

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

February 21, 2013

1. Roll call:

Chair, Justin Brown called the FAC meeting to order on February 21, 2013 at 10 am EST. Attendance is recorded in Attachment A – there were 8 members present. Associate members present included: Tom Martin (NY DEP), Terrance Romaine (Phoenix), Skip Darley (US Navy), Lisa Hicks (KY DOW), Rich Smith (Pace), Aaron White (US DOE), Craig Sprinkle (CH2MHILL), Mike Miller (Consultant) and Franceska Wilde (USGS).

A few of the associates did not get the full agenda. Justin will send a separate email to the associates with the agenda when it goes to the committee.

Justin asked committee members to review the Denver minutes this week and provide comments to Ilona before they are posted to the website.

2. Review

Justin reviewed information about the Denver meeting for the associates who were not able to attend. He noted that some of the comments were specific to the non-ISO document. They were voted Non-Persuasive because the ISO version of the standard is correct. He marked this on the table and it may have caused some confusion. Justin will make the changes to the table. The posted information should match the actual vote.

3. Further Discussion on Standards

There were several comments about the term “use of this standard”. Justin asked if the committee felt that the term “this standard” should be defined – put in the preface. The use of the term refers to both Volume 1 and Volume 2 of the standard. The committee decided to look through the standards for this issue and change the term to “this volume” to make sure it is clear what is being referred to. Mike pointed out that the free version of the standard posted on the website does not include the ISO language. He felt that this should be addressed in the non-ISO version of the standard. People should be aware that the ISO language is missing and when “this standard” is referred to ... it includes the ISO language. Justin will take a look at the specific sections that Carl Kircher had originally commented on since it is similar. The committee can’t come to a resolution on this until it is looked at more closely.

The FAC is planning to follow the new CSDP process for finalizing standards. It was presented in Denver by Bob Wyeth. There is a slight change to the process discussed last fall.

All comments have been received and resolved. The modified standards will need to be posted on website along with comments, response to comments and resolution. Within 15 days of posting on the website, committee members have the option to vote.

When the voting DRAFT standard is accepted it will become the Interim Standard. It will be sent to the NEFAP EC and they will have 30 days to comment on the standard. Then it is reviewed by the Standards Review Council. There were some concerns raised in the CSDP meeting was that the process is going to take longer. The Standards Review Council is supposed to make sure that the ANSI requirements are being met.

3. Roles

Training will be a subcommittee within the NEFAP EC. The subcommittee will finalize the SOP that FAC started. This subcommittee should include FAC members.

NEFAP needs to work more closely with the Advocacy Committee. Marlene Moore has just become a new member of the Advocacy committee.

4. Tools for NEFAP

A number of FSMOs expressed a concern about putting together a Quality Manual. A work group or subcommittee is being formed to address tools for FSMOs. Justin and Ilona will be leading this group. Justin asked for additional volunteers:

Francesca - USGS
Mike Miller - Consultant
Lisa Hicks - KY
Tom Martin – NY
Jan Wilson
Terrance R.
Craig S.

Maggie noted that they have something that is an outline being used for the Air Emissions Industry. ATSM Standard - D7036 (2012 revision. The 2004 version has the same outline if you have an older version). It is also based on 17025 so it should be a good fit. The group should take a look at it.

5. Action Items

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

6. New Business

- Do people want a set call time for conference calls? Most people feel that they miss more calls when they are on a set schedule due to how their workload works. Things will be left as they are.

7. Next Meeting

The next meeting will be planned by e-mail.

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

The meeting was adjourned at 11:15pm EST. John motioned to adjourn. Jan seconded it and it was unanimously approved.

Attachment A
Participants
TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Justin B. Brown (Chair) Present	EMT	FSMO	(847)324 3350	jbrown@emt.com
Dane Wren Absent	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
Troy Burrows Present	Entec Services, Inc.	FSMO	(800)429-8445	TBurrows@entecservices.com
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
Lauren Smith Present	A2LA	AB	(301)644 3216	lsmith@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Mike Shepherd Absent	Laboratory Accreditation Bureau (Shepherd Technical Services)	AB	512-970-6789	mike@sheptechserv.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
Maggie Cangro Present	Catalyst Air Management, Inc.	FSMO	(813)994-5880	maggie.cangro@catalystair.com
Yoon Cha Absent				YoonCha@eurofinsUS.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment B

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
45	<p>Get on FEM agenda.</p> <p>Marlene submitted an article to the Small Business news article.</p>	Marlene	<p>May 26</p> <p>Justin will follow-up with Marlene by 3/2/12 4/30/13</p>	<p>7/28: Marlene has not heard anything.</p> <p>8/18: Still waiting to hear back.</p> <p>10/12/11, 11/21/11: Marlene is still waiting to hear back.</p>
47	<p>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.)</p>	JoAnn	Each Meeting	<p>Ongoing</p> <p>1-15-13: Ilona meeting with William to set this up to add to website.</p>
61	<p>Update presentation and distribute for review. (General presentation people can use when attending conferences.)</p>	<p>Justin</p> <p>JoAnn</p>	<p>March 5, 2012</p> <p>Needs to be updated by 3/31/13.</p>	<p>Presentation was done, but not reviewed yet. Probably needs more updating at this point.</p> <p>2/20: Update from John. He is adding some info from the white paper and then get back to Justin and Marlene.</p> <p>Justin will have it back from John first week of March. Need to work on</p>

	Action Item	Who	Expected Completion	Actual Completion
				speaker notes.
77	Work on flow chart.	Justin Marlene	Next Scope Subcommittee Meeting	Ilona will review minutes to determine what this was. Note as not needed if it is not clear. 2/20: The Scope Subcommittee has been disbanded and this is no longer applicable. NEFAP EC will be looking at Mobile Lab issues. DELETE.
78	Continue work on Training SOP. Justin and Marlene will talk about procedure for doing this.	Justin Marlene	November 2012 Change to 1/31/13	Complete
84	Check with Bob on using the database to track the voting comments. Can Bob use William's updates to begin populating this database?	Justin	12/28/12	Now being done in Excel. CLOSE
86	Review and update white paper. Distribute to NEFAP EC and FAC for comment.	Justin JoAnn	1/31/13	Complete
87	Justin will incorporate changes decided on in meeting and forward new copies of the standards to the committee to review before the February meeting.	Justin All	2/21/13	Complete
88	Review both versions of each standard and look for consistency (ISO language included vs. not included.)	John (Ilona will help with final.)	3/15/13	

	Action Item	Who	Expected Completion	Actual Completion

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2013	2/2/11	
3			
4			