

**Field Activities Committee &
NEFAP Executive Committee
Meeting Summary
August 5, 2010**

1. Roll call and approval of minutes:

Chair Marlene Moore called the combined FAC and NEFAP Executive Committee meeting to order on August 5, 2010 at 1 pm EST. Attendance is recorded in Attachment A and B. The meeting was adjourned at 2:30 pm EST.

After receiving no objections from any committee member, the minutes from the FAC June 10, 2010 meeting were approved as written and will be posted on the TNI website. Minutes from the previous NEFAP Executive Committee Meeting will be reviewed at the next meeting.

2. Update

The five NEFAP SOPs are being voted on by the TNI Board. Acceptance will hopefully be announced at the meeting in Washington, DC.

3. Meeting in Washington, DC

A dinner is planned for Monday evening. John, Dan, Brian, Bob, Calista, Scott and Virginia will not be in attendance at the meeting. Most everyone who will be in attendance at the meeting is planning to attend the dinner. Tuesday morning will be more of an overview and the afternoon will include training.

- The day will start with committee meetings.
- Marlene – Summary and History. She will give a modified version of the presentation she did with the TNI Board last June. She will also review the timeline for recognition.
- Paul Cestone and Shawn Kassner will be doing presentations on the history/future of the Lead Program and the current status of the Field PT Subcommittee and their work on Lead Program PTs.
- JoAnn and Justin will present a list of presentations that have been made and are planned at various conferences across the country.
- There will be a presentation on the AB Evaluation Checklist.

- Justin and Dan will do a presentation for FSMOs to help them with implementation.
- A presentation for ABs is also being developed.

4. Program Start-up Details

Timeline

Some of the members on the call expressed concerns about the timeline. Marlene will review it with the intent of pushing the time frames back 15-30 days. The updated timeline will be available in Washington, DC.

Date	Step
July to August	Applications made to TNI NEFAP Board for review
September 15, 2010	Application from ABs accepted – Announcement made on TNi website (Other ABs can be added as received, reviewed and accepted)
October 1, 2010	FSMO applications received by ABs
October to December	Perform witness assessment (evaluators observe AB assessor perform FSMO assessment)
October to December	Perform on-site evaluation or review documentation as per procedure
January 2010	Announce AB recognition – TNI meeting in January 2011
On-going	Follow Evaluation SOP for process after recognition

The plan is to receive applications and do a preliminary review. If this preliminary review is passed, then the AB can begin accepting applications from FSMOs. This will allow them to start planning on-sites that the AB evaluation team can observe.

Application Form and Application Checklist

These are being worked on and will need to be finalized soon.

AB Evaluation Checklist

This is being worked on by Patrick, Mike and Kim.

Marlene is considering the addition of some columns to the checklist to make it clear what needs to be evaluated during the document review and what is evaluated during the on-site. For consistency, evaluators can rearrange the checklist, but the same items need to be covered.

It was noted that some ABs will have their own checklist for evaluating FSMOs. Kim stated that as an FSMO, they would like to see some consistency between AB checklists. The content should be similar, but the format may be different. This will be evaluated when the AB goes through their evaluation. The group agreed that it would be helpful to have an example FSMO checklist posted on the TNI website that ABs can use when assessing FSMOs.

Scope and Certificate

Brian and Marlene will be working on this. It will be complete by next Tuesday in Washington, DC.

Fees

The ABs on the call were OK with the suggested fees. They thought they were very reasonable. This is a starting point and we may have to re-evaluate this as the process progresses.

5. Review of the Standard

Mike raised some issues by e-mail that he found when helping to prepare the AB Evaluation Checklist. He is concerned that the Standard may need some updates as we find issues during implementation. An example is PTs.

Kim volunteered to review Mike's list of issues versus the Standard to see if any changes should be recommended. This information would be very helpful to the FAC because they need to start working on a possible standard update to ensure a review is complete within a 5 year time frame.

Scott noted that he hopes the standard will not go through large sweeping changes. Bob added that the standard has not really been used yet and probably needs to be in place for some period of time before it should be updated. Marlene commented that there will be natural changes needed as the standard is being implemented. The Standard will likely need an update.

Regarding Mike's concerns about a Field PT, Marlene pointed out that in the case of the Lead Program the MOU requires a PT.

6. New Items

- Ilona pointed out that there will be a Standards Interpretation Request (SIR) process. This will help people through the implementation process and give feedback to the FAC as far as areas to examine for an update down the road. Ilona will have William start the SIR process on-line for NEFAP and the NEFAP EC will follow-up with an SOP to define the final process.
- The NEFAP EC needs to consider whether the current Executive Committee needs to be extended beyond the original year planned for start-up. A nominating committee will need to be established once the timing for renewal of the committee is determined.
- Keith pointed out that marketing of the program needs to be looked at as part of the start-up too. This will be added to a future Executive Committee agenda.

7. Review of Action Items

Updates were made to the Action Table (Attachment C).

8. Next Meeting

The next meeting will be on Tuesday, August 10, 2010 at 9am in Washington, DC.

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

**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
David Speis Present	Accutest Laboratories	Accred. Lab.	(732)329-0200	davids@accutest.com
Jan Wilson Absent	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Jo Ann Boyd Present	Southwest Research Institute	Accred. Lab.	(210)522-2169	joann.boyd@swri.org
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Robert P. DiRienzo Present	AIHA (ALS)	AB	(801)266-7700	dirienzo@datachem.com
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Virginia Murray Present	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	Vmurray@dep.nyc.gov
Craig Forbes Present	HRSD- Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	CFORBES@HRSD.COM
Augie De La Vega Absent	Florida Power and Light	FSMO	(786)236-8614	Augie.DeLaVega@fpl.com
Ilona Taunton (Program Administrator) Absent	The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment B
Participants
TNI NEFAP Board

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.	FSMO	(407)833-0061	dwren47@aol.com
Calista Daigle Present	Shaw Environmental & Infrastructure Group	FSMO	(225)987-7291 Cell: (225)485- 2007	calista.daigle@shawgrp.com
Scott Evans Present	Clean Air Engineering	AB	847-654-4569	sevans@cleanair.com
John Moorman Present	Water Quality Monitoring Division, South Florida Water Mang District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Cheryl Morton Present	AIHA	AB	703-846-0789	cmorton@aiha.org
Jan Wilson Absent	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Doug Berg Present	PJ Laboratory Accreditation, Inc.	AB	(248)709-0096	dberg@pjlabs.com douglasberg@gmail.com
Keith Greenaway Present	ACLASS	AB	(703)836-0025	keith.greenaway@aclasscorp.com
Kim Watson Present	Stone Environmental Inc	FSMO	(802)229-4541	kwatson@stone-env.com
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Present	A2LA	AB	(301)644 3216	bconner@a2la.org
Michelle Henderson Present	USEPA	Other	(513)569-7353	Henderson.Michelle@epamail.epa.gov
Justin B. Brown Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Patrick Conlon Present	ESI	Other	(610)935-5577	pconlon@envstd.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment D

Backburner / Reminders to Add to FAC and NEFAP EC Lists

	Item	Meeting Reference	Comments
	Begin review of Standard for possible update.	8-5-10	
	Look at marketing of the Program.	8/5/10	
	Look at need for extending 1 year time frame for initial NEFAP Executive Committee. Look at formation of a nominating committee.	8/5/10	