

Field Activities Committee (FAC)
Meeting Summary
October 12, 2011

1. Roll call:

Chair Marlene Moore called the FAC meeting to order on October 12, 2011 at 1:30pm EST. Attendance is recorded in Attachment A – there were 7 members present. The following associate members were on the call: Skip Darley, and Seb Gillette.

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

2. Training SOP

Marlene incorporated comments and sent the updated SOP out for further comments. Maggie has done some editorial changes and Marlene would also like to hear if people don't have any more comments. Please get back to her within the week. She is waiting for comments from Virginia since she used the SOP to perform the first review of a training course that was given in San Diego. Justin commented that the review team only had a few days to perform the review, but they did supply a number of comments. There were about 10 attendees and the training class went well. Some attendees are interested in participating as associate members and Justin will get the next meeting information out to these people.

3. Advocacy

Marlene and Justin have been working on a NEFAP presentation. Justin would like to see speaker notes added and Randy had some feedback after he used the presentation at the ASQ meeting. People are interested in knowing more about TNI. Justin plans to get a new copy out within the week. It will include some instructional notes for the presenters.

Keith Greenaway will be talking about the use of the NEFAP seals at the TNI Board Meeting.

Opportunities for presentations continue to present themselves. Everyone is encouraged to give the presentation at meetings/conferences they are attending.

Skip is putting the plans together for the DOD workshop and wants to see a presentation given. Marlene is hoping that some of the ABs will be finalized by this March meeting. Skip noted that one of the Navy facilities just put a requirement for documented sampling training in one of their contracts. Marlene recently saw another private sector contract that is requiring accreditation for sampling.

4. Standards Update

Marlene knows that suggestions have come in (almost 80), but she has not heard from any committee members regarding section updates. She is hoping to see some updates in November. People need to be sure to update the database as they consider the suggestions during the updates. Mike commented that the committee should consider meeting more frequently to get the section re-writes done. More meetings might be possible if Justin is willing to chair the additional meetings.

Seb still has more comments to add. He will contact Bob to make sure he gets them in properly.

Marlene is hoping the suggestions will reduce the number of comments on the Working Draft Standard.

Marlene will send an e-mail to the committee and let people know the timing goals for the standard and ask people when they will be able to update their section of the standard. She will also provide some additional instructions. The goal will be completion by November 15th so the sections can be discussed in December and January. Maggie was concerned that people may not be aware that they need to look at the database for their comments. Bob will divide the suggestions into sections and distribute them to committee members. The use of notes needs to be considered on ISO language comments. Bob noted that more than 50% of the comments are about the ISO language.

Marlene also encouraged committee members to establish calls with fellow committee members if they want more input. This can be worked out among committee members themselves or through Ilona.

Marlene suggested that the committee should consider preparing an FAQ for some of the more frequent suggestions.

5. Committee Membership

Ilona distributed a list of candidates by e-mail on September 22nd. The list needs to be reviewed. Jan and Maggie will review the list and the current committee balance and provide some suggestions at 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)

6. Charter

People need to start reviewing the charter on the TNI website. An update will need to be ready for vote by the December meeting.

7. New Business

- Justin will need some help on the advocacy activities since he will be taking over as Chair of the committee in January. It would be great if someone could help keep the list of presentations organized, etc.
- Continue to encourage FSMO's to apply to the ABs for accreditation.

8. Action Items

See comments in Attachment B.

9. Next Meeting

The next meeting of the FAC will be planned for November 21st at 1:30 pm EST.

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

Marlene adjourned the meeting at 2:20 pmPT. (Motion: Mike Second: Maggie Unanimously approved.)

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 Absent	Wren Engineering, P.A.	Other	(407)833-0061	dwren47@aol.com
John Moorman Absent	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Open				
Jan Wilson Present	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	mwmillerenviron@yahoo.com
Lauren Hedrick Absent	A2LA	AB	(301)644 3216	lhedrick@a2la.org
Robert P. DiRienzo Present – Joined in last half.	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Justin B. Brown Present	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 Present	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) Recorded	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. 10/12/11: Marlene is 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. 10/12/11: There have been no comments, so it should go back to the NEFAP EC.
56	Comment on Training Review SOP.	All	Next Meeting	Complete
59	E-mail vote for new committee chair.	Members who missed 9/20 call.	Next Meeting	Complete
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	Lauren John	(From 9/20/11 Meeting) TBD	

	Action Item	Who	Expected Completion	Actual Completion
	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?			
62	Update presentation and distribute for review.	Justin	Nov 21, 2011	
63	Invite attendees from San Diego meeting to the next FAC meeting.	Justin	Nov 15, 2011	
64	Send e-mail to committee members with goals for standard update and additional instructions.	Marlene	Nov 15, 2011	
65	Separate suggestions by sections and distribute to committee members to help them with their section updates.	Bob	Oct 19, 2011	
66	Review committee charter on website and provide comments to Marlene.	All	Nov 30, 2011	
67	Provide list of suggested new committee members based on nominations.	Jan Maggie	Nov 21, 2011	

Attachment C

Backburner / Reminders – FAC

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