

Field Activities Expert Committee (FAC)

Meeting Summary January 6, 2020

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on January 6, 2020 at 11:04am Eastern by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Associate(s) present: Theresa Rojas.

The December meeting minutes were reviewed using Webex. A motion was made by Elizabeth to approve the December 16, 2019 minutes with the following changes: Note Kevin is responsible for Section 6 and correct spelling of Keith's name. Kevin seconded the motion and there was no further discussion. The motion was unanimously approved.

The Committee would like to start approving minutes on calls again instead of putting them out on email for a week and posting if there aren't any comments.

Ilona asked if Attachment B (NEFAP Advocacy Schedule) should remain in the minutes. There is not much activity on this summary as in the past. Attachment B will be deleted going forward.

Scott and Ilona completed the Committee's internal audit.

2. Membership

Shannon and Kevin will be rotating off the Committee as Associate members. Doug is eligible for a second term.

This leaves 10 members. The committee does not have any applications to consider. The committee will continue to seek additional membership but will continue to do business with 10 members at this time.

Scott plans to do membership outreach at the Newport Beach, CA meeting. Scott will send out one more message to associates about becoming a voting member.

3. Standard Update

There was some confusion on the assignments to review the combined Standard. The confusion relates to the use of DMS. The holidays also slowed down progress on the review. The reviews are due the end of February.

Scott noted that if there is language that needs to be moved ... the language should be put in comments and then Scott will handle moving it to the correct section noted.

If language from another section is taken, the comments section should be used similarly. Put it in comments and Scott will follow-up on getting the language moved properly.

If this doesn't work, Scott will look at adding editing rights to all sections.

Kevin can access DMS but can't edit the document. He can send his edited word document with track changes. This is a temporary and a not a permanent issue.

Elizabeth is in the same boat. She made comments in DMS, but they aren't there anymore. Scott will help with this.

Ilona suggested to have Kevin and Elizabeth make the changes in the Word document. Scott's concern is that if multiple people are working on the document, uploading the new DRAFT might delete someone else's work. If this will be needed, we will need to devise a procedure to make sure other comments are not being overwritten. This wouldn't be a problem if only one person is working on a section.

Scott asked Ilona about the review the NEFAP EC is doing of the FAC Standard. She noted that they reviewed Section 1-3 and started Section 4. Their initial comments can be found in the NEFAP EC December 27th minutes.

Scott pulled up Section 4 of the combined Field Standard and the group began reviewing it in DMS.

4. New Business

None.

5. Action Items

See Attachment B.

6. Next Meeting

The next meeting will be February 5, 2020 at 8am Pacific in Newport Beach, CA. Webex will be available for those that cannot attend in person.

The meeting was adjourned at 12:38pm Eastern. (Motion – Kira. Second – Bill. Unanimously approved.)

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information
Scott Haas (Chair) Present	2022	Environmental Testing, Inc.	FSMO	shaas@etilab.com
Shannon Swantek (Vice-Chair) Absent	2020	ESI	Other	sswantek@envstd.com
Kevin Holbrooks Present	2020	Jacksonville Electric Authority	Other	holbke@jea.com
Doug Berg Absent	2020*	PJLA	AB	dberg@PJLabs.COM
David Fricker Absent	2022*	A2LA	AB	dfricker@a2la.org
Kieth Klemm Absent	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore Present	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Andora Nguyen Absent	2022	Eurofins Eaton Analytical	Other	AndoraNguyen@eurofinsUS.com
Bill Ray Present	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler Absent	2021*	SampleServe	FSMO	schindler@sampleserve.com
Kira Stokes Present	2021*	HRSD	FSMO	Kstokes@HRSD.com
Tyler Sullens Present	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

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
142	Send Scott Scope Subcommittee Charter and DRAFT update to Charter.	Kevin	7/17/17	Complete
144	Review last Standard Update information in upcoming committee meeting.	All	TBD	Complete
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.
153	Send Shannon a copy of the current LAB Standard. Shannon will forward to the Committee.	Marlene Shannon	7-9-18	Delete. There is a new Standard that can be shared.
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.

	Action Item	Who	Expected Completion	Actual Completion
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.
156	Read NEFAP: 2014 and ISO/IEC 17025:2017	All	Added 9/18/18: 10/1/18	Complete
157	From NOLA Meeting: Discern added value to be included <ul style="list-style-type: none"> ◦ Make a list ◦ Prioritize Items ◦ Start with Section 4 ISO/IEC 17025:2017 (Marlene) ◦ Evaluate Section 4 at next FAC meeting and assign new sections 	All	TBD	Delete. See Current Action Items
158	From NOLA Meeting: Seek Stakeholder Input for the new outline <ul style="list-style-type: none"> ◦ Interview data user/engineering firms ◦ AB survey current FSMO <ul style="list-style-type: none"> ▪ What is value added? 	All	TBD	Delete See current Action Items.
159	From NOLA Meeting: Public Meeting/Webinar for Input	All	TBD	Delete. See current action items.
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.
162	Color code DRAFT AB Standard.	Scott	TBD	Complete
168	Work on membership: Send FAC applicant list to Scott and contact associate members.	Ilona Scott	12/2/19	Complete
169	Send out DMS assignments for Standard review.	Scott	12/2/19	Complete
170	Distribute Worksheet 11 to Committee.	Scott	12/2/19	Send out 1/6/20.

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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