

TNI Information Technology Committee Meeting Summary

March 21, 2013

1. Roll Call

| Participants | Present |
|--------------------|---------|
| Caldwell, David | |
| Clark, Arthur* | x |
| Daystrom, William | x |
| DiRienzo, Bob | |
| Fitzpatrick, Tim | |
| Friedman, Maria | |
| Hickman, Dan | x |
| Kuhn, John | x |
| Morgan, Judy | |
| Parr, Jerry | x |
| Pierrot, Rebecca | x |
| Shepherd, Mei Beth | x |
| Starr, Rip | x |
| Varner, Pam | x |
| Ward, Keith | x |
| Wlodarski, Jan | x |

February 2013 Meeting Minutes: Ok to post

2. Selection of New Chairperson (continuation of last month's discussion)

John Kuhn has been asked to be Chair and has agreed to take the role on. After the call, Art will pass on any information that John needs to pick up the role.

3. Committee Member Terms

Which current, long-term, active members are willing to stay on the committee and for how long?

Three members will become associate members: Tim Fitzpatrick, Bob DiRienzo, and Judy Morgan.

For those that have been on the Committee since 2006, we should assign 1, 2, and 3 year terms to:

Art – 1 year

Rip – 2 years

John (new Chair) – 3 years

Pam – 3 years

We need terms for the following members: David, Maria, and Keith (Vice Chair).

We do have openings for the Committee. Applications have been received. We can look at them at the next meeting to see who might be a good fit.

4. LAMS Update (Dan)

We have added another AB, LADHH – they now have all their labs and FOAs in LAMS. LADEQ – Elizabeth is working one lab at a time and is making good progress. In total, there are 10 ABs that have at least partial FOAs in there and only 5 that don't. Of the 5 that don't, Kansas and IL are waiting; PA has their new database and hopefully theirs can be uploaded next. NJ – has not seen any new FOAs from them yet and no word from NY yet. CA – primary FOAs are in LAMS, but it's not clear if they are being updated. Dan will email Fred about moving forward with the secondaries. FL – has a partial listing. NY – Jerry will call Stephanie to see who Dan can connect with to move things forward. NJ – they seem to be updating their database with new codes but updates have not been happening.

Most of the method information has been completed – still working to track down a few items.

Dan sent William a huge long list of things to do. He has gotten a lot done including: Method and analyte tables will now have dates for when they were last updated, modified, and/or entered.

5. Website Update (William)

About 6 months ago, William set up a form on the website that people could use to subscribe to receive emails when there are updates to the FOPT tables. There have not been any updates until about 2 weeks ago when a new FOPT table was announced, that will be effective in July. The mailing list has finally been used – there are over 150 people on the list. If you are a subscriber on the list, you should have received an email.

Website calendar: It used to be that when you hovered your mouse over an entry, an event would pop-up with clickable link. It is not working now. It may have been disabled by a security patch to the software that has been installed. William is working on fixing the problem.

Twitter account: We have about a dozen followers now. William has started to tweet items of interest from the website News section.

Newsletter: The newsletter will go out in a couple of days in the new ezine format. This format will link to individual documents that people can view and/or print as needed. William will send Jan FTP upload information so she upload and manage the ezine documents. Jan will also compile one full pdf document for archiving and viewing on the website.

6. Other Business

IT Committee Charter: Some of the Objectives and Key Milestones, etc., are completed now. It's time to revisit it, and update the document. Take a look at it for the next call.

Three years ago, we sent in a grant proposal to EPA to do a lot of stuff. One of the little things that was in the proposal was about building a methods compendium. We put this off in order to focus on LAMS, and we still have a little bit to do, but it may be time to start looking at the methods compendium and get it underway. At the next call, we should start talking about what it means to build a methods compendium and put together a plan for it. Jerry will send out the document from the grant so we can all see what we were talking about back then.

Dan will be presenting a paper at NEMC regarding the difficulties and some of the weird little problems he ran into trying to follow the Federal Register and trying to get the approvals for the methods.

General Application – Dan wrote a quick draft development plan and sent it to Rebecca and William for review and comment.

We need to form a work group to help Rebecca with Application form. Everyone will have until next meeting to think about it and then we'll put together a few people for the effort.

7. Adjournment

Next call will be Thursday, April 18