

## **Field Activities Committee (FAC) Meeting Summary**

**January 29, 2014**

### 1. Roll call and Minutes:

Chair, Justin Brown called the FAC meeting to order on January 29, 2014 at 8am EST in Louisville, KY. Attendance is recorded in Attachment A – there were 11 members present.

The January 10, 2014 minutes were distributed for review to the committee members. No comments were received and these minutes have been finalized.

### 2. Standard Process

Justin reviewed the process used to develop the standard – see slides in Attachment E.

### 3. Charter

There were a couple of emails received about whether the reference to the Standard was sufficient in the charter. It was decided it was and no changes were proposed to the charter. Justin will continue to follow-up on Shannon's addition to the committee. He has also received an additional application he will forward to the committee before forwarding the final charter to the CSDP.

### 4. SRC Comment Review

Justin provided all the comments from the SRC to committee members by e-mail (Attachment F).

Though it is not required, Justin would like to write a simple response to these comments.

#### General Comments

1. This comment is not appropriate to make changes at this time. This was considered during the standards development process.

Kim Watson (Chair – NEFAP EC): NEFAP EC is expanding on this. There is a guidance document on Scope being planned.

2. No changes are recommended. The comment is vague.

3 & 4. These comments are from the Radiochemistry Expert Committee and they were not as familiar with the work being done by this committee. There is a subcommittee working on Mobile Laboratory accreditation issues. This subcommittee needs to work closely with states to understand what they are doing with mobile lab activities. No changes are recommended to the standard at this time. The mobile lab issue is continuing to be worked on.

Mike Miller: We need to solicit comments regarding rad work to understand their needs related to this standard. The 2009 NELAP standard does not provide enough information on mobile labs.

Maggie Cangro – Does not make sense to make a change when the subcommittee is still working on this.

### Volume 1

1. Change to be made.

2. Change: Test and/or calibration	Field Sampling and/or Measurement
Tests and/or Calibration	Field Sampling and/or Measurement Activities

3. ISO language. No change.

4. Format change made.

5. Refers to section 3.12. Add “TNI compliant samples”.

6. Change made.

7. ISO language. No change.

8. Change made.

9. Format change made.

10. ISO language. No change.

11. This was discussed during the comment period in the process. The committee does not feel it needs to be further expanded.

12. ISO language. No change.

13. This is already covered in 4.13.1.2. John Moorman also thinks this suggestion would be restrictive. Part a) of the comment is also already covered in the standard. The committee agrees no change is needed.

14. ISO language. No change.
15. It was taken out because it is a redundant note. No change needed. Scott Hoatson also commented that this is technically not a note – it is instruction. Justin will provide comment to Carl Kircher that these are concerns about ISO language: Note 3 and 4 are both instruction – not true notes.
16. Change made. Also ... “date” was added. (The FSMO shall select and document sampling or measurement location, date and time, and conditions that are representative.)
17. Change made.
18. “Weather conditions” changed to “ambient conditions.” (NOTE: Field personnel should document sampling and measurement conditions that may affect the quality of results including, but not limited to, air temperature, ambient conditions, weather conditions, tides, stream stage, etc. Descriptions of sample conditions (e.g. turbidity, odor, less than optimal sample quantity, etc.) should also be noted.)
19. ISO language. No change.
20. Formatting change made.
21. No change – “custody” not added. Formatting change was made.
22. ISO language. No change.
23. ISO language. No change.
24. No change.
25. The text does need a change – it does not read correctly. Change to: Equipment for field sampling and measurement that are of necessity portable may be used in multiple locations under variable environmental conditions. The FSMO shall establish and maintain procedures for selection, identification, preparation, calibration before use, during use, and maintenance of its field equipment.
26. ISO language. No change.
27. ISO language. No change.
28. ISO language. No change.
29. ISO language. No change.
30. This was addressed during the consensus DRAFT process. Justin read the language in Volume 2. Initially thought to replace statement in 5.9.2 with: (From Volume 2 - 7.15.1.1 (a)) Each FSMO seeking accreditation shall receive, analyze and achieve a passing score

on an applicable and available PT sample(s) from a TNI PTPA approved PT provider for each scope of accreditation.

