to become accredited? Who should they go to (NEFAP or NELAP)? Look at mobile labs versus mobile facilities. Is this term the same?

Marlene noted that she recently reviewed two mobile labs that were only being accredited for the analytical portion. They were doing sampling, but this was not reviewed.

> 2. Clarify "first-, second-, and third-party laboratories."

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> 3. Clarify the SCOPE covers all FSMOs that performing all field sampling and measurements, including, but not limited to, physical, chemical, biological, radiological, geophysical sampling and/or measurements.

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> Item 1: Definitive data and screening data are terms in project planning for DoD (See UFP QAPP compendium document - let me know if you need this) Definitive data is used to make final decisions about a site and screening data is used to make intermediate decisions.

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> My answer is that an accredited FSMO may generate either and the management system must define how this is reported to client. Accreditation of a mobile laboratory that is semi-permanent is covered by the FSMO standard. NEFAP accreditation covers all field sampling and measurements where regulatory programs have not defined statutory authority for accreditation/certification to the state agency.

> Do we need to state this in the Scope?

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> Item 2: These terms are defined by ISO 17000 and are the international terminology. Do we need more of an explanation in the standard?

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> Item 3: Scope covers all the items mentioned. Should we add this to our definitions?: "FSMOs performing any type of field sampling and measurements, including, but not limited to, physical, chemical, biological, radiological, geophysical sampling and/or measurements"

The committee will continue to look at these comments in the next call.

6. New Business

None

7. Action Items

See comments in Attachment B.

8. Next Meeting

The next meeting of the FAC will be planned by e-mail. Marlene will talk to Justin to see if he can lead the next meeting.

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

Marlene adjourned the meeting at 3:18pmPT.

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advanced Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.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
Open				
Jan Wilson Absent	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
Michael Miller Present	Consultant	Other	(908)233-9624	mwmillerenviro@yaho.com
Lauren Present	A2LA	AB	(301)644 3216	x@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Justin B. Brown Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Virginia Murray Absent	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
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
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. (Ilona will redistribute on 9/20/11 – Complete)	All	August 31	Discuss at next meeting.
56	Comment on Training Review SOP.	All	Next Meeting	
59	E-mail vote for new committee chair.	Members who missed 9/20 call.	Next Meeting	
60	Distribute nomination forms for NEFAP.	Ilona	Next Meeting	Complete – 9/22/11
61	Examine what would be the best way to accredit a mobile lab or a stand- alone analytical instrument. What is a semi-permanent mobile lab? What is a mobile lab? What decisions do they need to make when deciding to become accredited? Who should they go to (NEFAP or NELAP)? Look at mobile labs verses mobile facilities. Is this term the same?	Lauren John	(From 9/20/11 Meeting) TBD	

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2012	2/2/11	
3			
4			