

Field Activities Committee (FAC) Meeting Summary

May 22, 2012

1. Roll call:

Chair Justin Brown called the FAC meeting to order on May 22, 2012 at 11am EST. Attendance is recorded in Attachment A – there were 9 members present. There were no associate members on the call.

Minutes are distributed by e-mail and if no comments are received within the week, they are considered approved and posted to the TNI website.

2. Standards Update

Volume 1

This volume is almost complete. There is still some work to do with Proficiency Testing and there are still a handful of suggestions that relate to ISO language. The committee needs to decide whether a note regarding the ISO language is needed or if it should be left as is.

Justin asked for any additional comments:

- Mike noted that in definitions there is still a problem with the definitions of “measurement” and “analysis”. He feels that “measurement” should be defined in a manner that applies to the field. He can accept deleting a definition for “analysis”, but wants to see a definition for “measurement”. It is a term used throughout the document. “Measurement” is a production of a number. “Analysis” can be both quantitative and qualitative. Justin will look into why they were both removed and will get back to the committee. Mike read through the definitions that were previously used. Justin will look at the March minutes.
- Mike commented on Section 4.13.2.1.1. Technical records. If the person taking the sample is not doing the analysis, it must be properly transferred to the laboratory or person doing the analysis using a chain of custody. It should be relevant if transferred to any lab – whether an internal lab or not. Remove: “not affiliated with FSMO ...”. The committee agreed with this change and Justin will take care of it.
- Mike also commented on 5.6. Testing Laboratories. 5.6.2.1 – There is a clause on testing and he does not think this ISO language is applicable. JoAnn noted that it applies to any type of lab that is testing samples. It could apply to a mobile lab. Mike

thinks a note is needed. He would want the note to emphasize the need for calibration. Maggie noted that the calibration language is already included in 5.6.2.1.4. This language further clarifies what Mike's issue is. He had no further comment.

- There were no other comments.

Volume 2

A subcommittee was formed to look at defining the scope of accreditation. This subcommittee provided recommendations that Justin has incorporated into the last version of the standard he sent out. It was included in Section 7.1.3.2. A number of committee members did not think they had received a version with the change. The title of the section was changed to "Scope of Accreditation". Mike thinks you have to refer back to the note in 7.1.3.1. This lists the programs. Maggie looked for some alternate language, but use of the term "regulatory program" does not work for everyone. The committee was in agreement that the note in 7.1.3.1 should be referred to – "... programs listed in the note in Section 7.1.3.1".

There are plans for this subcommittee to prepare a guidance document for Scope of Accreditation after the standard is out for review. The other topics they want to address are matrix verses media and clarifying how NEFAP addresses mobile labs verses NELAP.

Interim accreditation (7.9.2.1.2) is another controversial issue. There have been some e-mail exchanges to remove bullet "a". This removes the provision for interim accreditation. The ABs have had some issues with this section – specifically the term "interim". Justin spoke with Marlene and she suggested removing "a", but adding a section with language to help new ABs proceed forward to establish an FSMO program. There are issues in needing to wait for an FSMO to apply in order to do the technical evaluation. Mike discussed how this was handled within NELAP during start-up. Ilona noted that one AB has now had an FSMO apply and go through a technical evaluation.

The PT subcommittee is still working through their section. Justin hopes to get language changes from John within the week and Justin will incorporate them into the standard and get it out to everyone.

The deadline to get the standards completed is fast approaching. Much of the finish work will be done by e-mail. Justin asked that everyone watch their e-mails and get comments back as quickly as possible as documents are sent out for review.

Justin asked people to continue to review the standard and get comments to him.

3. New Business

- DC Meeting: There will be a number of committee members going. Marlene and Justin are looking at a possible committee dinner on Sunday with the NEFAP EC.

4. Next Meeting

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

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

The meeting was adjourned at noon EST when the call was interrupted by FreeConference.

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 Absent	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Troy Burrows Present	Entec Services, Inc./STAC	FSMO/AB	(800)429-8445	TBurrows@entecservices.com
Jan Wilson Present	CAMMIA Environmental	Other	(360)904-8416	WQL@aol.com
Jo Ann Boyd Present	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 Present	A2LA	AB	(301)644 3216	lhedrick@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 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)	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 Justin will follow-up with Marlene (3/2/12)	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.)	JoAnn	Each Meeting	Ongoing
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	This relates to new item on Back-burner listing (Attachment C).
62	Update presentation and distribute for review.	Justin JoAnn Lauren	Next meeting	Presentation is still being worked on. 3/5/12: Lauren wants to work on this to add comments from her recent presentation.
72	Work on Advocacy SOP Draft.	JoAnn	March 30, 2012	

	Action Item	Who	Expected Completion	Actual Completion
73	Continue work on Training SOP.	All	March 15, 2012	
74	Complete White Paper and get to JoAnn.	Justin	March 9, 2012	
75	Contact Marlene for any updated Standard Sections that he has not received.	Justin	March 15, 2012	Complete
77	Forward PT language from Vol 2 to the committee.	John	4/12/12	
78	Work on flow chart.	Justin Marlene	Next Scope Subcommittee Meeting	
79	Continue to update the volumes with information from subcommittees and distributing to the committee for review.	Justin All	Ongoing	

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Update charter in October 2012	2/2/11	
3	Prepare guidance document for “Scope of Accreditation”.	5/22/12	
4	Work on defining matrix verses media.	5/22/12	
5	Look at how NEFAP addresses mobile labs verses NELAP.	5/22/12	