

TNI FAC MEETING MINUTES COVER SHEET**Team Name:** The NELAC Institute Field Activities Committee**Meeting Date:** 3/08/2007 Mo/Day/Yr

Member Name	Member Status	Status (see Key)
Martin Tait (Chair)	Full	P
Jim Eychaner	Full	P
Ed Hartman	Full	P
Glenn MacGraw	Full	P
David Speis	Full	P
Andrew Tintle	Full	P
Jan Wilson	Full	A
Dane Wren	Full	A
Pat Conlon	Full	L
Jo Ann Boyd	Full	A
Eddie Clemons	Full	A
Elaine Sorbet	Full	P
Michael Miller	Full	A
Jane Wilson	Program Admin	P
Trevor Brenner	Associate	A
James Broderick	Associate	A
Jennifer Powell-Campbell	Associate	A
Robert Darley	Associate	A
Jim Davies	Associate	A
Jerry Diamond	Associate	A
Scott Evans	Associate	A
RaeAnn Haynes	Associate	A
Kris Heinbaugh	Associate	A
Erwin Holman	Associate	A
Sergio Huerta	Associate	A
Delia Ivanoff	Associate	A
Carl Kircher	Associate	A
Marlene Moore	Associate	A
Fred Ordway	Associate	A
Donna Ringel	Associate	A
Ann Rosecrance	Associate	A
Daniel Schultz	Associate	A
Cary Secrest	Associate	A
Brian Shade	Associate	A
Max Stephens	Associate	A
Don Stock	Associate	A
Linda Tibensky	Associate	A
Mark Tracy	Associate	A
Leslie Wentland	Associate	A
Franceska Wilde	Associate	A
Brynn Iwanowski	Associate	A
Myra Zabec	Associate	A
Tim Fitzpatrick	Associate	L

Key: P=Present; A=Absent; L=Late; EO=Early Out Will be Attending Conf.

Teleconference Time: 1:00 PM ESTDate: 3/08/2007**In this meeting, the committee worked on:**

- 1) Reviewed and approved the minutes for the 02/08/07 meeting.
 - a. Minutes approved with amendments by Dave Speis and 2nd by Andy Tintle
- 2) Dave Speis provided INELA Board updates
 - a. Dave indicated that Board of Directors election was in progress on the website. You may select from individuals on the slate or write-in names.
 - b. TNI Strategic Planning session is scheduled for April 2nd. At that time the new board members will be seated and officers will be elected.
 - c. The Cambridge Ma meeting will be held during the 3rd week in August with NEMC with a packed schedule.
 - d. Dave will have a presentation at both the NEMC conference as well as a DOD Environmental conference in Albuquerque, later this year.
 - e. The appeal was heard 2/7/07 with a 30-day ruling. Dave gave a summary of the meeting and the dispute concerning the Standards Development Policy.
- 3) Planning for 2007 through a group discussion, moving forward.
 - a. Martin started the discussion by presenting several options for the FAC to take concerning our next step. Discussions centered on establishing sub-committees, pilot tests, the accreditation process and developing checklists for program implementation. All present agreed that establishing sub-committees would be the best approach.
 - b. Jim Eychaner indicated that he would like to see a pilot program run using the existing standards. He indicated the pilot study would help us determine the strengths and weaknesses to the established standards. Everyone agreed that a pilot study was important step but the FAC couldn't afford to wait for results of the study to further develop the standards. The FAC continued the discussion to determine the direction we would move. Several questions concerning a starting point were presented. Would we develop programs based on matrix, sampling, or measurement; or a little bit of each? The FAC decided that sub-committees should be established in four major areas; 1. Matrix, Sampling and Measurement 2. Proficiency Testing. 3. The Accreditation Process and 4. A pilot program. After further discussion the FAC decided that the Proficiency Testing element was sufficiently established and did not warrant a sub-committee.
 - c. Three sub-committees were decided on. They will be:
 - c.1 **Applicability Sub-committee.** This committee will develop lists of types of organizations that may be affected by the standards and how the standards would apply to the different organizations. Additionally, they will study if the existing program as written is sufficient without additional elements for accreditation. Members will be Pat Conlon, Chair; Jim Eychaner, Jo Ann Boyd, and Jan Wilson.
 - c.2 **Pilot Program Sub-committee.** This committee will study how a pilot program would be developed and who should participate. Members will be Glenn MacGraw, Chair; Jim Eychaner, Eddie Clemons, Mike Miller, and Tim Fitzpatrick
 - c.3 **Accreditation Process Sub-committee.** This committee will look at specific elements of the standards an organization must participate in to become accredited. Members will be Dave Speis, Chair; Ed Hartman, Andy Tintle, Elaine Sorbet, and Dane Wren.
 - c.4 All committees should produce a high-level document with bulleted points by the next FAC teleconference scheduled for April 12, 2007.

4) Wrap up – review of all actions items and assignments

Meeting ended 2:45 PM EST

Next Meeting Date: 4/12/2007

Time: 1:00 PM EDT

Minute Taker Name : Ed Hartman

Date: 3/8/2007
Mo/Day/Yr

ACTION ITEMS 3/08/2007

WHAT NEEDS TO BE DONE?	WHO WILL DO IT?	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Applicability Sub-committee -report on findings	Pat Conlon	4/12/2007	
Accreditation Process sub-committee – report on findings	Dave Speis	4/12/2007	
Pilot Program Sub-committee - report on findings.	Glenn MacGraw	4/12/2007	

Updated Actions Items from previous meeting

WHAT NEEDS TO BE DONE?	WHO WILL DO IT?	TARGET COMPLETION DATE	ACTUAL COMPLETION DATE
Complete review of the microbiological testing module and provide comments to Committee chair	Pat Conlon, Jo Ann Boyd	4/12/2007	2/19/07 J. Boyd
Complete review of chemical testing module and provide comments to Committee chair	Jan Wilson, Jo Ann Boyd, Elaine Sorbet	4/12/2007	2/16/07- E. Sorbet 2/19/07 J. Boyd 2/19/07 J.

			Wilson
Complete review of the Quality System module and provide comments to Committee chair	Dane Wren, Martin Tait and Pat Conlon	4/12/2007	2/13/07 – AMT
Complete review of the PT Modules and provide comments to Committee chair	Ed Hartman and Martin Tait	4/12/2007	2/19/07 - AMT
Complete review of all 4 PT Modules for continuity	Dane Wren, Jim Eychaner, and Jo Ann Boyd	4/12/2007	2/19/07 J. Boyd
Complete comparison of FSMO “Quality Manual” and lab Quality System Standard.	Pat Conlon	4/12/2007	4/1/07