

Field Activities Expert Committee (FAC)

Meeting Summary February 1, 2021

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on February 1, 2021 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associate(s) present: Adam Szafran, Bill Guyton, Bruce Weckworth, Hong Yu, Kim Watson, Patrick Selig, Justin Brown and Shannon Swantek.

The January meeting minutes were displayed on Webex for final review. Scott reviewed the minutes prior to the vote. A motion was made by Bill to approve the January 4, 2021 and January 26, 2021 minutes with a correction to the meeting date of the virtual meeting. The motion was seconded by Jack and unanimously approved.

Reminder: Public Webinar is February 19, 2021 at 1pm Eastern.

2. Membership

Scott hopes to have a special meeting on February 17, 2021 to vote on new membership.

Marlene, Jack, Elizabeth, Bill and Tyler would like to serve a second term on the FAC. Russell and Keith will be rotating off. Scott thanked them for their service

Applications have been received for Kevin Holbrooks, Patrick Selig, Hong Yu, Bill Guyton, Bruce Weckworth, Adam Szafran and Shannon Swantek.

Scott did follow-up on applications from Thomas Krause (hasn't heard back) and Ravi Manne (stakeholder group noted as an AB, but that is incorrect). If Scott will plan to encourage Ravi to join as an associate.

3. Change Summary Table Update

Scott brought up the current version of the Change Summary table and asked for input.

Hong asked about item #31. ISO/IEC 17025:2017 – Section 7.7.2. She asked if you have to do both. Need to participate in PT or some sort of inter-laboratory comparison. Justin commented they do look for PTs,, but haven't worked with inter-laboratory comparison.

Ilona asked if this should also be added to the New Concepts section to get input from the community because this should be something we should look at given the confusion.

Marlene – Have to plan ... what if there aren't any PTs and interlab comparisons? This is the key to this requirement.

Add language to the intro to make it clear that the full text of ISO/IEC 17025: 2017 will be used.

A motion was made by Elizabeth to accept all changes to the table and use it for the Public Webinar. The motion was seconded by Marlene and unanimously approved.

4. New Business

Justin Brown (Chair, NEFAP EC) noted that 2 subcommittees were formed in the NEFAP EC – Marketing and Training. The two groups have a plan and work to do. He asked if anyone on the Committee would be interested in joining either of the Subcommittees. Ilona noted that the training subcommittee is looking for ideas and input. You don't have to do the training. Kim plans to send Justin an email.

5. Action Items

The table in Attachment B summarizes all action items.

6. Next Meeting

The next meeting will be February 17, 2021 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting. *(Addition: The additional meeting was canceled. The next regular meeting will be March 1, 2021.)*

The meeting was adjourned at 11:59pm Eastern. (Motion: Elizabeth Second: Tyler 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 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 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 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

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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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