

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

**February 1, 2012**

### **1. Roll call:**

Chair Justin Brown called the FAC meeting to order on February 1, 2012 at 8:30am EST. Attendance is recorded in Attachment A – there were 10 members present.

Justin had the two new committee members introduce themselves: Michael Shepherd and Troy Burrows.

The meeting minutes will be distributed by e-mail and if no comments are received they will be approved and posted to the TNI website.

### **2. NEFAP Program Overview**

See Attachment B for flowchart slide.

The flowchart was reviewed and will be posted on the website under the NEFAP section. The four ABs were announced at the last meeting in Bellevue, WA. One of the ABs has now received an application from an FSMO and thus the program is now working through the final column of boxes.

### **3. TNI FAC Activities**

See slide presentation in Attachment C.

Justin encouraged people to use the Standard Interpretation Request process. The committee will be using these to help update the standard also.

The committee is still taking suggestions as they begin the rewrite of the standard.

### **4. NEFAP Advocacy Update**

See slide presentation in Attachment C.

Please take brochures and give them out as appropriate. JoAnn encouraged everyone to let her know if they are attending any conferences that may be appropriate for a NEFAP presentation. Justin and JoAnn are able to help provide an abstract and presentation for

people to give. These tools are available to people outside of the committee. They can also help write articles as needed.

## 5. SOP 5-107 Review of Training and Advocacy Materials

The most recent version of the SOP was distributed to committee members last weekend.

### Section 1: OK

Section 2: “qualified instructors” – another term is needed. May also need to distinguish between training and advocacy. Advocacy is a presentation. Maybe there are two terms – presenters and instructors. The term “knowledgeable” was inserted instead of “qualified”.

It is also important that something be added or clarified that this group is responsible for determining the type of training needed for the program. Perhaps add the term “needed” material.

Nilda noted that she is interested in the committee preparing training material that she can use to help train people in her organization.

### Section 5:

Should a conflict of interest form be placed in the appendix? No. It is part of the EDS SOP. Clarify that the chair appoints this subcommittee.

Section 5.3 is not needed because the review of training material may be done by people outside of the training committee too. This ensures that people with the needed knowledge are the ones reviewing the material.

### Section 6:

Does training material need to be approved by the entire FAC or is it something handled between the subcommittee and TNI’s Training Coordinator. The group determined that the FAC does not need to approve the training. The Training Coordinator will receive the group’s recommendation directly from the subcommittee.

The group has decided to separate the SOP into a training material and a separate advocacy SOP. JoAnn will work on the Advocacy SOP.

The TNI EDS SOP needs to be referenced in regards to certificates.

A section is being added to define what a knowledgeable trainer is. JoAnn suggested that trainers be evaluated for knowledge of the materials. What is their background knowledge of the training being presented? The trainers resume should be included in the submission or it can be included in a standardized form where this information is asked for. Dane will work on this form.

Work on the SOP will continue on the next teleconference.

## 6. Status of Standard Revision

Mike Miller had some suggestions for changes to the standard regarding PTs.

The following language was submitted to the policy committee as a policy:

The FSMO shall successfully participate in relevant and available, accredited PT schemes from a TNI Provider (PTP), accredited by a TNI recognized PTP Accreditation Body; unless the FSMO is required to meet other specifier or regulatory program requirements. The Policy Committee did not think this was an appropriate Policy. A TIA or update to the standard should be considered.

Look at 5.9.1(b) (Vol 1): participation in inter-laboratory comparison or proficiency-testing programs.

Look at 7.15 (Vol 2): Proficiency Testing and Other Comparisons for Laboratories

Mike noted that these references don't include by whom. Bob stated that the AB has the choice of who would be an acceptable PT provider.

Marlene shared that the issue came up as the XRF PTs were developed. There was no requirement that these developed PTs would be required.

The question is whether something needs to be added to the standard or would a TIA be beneficial.

Mike reviewed the comments he made on the standard.

