

Field Activities Committee Meeting Summary September 30, 2009

1. Roll call and approval of minutes:

Chair Marlene Moore called the FAC meeting to order on September 30, 2009 at 4pm EST. Attendance is recorded in Attachment A. Associate members Glen Green, Virginia Murray, Cheryl Henderson, Greg Denny, Terrance Romaine and Carl Kircher were in attendance. The meeting was adjourned at 4:45 PM EST.

After receiving no objections from any committee member, the minutes from the August 27, 2009 meeting are approved as written and will be posted on the TNI website.

2. NEFAP Board

- The committee was asked to review and vote on a final list of candidates that had confirmed interest in being part of the NEFAP Board. The committee decided last month that all ABs interested in participating would be part of the initial NEFAP Board and that there should be a balance between ABs, FSMOs and Others. The committee was asked to vote for 5 candidates in the FSMO list of candidates and confirm acceptance or express concerns about the AB and Other list. The vote produced the following result:

NEFAP Board

CHAIR

1. Marlene Moore

AB

2. Scott Evans - STAC
3. Cheryl Morton - AIHA
4. Brian Connor - A2LA
5. Keith Greenway - ACLASS
6. Douglas Berg - PJLA

OTHER

7. Jan Wilson
8. Mike Miller
9. Patrick Conlon (ESI)
10. Michelle Henderson (EPA)

FSMO

11. Dane Wren
12. Kim Watson (Stone Environmental Inc)
13. Calista Daigle (Shaw - National Air Measurements Group)

- 14. Justin Brown (Wastewater)
- 15. John Moorman (Water Quality, South FL Water Management Dist)

Note: LAB declined joining the NEFAP Board as an AB. They feel that NACLA would have been the better route to go and will not be participating at this time.

- Marlene will work on an article for the TNI newsletter announcing the newly formed NEFAP Board. The TNI Board will need to accept the NEFAP Board recommendation before the newsletter can be finalized. Ilona will send a copy of the recommendation to Jerry Parr prior to the next TNI Board meeting.
- NEFAP Board – A charter, procedures and policies will need to be developed. Ilona will ask Carol for NELAP Board documents so they can be reviewed as a possible starting point. A listing of expenses will also need to be developed. We started this in San Antonio, but it needs more work. We will need to work with the TNI Board Finance Group to finalize this list and determine fees.
- Once the NEFAP Board is approved, a meeting will need to be set-up to get started. Marlene will be out of the country October 17-24.

3. LEAD

An update was provided by Carl Kircher and Marlene. The subcommittee has had 2 teleconferences. They have looked at the needs of the program and how TNI can be involved. They are looking at recommending a three tiered approach of training and accreditation activities. A recommendation is in DRAFT form and is being reviewed by the subcommittee.

The Subcommittee is proposing a 3 tier program. The distinction between personnel certification (Tier1) and the other tiers is the production of analytical data for decision making purposes.

1. Personnel Certification – based on attending training courses. No data for decision making purposes is produced.
2. FSMOs - Certification of Firms. Accreditation as described in TNI standard. Accreditation for both sampling and analysis.
3. Fixed Lab Assessment. (A2LA and AIHA)

People helping on this subcommittee include:

Bob Di Rienzo	Glen Green
Carl Kircher	Brian Conner
Erik Winchester	Paul

The goal is to have the work of the subcommittee to a point where it can be discussed at the Chicago meeting.

4. Rotation of Committee Members.

Michael Perry, Elaine Sorbet and Jim Eychaner will be rotating off the committee. Marlene will let Jerry know that we will be looking for 3 new members. Ideally a new member should have been an associate member first.

5. Justin Poster Session – Midwest Groundwater Conference

Justin is working on a poster for the session. He will plan to forward a DRAFT to the committee members. Please take a look at the poster and get comments back to him immediately. Brochures are being forwarded to him.

6. Open Action Items

See chart.

7. New Items

- All FAC committee members need to review the charter on the website and get comments to Marlene. Ilona will get the charter out to everyone.
- Our meeting time in Chicago will be on Thursday morning.

8. Next Meeting

The next meeting of the FAC will be October 29, 2009 at 4pm EST.

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

The meeting was adjourned.

Attachment A

Participants TNI Field Activities Committee

Members	Affiliation	Balance	Contact Information	
Marlene Moore (Chair) Present	Advancd Systems, Inc	Other	(302)368-1211	mmoore@advancedsys.com
Dane Wren Present	Wren Engineering, P.A.	Other	(407)833-0061	dwren47@aol.com
Jim Eychaner Absent	USGS, Water Resources, Western Region	Other	(916)278-9555	eychaner@usgs.gov
John Moorman Present	Water Quality Monitoring Division, South Florida Water Management District	FSMO	(561)753-2400 x4654	jmoorma@sfwmd.gov
David Speis Absent	Accutest Laboratories	Accred. Lab.	(732)329-0200	davids@accutest.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 Perry Absent	Southern Nevada Water Authority,	Accred. Lab.	(702)856-3513	michael.perry@snwa.com
Elaine Sorbet Present	Louisiana Dept. of Environmental Quality E44(DEQ)	Accred. Lab.	(225)219-9800	elaine.sorbet@la.gov
Michael Miller Present	Consultant	Other	(908)233-9624	mwmilleranaly@yahoo.com
Brian Conner Absent	A2LA	AB	(301)644 3216	bconner@a2la.org
Robert P. DiRienzo Absent	AIHA (ALS)	AB	(801)266-7700	dirienzo@datachem.com
Justin B. Brown Absent	EMT	FSMO	(847)324 3350	jbrown@emt.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute		(828)712-9242	tauntoni@msn.com

Attachment B

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
1	Send TNI PowerPoint slides out to San Antonio presenters.	Iлона	8/09	Complete
2	Get feedback from Ed Hartzog regarding NEFAP. Update: Nothing to report yet. They are still not supporting our program.	Marlene	7/09	
3	Update Accreditation Summary as needed for San Antonio meeting.	Marlene	8/13/09	Complete
4	Contact the November 2006 members and see if they want to rotate or drop off the committee.	Marlene	8/13/09	Complete
5	Prepare presentation for San Antonio.	Marlene, David, Scott Evans, Mike Miller, Justin, Dane	8/13/09	Complete
6	Send request to committee members and affiliates regarding desire to be on the NEFAP Board.	Iлона		Complete
7	Confirm that list of NEFAP Board candidates are interested in serving.	Iлона	After #6 is complete.	Complete
8	Prepare e-mail vote for selection of NEFAP Board.	Iлона	After #7 is complete.	Complete
9	Prepare summary and proposal for lead program.	Chair: Bob	End of September	In progress.
10	Follow-up on committee membership.	Marlene	End of September	Complete
11	Let Jerry know about open committee membership spots.	Marlene	10/1/09	Complete
12	Request example documents from NELAP Board.	Iлона	10/15/09	Complete

	Action Item	Who	Expected Completion	Actual Completion
13	Forward NEFAP Board recommendation to TNI Board for approval.	Iona	10/10/09	Complete
14	Write article about NEFAP for TNI newsletter.	Marlene	10/28/09	
15	Review Justin's poster presentation.	All	When available.	
16	Review committee charter and get comments back to Marlene.	All	10/ 26/09	

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
1			
2			
3			
4			