Craig Sprinkle: Why is there no requirement on how often an FSMO must run a PT?

Scott Hoatson: A comment should be made that the AB determines the frequency.

Kim Watson: She would prefer that the original sentence remain. This confuses what an FSMO needs to do during the accreditation process.

Doug Berg: Each AB does have to have a PT policy. These policies are functionally consistent within ABs. There are some programs that have very specific PT frequencies and requirements and those should take precedent.

Marlene Moore: Please leave it open. Leave the technical expertise to the ABs.

After discussion and comments – the committee decided to leave the language as is.

31. ISO language. No change.

Shannon (OR): Commented about the use of the term “calibration”. She is concerned that the term is being used in different ways in the standard. Use “quantitation” or “verification” where this is more appropriate. Maggie noted that there is a difference between the term “calibration” being used in ISO language vs. committee language.

Shannon expanded: My concern was that the committee verbalized the phrase "This section only applies to calibration laboratories and therefore we should not need to address this comment". I think the committee should address the standard in full unless it is ready to dive into details regarding the varying definitions of "calibration".

Craig Sprinkle: He feels the language is appropriate.

Kim Watson: Take out “calibration” in 5.6.2.1.3. This avoids the potential confusion. It is a special procedure.

No additional changes made at this time.

32. Addressed above. No change.

33. ISO language. No change.

34. Transportation is already included. No change.

35. ISO language. No change.

36. Change made.

## Volume 2

1. Change made.
2. Change made.
3. Change made.
4. Change made.
5. Not talking about entity. No change.
6. Change made.
7. This was discussed in the changes recommended to Volume 1. No change was made to Volume 1.

Strike language after “scope of accreditation”.

8. No change.
9. ISO language. No change. There was no ISO 17043 when this standard was written.

A motion was made by Mike Shepherd to accept Volume 1 and Volume 2 of the Standard with the changes discussed above. The motion was seconded by Kevin.

### Vote:

Justin - For  
John - For  
Troy - For  
Angela - For  
Juan - For  
Lauren - For  
Mike - For  
Kevin - For  
Craig - For  
Maggie - For  
Yoon - For  
Tom - Absent

*(Addition: Tom voted by e-mail, FOR)*

The motion passed.

Justin will make the final changes and make sure there are no other formatting issues. It will be sent to the NEFAP EC for acceptance. An implementation plan will be discussed.

Ilona will make changes to the FSMO checklist and start changes to the AB checklist.

5. New Business

- None.

6. Action Items

Action items were reviewed and recorded directly into the table. The table in Attachment C summarizes all action items.

7. Next Meeting

The next meeting will be a teleconference planned by e-mail.

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

The meeting was adjourned at 10:05 AM EST. John motioned to adjourn. Yoon seconded it and it was unanimously approved.

**Attachment A**  
**Participants**  
**TNI Field Activities Committee**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>	
Justin B. Brown (Chair) <b>Present</b>	EMT	FSMO	(847)324 3350	<a href="mailto:jbrown@emt.com">jbrown@emt.com</a>
John Moorman <b>Present</b>	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	<a href="mailto:jmoorma@sfwmd.gov">jmoorma@sfwmd.gov</a>
Troy Burrows <b>Present - Phone</b>	Golden Specialty, Inc. (Representing STAC)	AB	281-984-7021 ext. 1982	<a href="mailto:tburrows@goldenspecialty.com">tburrows@goldenspecialty.com</a>
Angela Zevely <b>Present</b>	LG&E and KU Energy, LLC	Other		<a href="mailto:angela.zevely@lge-ku.com">angela.zevely@lge-ku.com</a>
Juan Ramirez <b>Present - Phone</b>	Seminole Electric Cooperative, Inc.	Other		<a href="mailto:jramirez@seminole-electric.com">jramirez@seminole-electric.com</a>
Lauren Smith <b>Present - Phone</b>	A2LA	AB	(301)644 3216	<a href="mailto:lsmith@a2la.org">lsmith@a2la.org</a>
Open		AB		
Mike Shepherd <b>Present</b>	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	<a href="mailto:mike@sheptechserv.com">mike@sheptechserv.com</a>
Kevin Holbrooks <b>Present</b>	Jacksonville Electric Authority	Other		<a href="mailto:holbke@jea.com">holbke@jea.com</a>
Craig Forbes <b>Present</b>	HRSD-Pretreatment & Pollution Prevention Division	FSMO	(757)460-7043	<a href="mailto:CFORBES@HRSD.COM">CFORBES@HRSD.COM</a>
Maggie Cangro <b>Present - Phone</b>	Catalyst Air Management, Inc.	FSMO	(813)994-5880	<a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</a>
Yoon Cha <b>Present - Phone</b>	EEA	Other	(626)386-1188	<a href="mailto:YoonCha@eurofinsUS.com">YoonCha@eurofinsUS.com</a>
Tom Martins <b>Absent</b>	NYCEP	FSMO		<a href="mailto:martinst@dep.nyc.gov">martinst@dep.nyc.gov</a>
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute		(828)712-9242	<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