Scott was concerned that he would have to run multiple PTs because he might use different technologies for the same analyte. The committee stated that if there are no PTs – there is no requirement to run a PT. FoPTs are developed by people who are familiar with the technology.

Scott suggested looking for more efficient ways to add the language based on looking at what is in Volume 3 and 4 of the PT standard and making sure that not all this language is needed.

Mike Miller submitted suggested changes to the standards by e-mail on 1/19/2012. Committee members should review these.

Suggestions on 7.9.2.1.4 c – 12 month

Bob noted that he is more interested in talking about matrix for PTs instead of technology/analyte.

We received over 100 suggestions for updating the standards.

Audience comments were requested:

- Maria asked if audit samples could be substituted for PTs for stack testers.
- PT samples must take both sampling and measurement into consideration when developing PTs. The language will be critical to keep it broad enough to consider all the different types of sampling.
- A quality manual template, FSMO checklists, links to ABs, etc.

## 7. New Business

None.

## 9. Next Meeting

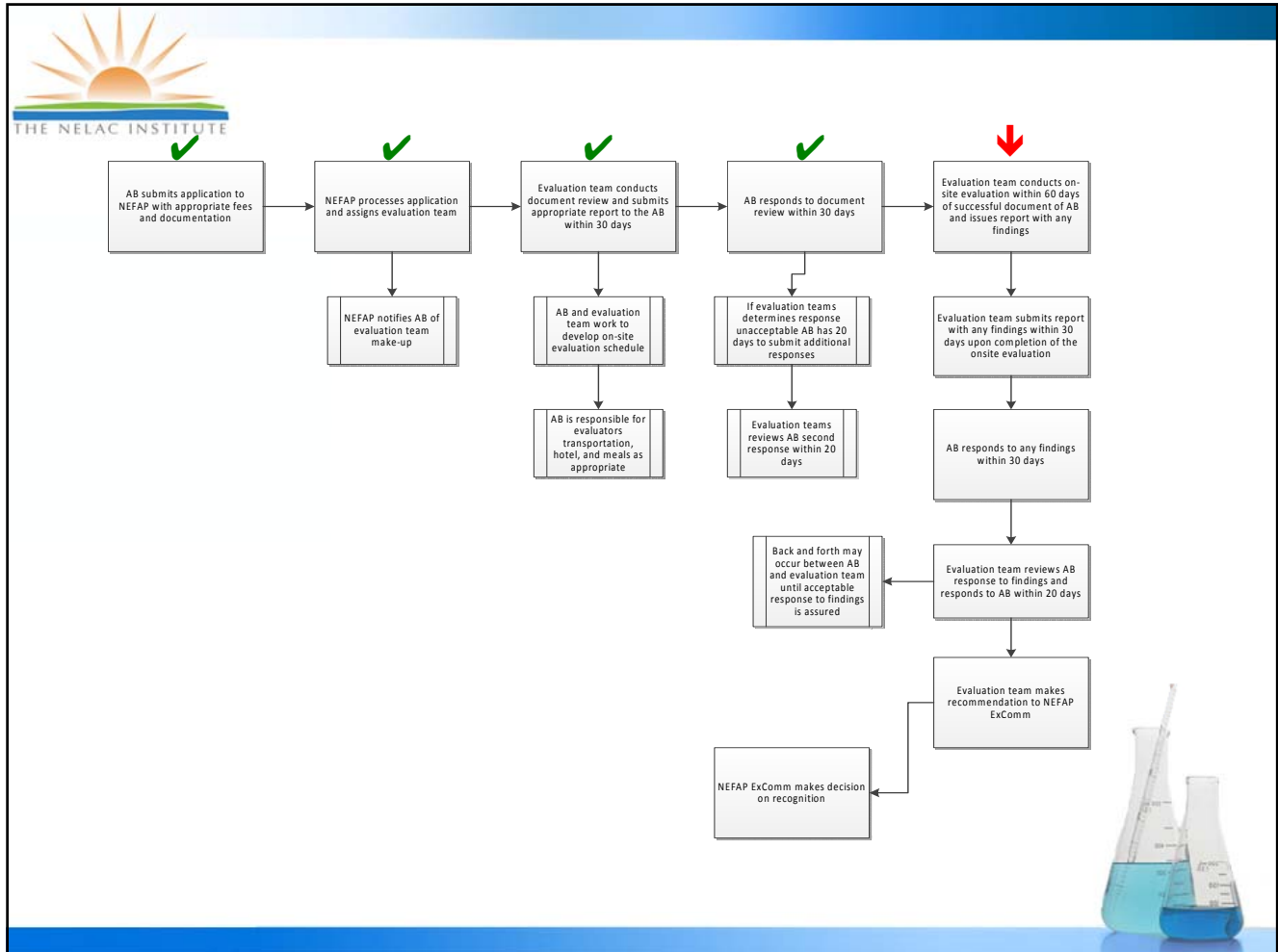
The next meeting of the FAC will be planned by Justin by e-mail.

