

Field Activities Expert Committee (FAC)

Meeting Summary December 7, 2020

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on December 7, 2020 at 11:07am Eastern by teleconference. Attendance is recorded in Attachment A – there were 3 members present. Associate(s) present: Shannon Swantek and Michelle Miranda.

There were not enough voting Committee members present to do any Committee business, but Scott did want to provide an update.

2. Change Summary Table Update

Scott got no feedback from his email last month. There were no additional comments.

Scott brought up the Summary Table on Webex to show updates he has started. Ilona noted that there needs to be enough detail that people know what is being proposed so they can comment and give input.

The members discussed the new format of the table. There was general agreement to work from the new ISO/IEC 17025:2017 Standard and show how we are changing it with information from the 2014 TNI Standard and additions that weren't in the previous Standard.

Scott will continue the update of the table and send it out by email for review. He is hoping people will have time to review it before the January meeting and provide comments by email.

Scott proposed changing the Public meeting to February 4th at 2pm EST. TNI has its meeting the week 1/25/20.

3. New Business

None

4. Action Items

The table in Attachment B summarizes all action items.

5. Next Meeting

The next meeting will be January 4, 2021 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting. The agenda will include a membership discussion.

The meeting was adjourned at 12:13pm Eastern.

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	2020*	PJLA	AB	dberg@PJLabs.COM
David Fricker Absent	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 Absent	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler Absent	2021*	SampleServe	FSMO	schindler@sampleserve.com
Jack Denby Absent	2021*	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens Present	2021*	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West Absent	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
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.
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.

	Action Item	Who	Expected Completion	Actual Completion
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

	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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