**Attachment B**

**NEFAP ADVOCACY SCHEDULE**

<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</b>
<b>Past Events</b>				
Midwest Groundwater Association	2009 Annual Midwest Groundwater Conference	Poster	October 15, 2009	Justin Brown
National Groundwater Association	2010 National Groundwater Summit	Speaking	April 13, 2010	Justin Brown
US Department of Defense	2010 EDQW	Speaking	April 15, 2010	Justin Brown
AEHS Foundation, Inc	26th Annual International Conference on Soils, Sediments, Water, and Energy	Poster	October 18, 2010	Declined Invitation (nobody to present)
US Environmental Protection Agency	20 <sup>th</sup> Annual Quality Assurance Conference	Speaking	October 20, 2010	Jo Ann Boyd
Pacific Northwest Clean Water Association	2010 Annual Conference	Speaking	October 26, 2010	Keith Champman
NWEC	2010 Northwest Environmental Conference	Speaking	December 6, 2010	Scott Hoatson
Midwest Water Analysts Association	2011 Winter Expo	Speaking	January 28, 2011	Justin Brown
Battelle	Battelle for the International Conference on Remediation of Contaminated Sediments	Poster	February 7, 2011	Declined Invitation (nobody to present)
SSAAP	Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference	Speaking	March 20, 2011	Scott Evans
American Water Works Association	2011 Watercon	Speaking	March 20, 2011	Justin Brown
US Department of Defense	2011 EDQW	Speaking	March 28, 2011	Justin Brown
ASQ	2011 ASQ Energy and Environment Conference	Speaking		Randy Query
US Environmental Protection Agency	2011 Annual EPA Quality Assurance Conference	Speaking	October 18, 2011	Jo Ann Boyd
Midwest Environmental Laboratory Stakeholders	2011 MELSS Annual Meeting	Speaking	December 2, 2011	Justin Brown
	2012 Environmental Regulatory and Compliance Conference	Speaking		Calista Daigle
US Environmental Protection Agency	2012 On-site testing conference	Speaking	January 23, 2012	Lauren Smith
US Department of Defense	2012 EDQW	Speaking	March 2012	Justin Brown/ Marlene Moore



<b>Organization</b>	<b>Event</b>	<b>Type of Presentation</b>	<b>Event Dates</b>	<b>Presenter</b>
Stack Testing Accreditation Council	2012 Source Evaluation Society Annual Conference	Speaking	March 7, 2012	Maggie Cangro
Texas Commission for Environmental Quality	2012 TCEQ Environmental Trade Fair and Conference	Speaking	May 1, 2012	Mike Shepard
US Environmental Protection Agency	2012 Annual EPA Quality Assurance Conference	Speaking	October 15, 2012	Jo Ann Boyd
PIANC USA/ COPRI ASCE	2012 Dredging PIANC/ COPRI ASCE	Speaking	October 22, 2012	Declined Invitation (nobody to present)
Environmental Protection Agency / Dept. of Homeland Security	2013 On-site Analysis Conference	Speaking	January 23, 2013	Lauren Smith
Louisiana Water Environment Association	21st Annual Technical Exhibition and Conference Louisiana Water Environment Association Conference	Speaking	April 18, 2013	Tracy Szerszen
Oregon Environmental Laboratory Association	OELA/ORELAP Annual Environmental Lab Workshop	Speaking	May 16, 2013	Kim Watson
Florida Society of Environmental Analysts	2013 FSEA Annual Spring Meeting and Technical Session	Speaking/ Technical Seminar	May 22, 2013	John Moorman
State Assessor Forum	Conference Call	Speaking / Q&A	July 22, 2013	Justin Brown Marlene Moore
US Army Corp of Engineers	Regional Workshop	Speaking	September 11 <sup>th</sup> , 2013	John Moorman
<b>Upcoming Events</b>				
US Environmental Protection Agency	2013 Annual EPA Quality Assurance Conference	Speaking	October 14, 2013	Jo Ann Boyd
Florida Society of Environmental Analysts	Field Quality Systems Workshop	Speaking	October 23 <sup>rd</sup> , 2013	John Moorman
Illinois Association of Environmental Testing Labs	Midwest Environmental Stakeholder Summit	Speaking	December 6 <sup>th</sup> , 2013	Jerry Parr