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

The meeting was adjourned at 5 pm EST. A motion was made by Mike M. to close the meeting. The motion was seconded by Mike S. and 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>
Dane Wren <b>Present</b>	Wren Engineering, P.A.	Other	(407)833-0061	<a href="mailto:dwren47@aol.com">dwren47@aol.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</b>				
Jan Wilson <b>Present</b>	CAMMIA Environmental	Other	(360)904-8416	<a href="mailto:WQL@aol.com">WQL@aol.com</a>
Jo Ann Boyd <b>Present</b>	Southwest Research Institute	Accred. Lab.	(210)522-2169	<a href="mailto:joann.boyd@swri.org">joann.boyd@swri.org</a>
Michael Miller <b>Present</b>	Consultant	Other	(908)233-9624	mwmillerenviron@yahoo. com
Lauren Hedrick <b>Present</b>	A2LA	AB	(301)644 3216	<a href="mailto:lhedrick@a2la.org">lhedrick@a2la.org</a>
Robert P. DiRienzo <b>Present</b>	AIHA (ALS)	AB	(801)266-7700	<a href="mailto:Bob.DiRienzo@ALSGlobal.com">Bob.DiRienzo@ALSGlobal.com</a>
Mike Shephard <b>Present</b>				
Virginia Murray <b>Absent</b>	NYCDEP- Distribution Water Quality Field Operations	FSMO	718-595-6315	<a href="mailto:Vmurray@dep.nyc.gov">Vmurray@dep.nyc.gov</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</b>	Catalyst Air Management, Inc.	FSMO	(813)994-5880	<a href="mailto:maggie.cangro@catalystair.com">maggie.cangro@catalystair.com</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>





## TNI Field Activities Committee Meeting

**Wednesday February 1<sup>st</sup>, 2012  
8:30 – 12:00**




## Today's Agenda

**Wednesday AM Session – 8:30 -12:00**

- Introductions
- Committee Membership
- NEFAP Overview
- Overview
- Advocacy Update
- SOP 5-107: Review of Training/Advocacy
- Standard Revision Process – Overview
- Standard Revision Suggestions




## Committee Membership

- Chair (Marlene) rotated off the committee
- 13 Members
  - 5 FSMOs
  - 1 Accredited Laboratory
  - 4 Accreditation Bodies
  - 3 "Others"
- Added two new members
  - Troy Burrows
  - Michael Shepard




## Committee Rotation

Jo Ann Boyd – 2013 (**No Renewal**)

Lauren Smith – 2012 (Renewal Possible)

Bob Drenzo – 2012 (Renewal Possible)

Mike Miller – 2012 (**No Renewal**)

John Moorman – 2014 (**No Renewal**)


Jan Wilson – 2013 (**No Renewal**)

Dane Wren – 2013 (**No Renewal**)

Maggie Cangro – 2013 (Renewal Possible)


Virginia Murray – 2013 (Renewal Possible)

