

## **Field Activities Expert Committee (FAC)**

### **Meeting Summary October 5, 2020**

#### 1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on October 5, 2020 at 11:02am Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate(s) present: Patrick Selig, Bruce Weckworth, Kevin Holbrooks, Justin Brown, Shannon Swantek and Hong Yu.

There was no meeting in August and September 2020.

The July 6, 2020 meeting minutes were distributed by email for review prior to the meeting. A motion was made by Marlene to approve the July 6, 2020 as written. The motion was seconded by Jack and unanimously approved.

The July 13, 2020 meeting minutes were distributed by email. A motion was made by Marlene to approve the July 13, 2020 minutes with a format update. The motion was seconded by David and unanimously approved.

#### 2. Change Summary Table

Scott asked for updates:

David and Shannon talked about Section 5. He needs to add the changes to the table. He is also looking at Sections 1, 2 and 4. He will also send the changes for Section 7. Scott and David will meet to finish up these sections in the table.

There are many justifications that still need to go into the table. Each person that worked on the section needs to add the justification.

Marlene will follow-up with Bill to get his input on Section 8.

Updates to the table need to be complete before the November 2, 2020 meeting. Scott will need these by 10/26/20. The Committee will review the changes at the November and December meetings with a goal to do the Public Webinar in January.

David and Shannon will meet once more before they submit a final list.

Scott is working on Section 3.

Section 6 is almost done. Scott and Kevin will meet to finish this.

Scott asked if there were any more volunteers to look at sections, but there were no additions. He asked that everyone start looking the current table and send comments and suggestions.

Scheduled for 1/25/20. Monday.

Justin – based on past update – he noted that Justification is really important. It will be helpful when you back in the future.

### 3. NEFAP EC Update

Justin provided an update about the two workgroups – marketing/advocacy and training. The groups have been working diligently and the plan needs to be submitted to the Board within the next week.

They will also be submitting metrics to the Board so it is clear how the program should be evaluated in the 12 to 18 months to make sure there is progress.

There is a special NEFAP EC meeting on October 7, 2020 where the proposal will be reviewed for submission to the Board. Additional input would be very helpful.

There continues to be a need for these two groups to work together.

Scott asked how important it is to complete the Standard update related to the work the NEFAP EC is doing. Justin thinks it is important and a new Standard could enhance some possibilities to push the program forward.

Justin also noted that everyone agrees that the Standard is important even if the accreditation portion changes.

### 4. New Business

None

### 5. Action Items

The table in Attachment B summarizes all action items.

### 6. Next Meeting

The next meeting will be November 2, 2020 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting. The agenda will include a

membership discussion. (*Addition: The November meeting was cancelled. The next meeting was December 7, 2020.*)

The meeting was adjourned at 12:02pm Eastern. (Motion: Marlene Second: David. Unanimous).

**Attachment A**

**Participants  
TNI Field Activities Committee**

<b>Members</b>	<b>Term Expires</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Scott Haas (Chair) <b>Present</b>	2022	Environmental Testing, Inc.	Lab/FSMO	<a href="mailto:shaas@etilab.com">shaas@etilab.com</a>
Doug Berg <b>Absent</b>	2020*	PJLA	AB	dberg@PJLabs.COM
David Fricker <b>Present</b>	2022*	A2LA	AB	<a href="mailto:dfricker@a2la.org">dfricker@a2la.org</a>
Keith Klemm <b>Absent</b>	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore <b>Present</b>	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray <b>Absent</b>	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler <b>Absent</b>	2021*	SampleServe	FSMO	schindler@sampleserve.com
Jack Denby <b>Present</b>	2021*	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens <b>Absent</b>	2021*	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West <b>Present</b>	2021*	Louisiana DEQ	AB	elizabeth.west@la.gov
Ilona Taunton (Program Administrator) <b>Present</b>		The NELAC Institute		<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

**Attachment B**

**Action Items – FAC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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.
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.
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.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
157	From NOLA Meeting: Discern added value to be included <ul style="list-style-type: none"> <li>◦ Make a list</li> <li>◦ Prioritize Items</li> <li>◦ Start with Section 4 ISO/IEC 17025:2017 (Marlene)</li> <li>◦ Evaluate Section 4 at next FAC meeting and assign new sections</li> </ul>	All	TBD	Delete. See Current Action Items
158	From NOLA Meeting: Seek Stakeholder Input for the new outline <ul style="list-style-type: none"> <li>◦ Interview data user/engineering firms</li> <li>◦ AB survey current FSMO <ul style="list-style-type: none"> <li>▪ What is value added?</li> </ul> </li> </ul>	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"> <li>• Plan Update w/ABs</li> </ul>	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.	
172	Update Summary of Suggested Changes table and send to Committee.	Scott	By next meeting.	

**Attachment C**

**Backburner / Reminders – FAC**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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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