

Field Activities Committee (FAC) Meeting Summary

August 7, 2012

1. Roll call:

Chair Justin Brown called the FAC meeting to order on August 7, 2012 at 9am EST in Washington, DC. Attendance is recorded in Attachment A – there were 8 members present.

Mike will be rotating off the committee at the end of the year. People are encouraged to use the nomination forms on the TNI website to help fill his position. We are looking for another “Other” representation.

2. Update

See PowerPoint presentation in Attachment B.

The NEFAP “White Paper” is now ready for committee review and should be available to the community within the next few months.

Training courses are being made available. Most have been live courses. Courses can be found on the TNI website by clicking on the Education Delivery System tab.

3. Working DRAFT Standard

Justin reviewed the process used in developing the DRAFT standard (see Attachment B).

Volume 1: There were 48 suggestions for changes to the standard. 8 of these were specific to the ISO language, but this language cannot be changed. 32 of the suggestions did lead to changes in the standard and 8 suggested changes were not made after committee discussions.

Volume 2: There were 23 suggestions for changes to the standard. 4 suggested changes were not made after committee discussions. 1 of these regarding PTs is still being worked on.

There were a couple of subcommittees that were instrumental in getting through the DRAFT. Mike Miller and Mike Shepherd were thanked for their efforts.

There were 4 changes (3 – Volume 1, 1 – Volume 2) that were missed in the final DRAFT version that had been voted on by the committee (see Attachment B). These were not major changes, but need to be corrected. They are open for discussion today.

Changes to Volume 1

A marked up version of the standard that outlines the additions/deletions/changes can be requested through Ilona Taunton (ilona.taunton@nelac-institute.org). This document contains ISO language, so proof of ownership of the TNI standard with ISO language or ownership of the actual ISO document will be needed in order to receive a copy of this marked up standard. Many of the changes are minor and more substantial changes were open for discussion with the membership during the meeting and by e-mail after the meeting.

Mike Shepherd reviewed the changes recommended by his subcommittee:

Changes to Volume 2

Justin continued to review the changes made.

The need to prepare a template for Quality Manuals and SOPs for FSMOs is being looked at. Anyone who would like to help in this effort should contact Ilona Taunton at ilona.taunton@nelac-institute.org . .

A number of sections were removed because it was felt that they were redundant with the ISO language already provided in the standard.

Interim accreditation was changed to preliminary accreditation.

The CSDP meeting will discuss the 4 changes that did not get published in the uploaded version on the website. It will be resolved and communicated.

A copy of the marked up standard can be received in a similar manner to that described above for Volume 1.

PUBLIC COMMENT:

Scott Hoatson, Oregon DEQ: Item on assessment reports regarding enforcement – 7.8.1.1. He asked what it pertained to? Enforcement may be a bad choice of wording. Mike S. commented that an AB can suspend accreditation. This needs to be looked at because the term is not being used properly.

7.8.1.1 (c) has some grammatical issues and the term enforcement needs to be evaluated for proper use. Need to look at ISO language and determine if it is already covered and this should be removed. Also, “corrective action plan” needs to be looked at. This was changed in other parts of the standard.

Comment: In section 6.2.6.1, how is proficient defined? Judged proficient as defined by AB.

Ilna noted that there could be some issues with the concept of TNI approved training. The committee is still looking at their training SOP.

Scott Swiggard: Where it states, “applicable” – also include where available. Maggie commented that this was included in many parts of the standard and the committee decided to delete this. If it is not available, then it is not applicable. This was a clean-up in language.

He also was concerned about use of interim vs. preliminary and time limits. Justin commented that some ABs had issues with the term “interim” and time limits were specifically defined in the standard.

NEXT STEPS

There are 15 days to submit formal comments in writing.

There will be 90 days to change the Working Draft Standard and then a vote will be taken on the DRAFT.

See slides in Attachment B.

4. New Business

- Mike M. commented that FSMO’s are required to purchase Volume 1, but there is relevant language in Volume 2 that they need too.
- Mike M. commented that currently ABs can determine their own PT rules. Mike thinks these need to be uniform. Bob stated that the AB requires that an FSMO does certain things to obtain accreditation and this is defined in the standard.
- Craig Sprinkle (FSMO) is concerned that there are not uniform PT requirements for all ABs. He is concerned that a client may determine that another AB is a better AB and may require an FSMO to use a specific AB. The committee assured Craig that each ABs program is reviewed using the same standards, so this should not be an issue. Mike S. pointed to 7.15.3 and said ISO language does address PTs. Mike S. also commented that the current preliminary ABs have very similar PT requirements. This is not an issue.

