

Field Activities Expert Committee (FAC)

Meeting Summary January 4, 2020

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on January 4, 2020 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate(s) present: Michelle Miranda, Kevin Holbrooks, Hong Yu, and Bruce Weckworth.

The December meeting minutes were reviewed on Webex. A motion was made by David to approve the December 7, 2020 minutes as written. The motion was seconded by Bill and unanimously approved.

2. Membership

Continuing Interest – Marlene, Jack, Elizabeth, Bill – continue. Scott will reach out to Russell and Tyler to confirm they would like to serve a second term.

Applications: Kevin Holbrooks, Patrick Selig, Hong Yu, Bill Guyton, and Bruce Weckworth.

3. General Standard Updates and Meeting Schedule

17011 – Marlene is willing to take a lead on this. She worked on the NELAP LAB standard and will use this as a starting point. She and Ilona will work on how to track changes. She will also work on a Recommend Changes Summary table. The Committee will plan to have an extra meeting in February to start talking about ISO/IEC 17011 Standard.

Upcoming Meetings:

Next meeting on Monday the 11th at 11am EST.

(Addition: The meeting was changed to 1/12/21 and was handled as a Workgroup instead of a formal meeting. Bruce Weckworth, Tyler Sullens, Justin Brown, Scott Haas, Marlene Moore and Ilona Taunton met to review the work done on the Recommended Changes Summary table by email. The group suggested re-organizing the table into 4 sections:

1 Language from the 2014 TNI Standard to add to ISO/IEC 17025:2017 Standard

- 2 *Additions to both 2014 TNI Standard and new ISO/IEC 17025:2017 Language*
 - *May need to add more detail to the table. May need to include some example language where it is available.*
- 3 *What's new in the ISO/IEC 17025:2017 language compared to the original 2014 TNI Standard.*
- 4 *New ideas and concepts being discussed. No final decision has been made. The Committee is requesting input on some ideas that the committee hasn't developed any further.*

The Public Webinar presentation should focus on 2, 3 and 4.)

The Virtual Conference meeting will be on Tuesday, February 26, 2021 at 2pm Eastern. Anyone signed up for the conference can attend.

February meetings on 2/1 and 2/17 at 11am EST.

February 4th – Public Webinar at 2pm EST.

(Addition: This was updated to February 19, 2021 at 1pm Eastern.)

4. Change Summary Table Update

Scott reminded people that the purpose of the Public Webinar will be to get input on the changes the Committee will be suggesting and to get any other input people would like to give.

Scott also reminded everyone we set the table up a little different. We are now looking at what changes we will be making to ISO/IEC 17025:2017. Scott will also provide a general list or description of the types of changes made to the 2014 Standard.

Scott reminded people to continue thinking about whether there are more changes needed. He would like as many of these as possible for this Public Webinar, but we can still continue to make additions as we start writing the Standard.

Bill – Section 1-4

David – Section 5

Scott - Section 7 (was Shannon)

Kevin - Section 6

Marlene - Section 8

Elizabeth - Section 10

Marlene will go through the current table and send red-line strikeout comments to Scott.

Send sections of the table to Ilona, Scott and Marlene by the end of day on Thursday. The updates will be put into the table and sent out on Friday for review before the next meeting.

5. New Business

Ilona let the Committee know that they need to put together their 2021 goals by January 12th or 13th. Ilona will work on this with Scott and Marlene.

6. Action Items

The table in Attachment B summarizes all action items.

7. Next Meeting

The next meeting will be January 11, 2021 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting. *(Addition: Formal meeting on January 11, 2021 was canceled and a Workgroup meeting occurred on January 12th instead. The next meeting was at the Virtual Conference for those attending the conference – January 26, 2021 at 2-3:30pme Eastern.)*

The meeting was adjourned at 12:16pm Eastern. (Motion: Bill. Second: David. Unanimous.)

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information
Scott Haas (Chair) Present	2022	Environmental Testing, Inc.	Lab/FSMO	shaas@etilab.com
Doug Berg Absent	2023	PJLA	AB	dberg@PJLabs.COM
David Fricker Present	2022*	A2LA	AB	dfricker@a2la.org
Keith Klemm Absent	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore Present	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray Present	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler Absent	2021*	SampleServe	FSMO	schindler@sampleserve.com
Jack Denby Present	2021*	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens Absent	2021*	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West Present	2021*	Louisiana DEQ	AB	elizabeth.west@la.gov
Ilona Taunton (Program Administrator) Present		The NELAC Institute		Ilona.taunton@nelac-institute.org

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Attachment B

Action Items – FAC

	Action Item	Who	Expected Completion	Actual Completion
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 Justin	Each Meeting	Ongoing 1-15-13: Ilona meeting with William to set this up to add to website. 4/20/13: Ilona requested status update from William.
132	Plan Tools Subcommittee Meeting after the Orange County meeting.	Ilona/Kevin	8/31/16	In Progress
152	Compare 2014 FSMO Standard to new ISO/IEC 17025:2017. Move language into new format – first DRAFT.	Shannon	5/21/18	Still in progress.
154	Comment on the DRAFT AB Standard with the 2014 Standard language transferred into the new ISO/IEC 17011:2017 document. Did things get moved to the right sections? Was everything moved?	All	7-16-18	In progress.
155	Compare the DRAFT Field AB Standard to work being done at LAB. Present to FAC.	Marlene	Before next meeting after receiving document based on Action item #154.	In Progress. Stopped on 17011 until completion of 17025.
160	From NOLA Meeting: Read ISO 17011:2017 <ul style="list-style-type: none"> • Plan Update w/ABs 	All	Added 9/18/18: 10/1/18	In progress. Delayed Start.
170	Distribute Worksheet 11 to Committee.	Scott	12/2/19	Send out 1/6/20.
171	Update Action Table.	Scott, Ilona	By next meeting.	

	Action Item	Who	Expected Completion	Actual Completion
172	Update Summary of Suggested Changes table and send to Committee.	Scott	By next meeting.	Update sent: 1/11/21.

Attachment C

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Review charter in October 2020.	2/2/11	Standing task. (Review after new strategic plan is approved.)
3	Analyze container issue and present initial plan to committee. Started in 2014 and summarized 4/24/15 and at the Chicago meeting in July 2015. Subcommittee: Justin, Terrence, Kevin, Scott	2014	There was not enough interest to form a subcommittee with the proper representation, so this has been tabled until there is more interest.
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