**Attachment C**

**Action Items – FAC**


	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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.)	JoAnn Justin	Each Meeting	Ongoing  1-15-13: Ilona meeting with William to set this up to add to website. 4/20/13: Ilona requested status update from William.
61	Update presentation and distribute for review. (General presentation people can use when attending conferences.)	Justin JoAnn	March 5, 2012  Needs to be updated by 3/31/13.	Presentation was done, but not reviewed yet. Probably needs more updating at this point. 2/20: Update from John. He is adding some info from the white paper and will then get back to Justin and Marlene. Justin will have it back from John first week of March. Need to work on speaker notes. 5/23/13: John sending FL presentation. 7/29/13: Presentation not received.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
93	Prepare a list of updates to the standard when it is finalized to help people with implementation.	Justin FAC	TBD	
94	Look at EPA container request.	FAC	TBD	
100	Update Charter and send for e-mail vote.	Justin	1-13-14	Complete
101	Update standards based on changes at 1/29/14 meeting and distribute to NEFAP EC.	Justin	2/14/14	
102	Update checklists based on final standard.	Ilona	2/14/14	
103	Follow-up on committee membership in order to complete membership table and forward to CSDP.	Jusin	Next Meeting	

**Attachment D**


**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Update charter in October 2014	2/2/11	
3			
4			




## Interim Standard

- Modified Draft Standard published June 5<sup>th</sup>, 2013
- No changes to vote, become Interim Standard on June 20<sup>th</sup>, 2013
- Standard sent to affected stakeholder groups (NEFAP EC) for a 30 day review/comment
- No comments received




Attachment E: January 29, 2014 - FAC Expert Committee




## Standard Review Council Review

- Sent to Standards Review Council Fall 2013
  - Review for grammar, formatting, spelling, etc...
  - Review for conflict with TNI modules
- Received comments from SRC on January 15<sup>th</sup>, 2014




Attachment E: January 29, 2014 - FAC Expert Committee




## SRC Comment Review


- Review and consider all suggestions received from SRC
- Any "significant" change, require Standard to return to Voting Draft stage and return through consensus process
- Minor changes - 2/3 Vote to change standard
- If passes, becomes TNI Standard




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## Volume I Comments



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## Volume II Comments



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## Field Activities Committee Meeting

The Forum on Laboratory Accreditation  
Louisville, KY  
January 2013




Attachment E: January 29, 2014 - FAC Expert Committee



## Meeting Agenda

- Introductions
- Standard Revision – Process Overview
- Procedures for Discussion
- Volume I Comments
- Volume II Comments



Attachment E: January 29, 2014 - FAC Expert Committee




## Committee Members

- Justin Brown – Environmental Monitoring and Tech.
- Troy Burrows – Golden Speciality
- Maggie Cangro – Catalyst Air Management, Inc.
- Yoon Cha – Eurofins Eaton Analytical
- Craig Forbes – Hampton Roads Sanitation District
- Kevin Holbrooks - JEA
- Tom Martin – NYC DEP
- John Moorman – South Florida Water Reclamation District
- Juan Ramirez – Seminole Electric Cooperative, Inc.
- Mike Shepard – L-A-B (Shepard Technical Services)
- Lauren Smith – A2LA
- Angela Zevely – LG&E and KU Energy, LLC.




