

Field Activities Committee (FAC) Meeting Summary

March 13, 2013

1. Roll call:

Chair, Justin Brown called the FAC meeting to order on March 13, 2013 at 11 am EST. Attendance is recorded in Attachment A – there were 10 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), Theresa Rojas (CH2MHILL), and Scott Haas (SAIC).

2. Further Discussion on Standards

Justin wanted to continue the discussion about the term “use of this standard” vs. “the standard” vs. “in this volume”. The committee agreed it is not consistent. Carl Kircher had sent comments in regarding 9 sections of the Volume 2 standard where he did not feel it was clear which standard was being referred to. In Denver the comment was voted as non-persuasive and now the committee is reconsidering this.

Maggie went through Volume 1 and there are references to “this standard”, but they are appropriate. In volume 2 – there were 26 of these references where it was sometimes Volume 1 and sometimes Volume 2 being referred to. She thinks it would be best to actually state which volume is being referred to. She did not find that it was often that both Volume 1 and 2 were being referred to in the same sentence. The concerns she found included more than just Carl’s comments.

Justin decided to go through these sections and get committee comment and agreement. The ones relevant to Carl’s comments will be corrected on the resolution/response table and the votes where appropriate will be changed to persuasive.

Volume 2

7.6.1.2 b): Remove “this standard”. Refer to Volume 1 instead.

7.7.2.1 b) - bullet 5: Remove “this standard”. Refer to Volume 1 instead.

7.7.3.1 a): Remove “this standard”. Refer to Volume 1 instead.

7.7.6.1 g): Remove “this standard”. Refer to Volume 1 instead.

7.7.6.2 c): Remove “this standard”. Refer to Volume 1 instead.

7.9.2.1.1 a) second line: Remove “this standard”. Refer to Volume 1 instead.

7.9.2.1.3 f) and g): Leave “this standard”. Leave as is because they refer to volume 2.

7.9.2.1.4 a): Remove “this standard”. Refer to Volume 1 instead.

7.9.2.1.4 b): Remove “this standard”. Refer to Volume 1 instead.

7.9.2.1.4 - Note 1: Remove “this standard”. Refer to Volume 1 instead.

7.9.2.1.5 a): Leave as “this standard” for the first reference. Remove “this standard”. Refer to Volume 1 instead for the second “this standard”.

7.9.2.1.6 a): Leave as “this standard”.

7.9.2.1.6 – Note: Remove “this standard”. Refer to Volume 1 instead.

7.9.6: Leave as “this standard”.

7.10.1.3: This relates to both standards, so both need to be referred to.

7.10.2 – Note: Leave as “this standard”.

7.12.1: The first reference should be a reference to Volume 1. The second should be left as is.

7.15.2: Refer to Volume 1 instead.

John motioned to amend Volume 2 and the committee’s response as appropriate to Carl’s comments, as discussed above. The motion was seconded by Maggie and unanimously approved.

Justin will update the standard and voting/response summary and sent it back out to the committee for review.

John has been working on a comparison between the ISO document and non-ISO document. He has worked his way through Volume 2. Justin will take a closer look at this and include any needed changes while updating the standard.

Justin reviewed the changes to the Standard revision process in SOP 2-100 currently being revised by the CSDEC. As soon as the changes voted on this call are made to the draft Standard, the modified Standard will be posted on the TNI website along with a “Response to Comments” document summarizing all persuasive/non-persuasive votes and their resolution, and any objections received. The modified draft will be posted for 15 days at which point any committee member may change their vote. The vote is then re-tallied. Within 15 days of the re-tally of votes, the VDS is published with number of

votes. It then becomes the Interim Standard (IS) which will then be sent to other stakeholder groups (i.e. NEFAP EC) for 30 days to review and comment.

3. FSMO Tools.

On the last call, people volunteered to work on a working group for FSMO tools. Everyone agreed to a meeting set for next Wednesday to get started.

Maggie offered to send a copy of the basic outline for a Quality Manual that was developed by the stack testers. It is not a required document, so she is able to share it for the committee's use.

4. New Business

There was no new business.

It is not mandatory information, so Maggie will provide some information on the outline for the ASTM Quality Manual guidance.

5. Action Items

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

6. 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 11:53pm EST. John motioned to adjourn. Maggie 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 Present	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 Present	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 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
Yoon Cha Present				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	Get on FEM agenda. Marlene submitted an article to the Small Business news article.	Marlene	May 26 Justin will follow-up with Marlene by 3/2/12 4/30/13	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.)	JoAnn	Each Meeting	Ongoing 1-15-13: Iona meeting with William to set this up to add to website.

	Action Item	Who	Expected Completion	Actual Completion
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 then get back to Justin and Marlene. Justin will have it back from John first week of March. Need to work on speaker notes.
88	Review both versions of each standard and look for consistency (ISO language included vs. not included.)	Justin (Ilona will help with final.)	4/22/13	3/13/13: John is done with creating the comparison documents . Justin will work with these documents and look for differences and include this in his revision for action item #89. Still working on it.
89	Update standard with all changes discussed since Denver and include John's information on ISO vs. non-ISO versions.	Justin	Distribute by e-mail 3/27/13	

	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			