

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

### **Meeting Summary March 1, 2021**

#### 1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on March 1, 2021 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Associate(s) present: Adam Szafran, Bill Guyton,, Hong Yu, Kevin Holbrooks, Melanie Ross, Patrick Selig, Ryan Pangelinan, Rachelle Smith, David Caldwell, Joe Guzman, Wanda Harney, and Prasanth Ramakrishnan.

The February minutes will be reviewed for approval in April.

#### 2. Update

- The public webinar was completed on 2/19/21. The Committee will need to review Q&A and comments that come in by email at the April meeting.
- Membership will be discussed today.
- Marlene has gotten started with the ISO/IEC 17011:2017 update. This is the AB Standard. Marlene added LABs and the 2014 FSMO Standard to the new ISO/IEC standard.

#### 3. Public Webinar

There was good attendance and a couple of people asked to become associate members of FAC. The only item raised the Committee needs to be sure to look at is to be sure to address PTs in the Standard.

Ilona commented that the Committee is now ready to start working on the Standard. Need to make sure the template is current. Marlene, Scott and Ilona will meet to sort through the template on March 9<sup>th</sup> at 10am Eastern.

#### 4. TNI FSMO Standard - Volume 2 – ABs

Marlene has gotten started on this as described above. The TNI LAB Expert Committee language was added in black. Black and yellow is added language. Cannot change the green language (ISO/IEC language).

Scott asked what is different between LABs Standard and what we have to for field. Marlene noted they had to deal with the NELAP AC regulatory side. It also involves DW program requirements too.

The LAB language will give perspective to whether we want to add information that does work for governmental ABs. At one point the Committee wanted to be sure the Standard was useable for Governmental and Non-Governmental ABs (NGABs).

Scope is very different. Look at organization being accredited. Field does multi-site organizations. There is definitely different wording there. Flexible scopes is not used by the lab standard, but maybe appropriate for field.

Ilona noted that working on the Scope Guidance document is not on NEFAP's current scope. She also noted that Paul Bergeron, Kirstin Daigle and Tracy Szerszen did do quite a bit of work on it and that might be a good starting point for FAC.

Need to look at what NGABs are now doing for sample collection based on ISO/IEC 17025:2017. This needs to be kept in mind when looking at Scopes. Scott thought it would help to have NGABs give a presentation on what they are doing on sample collection. Maybe this is a special meeting? Marlene will take this as an action item.

Elizabeth noted that Louisiana does not accredit for NEFAP, but they accept NEFAP.

There were no concerns expressed with the format Marlene worked on. Marlene has a couple of more sections to complete and then it will be sent to the Committee.

## 5. Membership

All non-voting members were asked to leave the call.

A motion was made by Marlene to add Patrick Selig, Hong Yu, Bill Guyton, Adam Szafran and Shannon Swantek to the Committee and add a second term for Marlene, Jack, Elizabeth, Bill and Tyler. The motion was seconded by Elizabeth and there was no further discussion. The motion was unanimously approved.

## 6. New Business

None.

## 7. Action Items

The table in Attachment B summarizes all action items.

## 8. Next Meeting

The next meeting will be April 5, 2021 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting.

The meeting was adjourned at 12:27pm Eastern. (Motion: Marlene Second: Jack. 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>	2023	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>Present</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>Present</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>

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**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.
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"> <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.	

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
172	Update Summary of Suggested Changes table and send to Committee.	Scott	By next meeting.	Update sent: 1/11/21.
173	Set-up meeting with NGABs to discuss how Scopes are done.	Marlene	TBD	

**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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