Attachment E: January 29, 2014 - FAC Expert Committee



## Standard Process

- Put a draft Standard out for informal suggestions late 2011
- Received over 90 suggestions to aide committee review of Standard
- Published Working Draft Standard – August 2012
- Received approximately 65 comments



Attachment E: January 29, 2014 - FAC Expert Committee




## Voting Draft Standard

- Published on November 28, 2012
- Voting Commenced December 14, 2012
- Voting Close January 12<sup>th</sup>, 2012
- Received total of 43 votes




Attachment E: January 29, 2014 - FAC Expert Committee



## Voting Draft Standard

<u>Volume I</u>	<u>Volume II</u>
□ Abstain – 5	□ Abstain – 4
□ Affirmative - 30	□ Affirmative - 31
□ Affirmative w/ comment - 7	□ Affirmative w/ comment - 6
□ Negative - 0	□ Negative - 0
□ Negative with comment - 1	□ Negative with comment - 2



Attachment E: January 29, 2014 - FAC Expert Committee

## Attachment F – SRC Comments

### GENERAL COMMENTS

1. The scope for FSMO is not clearly defined. Unlike the TNI Quality Systems Standard V1M2 and the well-defined and applicable modules, asbestos (V1M3), chemical (V1M4), micro... (V1M5) and Radiochemical (V1M6), it appears that the FSMO Standard is an open-ended document.
2. The FSMO Standard intersects with V1M2-M6. As the name implies, FSMO is a field measurement standard that includes sampling activities. For example, sampling activities performed for compliance monitoring under Safe Drinking Water regulations would clearly fall under FSMO. If sampling is not done properly, fixed laboratory results could be impacted. It may be difficult to know if something has gone wrong during sampling and the analyzing laboratory will be asked to respond when the final results were suspect. FSMO Standard should address this problem
3. Another area of the FSMO Standard is actual field measurements. “In-Situ” measurements and real-time measurements fall in this category. TNI Standard V1M2 does not address these field measurements directly although the majority of field measurements can be accredited as mobile laboratories to which TNI Standard would be applicable. Therefore, the FSMO Standard may compete with the Radiochemical Quality Systems Module of the TNI Standard.
4. FSMOs should not to be confused with mobile laboratories. However, there may be problems in the future deciding which of the two Standards apply, the TNI Standard or FSMO Standard. This is further complicated by the fact that FSMO accrediting bodies are and can be non-governmental entities.

### VOLUME I

1. Page 1 (Preface), Paragraph 2 sentence 1: Change “It is conformant” to “This Standard conforms”
2. Page 1, Section 1.0 Table: includes substitution for entities accredited to that Standard as “Laboratories”. This designation may lead to confusion about the applicability of the TNI Standard.
3. Section 1.2 (ISO): includes a reference to first, second and third party laboratories but no definition was found for those terms in the Terms & Definitions section that follows. Are these first, second and third party laboratories FSMOs? How are they defined?
4. Section 3 – formatting (change already made)
5. Page 3, Section 3.11: defines Proficiency Testing Samples as TNI Sample which is an undesirable designation for a TNI compliant PT Sample. Since there is a PT Program included in the FSMO Standard, will there be a FoPT table(s)?
6. Page 3, Section 3.13: Change “NELAC” to “TNI”