Craig Forbes – 2013 (Renewal Possible)


## NEFAP Executive Committee Meeting


**WEDNESDAY  
1:15 – 3:15**

## TNI FAC Activities



- ☐ Review and updated charter
- ☐ Standard Interpretation Requests
- ☐ SOP-5-107 for review of materials
- ☐ Opened suggestion period for Standard
  - ☐ Stack testing community
  - ☐ Department of Defense
- ☐ Continued Advocacy Efforts





## NEFAP ADVOCACY UPDATE

- ❑ Consistent presentations have increased in the last three years
- ❑ NEFAP Brochures
- ❑ SOP-5-107 has been developed for TNI NEFAP Training and Advocacy
  - To provide approved documents for training and presentation
  - Part of the TNI Educational Delivery System
- ❑ A current updated presentation has been reviewed for current and future application

## 2009-2010 PRESENTATIONS

- 2009 Pittcon (EPA Sponsored Symposium)
- Texas 2010 (Fortune 500 pipeline client with an audience of many FSMO's)
- 2009 Midwest Groundwater Conference
- 2010 Department of Defense EMDQ
- 2010 National Groundwater Summit
- 20th Annual Quality Assurance Conference U.S. Environmental Protection Agency Region 6, Dallas, Tx October 18-22, 2010
- Industrial, Water, Waste, and Sewage Group 2010 Fall Meeting






## 2011 Presentations

- Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference
- 2011 Winter Expo
- Battelle for the International Conference on Remediation of Contaminated Sediments
- 2011 WATERCON
- 2011 EMDQ
- 2011 ASQ Energy and Environment
- 2011 21st Annual Quality Assurance Conference U.S. Environmental Protection Agency Region 6, Dallas, Tx
- 2011 MELSS






## 2012 Presentations Scheduled

- 2012 ERCC Environmental Regulatory and Compliance Conference
- 2012 On-Site Testing Conference EPA
- 2012 EMDQ Department of Defense
- 2012 Dredging PIANC USA/COPRI ASCE - *Pending*
- 2012 22nd Annual Quality Assurance Conference U.S. Environmental Protection Agency Region 6, Dallas, Tx


## PUBLICATIONS ANTICIPATED

- WEAT Water Environmental Association of Texas Newsletter
- Pollution and Engineering Magazine
- White Papers





## Spread the Word!



- Advocacy done on ground level in conjunction with TNI advocacy activities
- Please let Jo Ann Boyd or Justin Brown know of any presentation opportunities, or publications that would be interested in articles
- Let them know if you plan to attend and want the abstract submitted or if you can help present where needed
- Be sure to make brochures available at presentations









## **SOP 5-107 Review of Training and Advocacy Materials**





## **Status of Standard Revision**

- Received many “suggestions” to Standard
- Committee Members assigned and reviewed sections of VI and VII
- Discussion of proposed changes
- Vote on WDS prior to next meeting
- Discuss changes at Washington DC meeting
- Open official comment period




## **Ground Rules**

- Committee Member will review suggestion or Standard Section proposed to be revised
- 15 Minute committee discussion
- 15 Minute Open Discussion
- Record of Resolution



## **Open Forum for audience questions/comments**



## Attachment D

### Action Items – FAC

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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, 11/21/11: 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	Each Meeting	Ongoing  (JoAnn will talk to Justin about possibly helping with this. She would appreciate some help when her schedule is hectic.)
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 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?	Lauren John	(From 9/20/11 Meeting) TBD	
62	Update presentation and distribute for review.	Justin Marlene	Dec 2011 Meeting	Presentation is still being worked on. Date extended to Dec.
70	Work on Training SOP.	Marlene Virginia	Dec 2011 Meeting	Complete
71	Notifications for new members.	Justin	Sarasota	Complete

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
72	Work on Advocacy SOP.	JoAnn	March Meeting	
72				
72				
73				

**Attachment E**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
2	Update charter in October2012	2/2/11	
3			
4			