5. Next Meeting

The next meeting of the FAC will be determined by e-mail. It should be scheduled for sometime in the middle of September.

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

The meeting was adjourned at 11 am EST. A motion was made by Mike S. to close the meeting. The motion was seconded by Maggie and 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 Absent	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
Troy Burrows Absent	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
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 Present	AIHA (ALS)	AB	(801)266-7700	Bob.DiRienzo@ALSGlobal.com
Mike Shepherd Present	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) Present	The NELAC Institute		(828)712-9242	Ilona.taunton@nelac-institute.org




TNI Field Activities Committee Meeting

2012 NEMC
Tuesday August 7th, 2012
Hyatt Regency, Washington D.C.

AGENDA

- Introductions
- Overview of FAC Activities
 - Membership Status
 - Activities
- Working Draft Standard
 - Process to Date
 - Presentation of WDS
 - Open Public Comment
 - Next Steps
- Training Review SOP (Time Permitting)





FAC Membership

- Balanced Committee
- 13 Members
 - 5 FSMO's
 - 4 "Others"
 - 4 AB's
- 22 - Associate Members





Membership Rotation

- 1 member rotating off – Mike Miller ("other")
- Interested in participating:
 - Complete Nomination Form on TNI Website
 - Submit Prior to: November 1st

Advocacy


- Successful Presentations
- NEFAP "White Paper"
- Training Courses
- Seeking additional opportunities




Working Draft Standard



- ~12 months prior: Solicited "suggestions" from stakeholders/ interested parties
- Developed process/ database for suggestions to distribute/review
- Committee considered all suggestions in WDS development







Volume I: Suggestions

- 48 Suggestions to Vol. I
 - 8 *Suggestions to ISO language*
 - 32 Suggestions lead to changes
 - 8 Suggestions not made based on review/discussion




Volume II: Suggestions

- 28 Suggestions to Vol. II
 - 23 Suggestion lead to changes
 - 4 Suggestions did not change Standard
 - 1 Suggestion part of PT discussion




WDS Committee Review

- Each member assigned sections for intense review
- Members also reviewed remaining sections
- Provided recommendations for changes





Subcommittees

- Scope of Accreditation
 - Mike Shepard – Chair
- Proficiency Testing
 - Mike Miller - Chair




Working Draft


- June 18th – Committee voted to approve and move WDS for publication
- July 6th – Published on TNI Website



Volume I: Issues



- Volume I, Section 3.4 – Should have been deleted and added ISO/IEC (VIM) definition of “measurement” as 3.9;
- Volume I, Section 5.6.2.2 (5.6.2.2.1 & 5.6.2.2.2) added ISO section that was omitted from original Standard;
- Volume I, Section 5.7.5 – Added “sample type” to documentation requirement;







Volume II: Issues

- Volume II, Section 3.22 – Revised definition of “Field” to be consistent with definition in V1.





Working Draft Standard

Volume I





Working Draft Standard

Volume II





Public Comments

- Please clearly State Name and Affiliation
- Please State Applicable Section
- Maximum of 5 Minutes for Comment/Proposal
- Maximum of 10 Minutes for Committee Discussion




Next Steps...

- 15 Days to Submit Written Comments
- 90 Days to Change WDS based on comments
- Vote then on WDS – Becomes Voting Draft



Next Steps...Voting Draft


- 15 Days prior to vote, VDS is published
- Vote will last 30 days
- 2/3 vote of committee members and written comments resolved






**Next Steps... Voting
Draft**

- VDS then becomes TNI
Standard



Questions???



THANK YOU!!!!



Attachment C

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	Update presentation and distribute for review. (General presentation people can use when attending conferences.)	Justin JoAnn	March 5, 2012	Presentation is still being worked on. Lauren needs ASAP.
70	Work on Advocacy SOP Draft.	JoAnn	March 30, 2012	
71	Continue work on Training SOP.	All	March 15, 2012	
72	Complete White Paper and get to JoAnn.	Justin	March 9, 2012	
73	Contact Marlene for any updated Standard Sections that he has not received.	Justin	March 15, 2012	Complete
75	Incorporate update discussed during the call into the standard and distribute to committee members for comment.	Justin	4/12/12	Complete
76	Forward PT language from Vol 2 to the committee.	John	4/12/12	Complete

	Action Item	Who	Expected Completion	Actual Completion
77	Work on flow chart.	Justin Marlene	Next Scope Subcommittee Meeting	
78	Continue work on Training SOP. Justin and Marlene will talk about procedure for doing this.	Justin Marlene	November 2012	

Attachment D

Backburner / Reminders – FAC

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