7. Page 3, Section 4.1.3 (ISO): has a reference to permanent facilities and mobile facilities. This may add to confusion about which standard is applicable.
8. Page 6, Section 4.2.8 letter (g): Move “reviewed” in front of “annually”
  - a. Question also asked if we need to define “annually” as being 12 months
9. Page 7, Section 4.3.2.1: Formatting to correct alignment of paragraph (change already made)
10. Page 7, Section 4.3.3.3 (ISO): Correct spelling of “Initialled” to “initialed”
11. Page 8, Section 4.5.5: Is definition of competent subcontractor sufficient?
12. Page 9, Section 4.7.2 (ISO): Corrected spelling of “analysed” to “analyzed”
13. Page 13, Section 4.13.2.2.1: Suggest adding language “All original documentation shall be considered part of the archive and shall not be discarded.”
  - a. What about single cross outs; dated and initial changes or reference to other sections of this Standard
14. Page 14, Section 4.13.2.3 (ISO): Correct spelling of “Initialled” to “initialed”
15. Page 15, Section 4.15.1 NOTE 4: Why was this section removed?
16. Page 15, Section 5.1.3 sentence 2: Reworded from “document sampling or measurement location, and time, and conditions that are representative” to “document sampling or measurement location, time, and conditions that are representative.”
17. Page 16 Section 5.2.2.2: Change “it’s” to “its”
18. Page 17, Section 5.3.1 NOTE: Add “humidity” as a condition after “air temperature” and prior to “weather conditions”
19. Page 18, Section 5.3.3 (ISO): Corrected spelling of “neighbouring” to “neighboring”
20. Page 18, Section 5.4: Remove extra line spacing (change already made)
21. Page 19, Section 5.4.2.1: Add term “custody” prior to “transportation so reads “collection, preservation, and *custody* transportation of samples”
  - a. Also removed extra spacing in next line of that sentence (change made)
22. Page 21, Section 5.4.6.3 NOTE 2 (ISO): Change spelling of ”behaviour” to “behavior”
23. Page 22, Section 5.4.7.2 NOTE (ISO): Change spelling of “wordprocessing” to “word-processing”
24. Page 22, Section 5.5.4.1: Replace “of the” with “to include” so now reads “Records shall be maintained *to include* specific items or types of equipment...”



25. Page 23 Section 5.5.6.1 first sentence: Recommend add “that are” prior to “portable”, add a comma after “portable”, and delete “and”. So now reads “Equipment for field sampling and measurement are of necessity *that are* portable, may be used in multiple locations under variable conditions”
26. Page 23 Section 5.5.7 (ISO): Correct spelling of “labelled” to “labeled”
27. Page 23 Section 5.5.8 (ISO): Correct spelling of “labelled” to “labeled”
28. Page 25, Section 5.6.2.1.1 NOTE 5 (ISO): Correct spelling of “fulfil” to “fulfill”
29. Page 25, Section 5.6.2.1.2 (ISO): Correct spelling of “relavent” to “relevant” (Not in Standard)
30. Page 25 Section 5.6.2.1.2: No requirement that the PTP be accredited to ISO 17043, portions of ISO 17025 or accredited in any way. Not consistent with TNI. (In definitions it says it is TNI recognized also in V2 but not here in language of V1), recommend adding language from Section 7.15.1.1, letter (a) or 7.15.2 of volume 2
31. Page 26, Section 5.6.2.2.2: “SI Units” should be defined if used here
32. Page 29, Section 5.9.2: References to other sections of the Standard would be appropriate here
33. Page 29, Section 5.9.3 (ISO): Corrected spelling of “analysed” to “analyzed”
34. Page 31, Section 5.10.3.2 letter (d): Recommend adding “, transfer” after “storage”, so now reads “including a description of sample preservation, transportation, and storage, *transfer* and sample containers as on chain of custody for example.
35. Page 32, Section 5.10.5 Note 2 bullet 2 (ISO): Correct spelling from “fulfilment” to “fulfillment”
36. Page 33, Section 5.10.10: Delete duplicate “each” in first sentence

## VOLUME II

1. Page 5 Section 3.31: Replace “NELAC” with “TNI” (already made)
2. Page 9, Section 4.5: Removed extra line spaces (change made)
3. Page 23, Section 7.2.1.1.1 letter (k): Add line space after bullet (change already made)
4. Page 29, Section 7.7.2.1 letter (b) I and ii: Correct formatting issues (change already made)
5. Page 36, Section 7.8.8.2 c iii: Should “homeland security” be capitalized?
6. Page 38, Section 7.9.2.1.2 NOTE 1: Should be “ Applicants’ “
7. Page 47, Section 7.15.1.1, letter (a): Recommend adding this requirement into volume 1

- a. Does frequency need to be specified?
  - b. There is no 7.7.5.1
- 8. Page 48, Section 7.15.2 second paragraph: Do we need to add this requirement to Volume 3?
- 9. Page 48, Section 7.15.2 NOTE (ISO): Replace “ISO/IEC Guide 43 and ISO/IEC Guide 43.2” with “ISO/IEC 17043.