

Field Activities Expert Committee (FAC)

Meeting Summary March 2, 2020

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on March 2, 2020 at 11:04am Eastern by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associate(s) present: Shannon Swantek (until 11:34am) and Bruce Weckworth.

Minutes will be approved at the April meeting.

2. Leadership

The Committee discussed the election of a Chair and Vice-Chair for 2020.

A motion was made by Keith to have Scott Haas continue as Chair and elect a new Vice-Chair, Marlene Moore. Elizabeth seconded the motion. The vote was unanimous.

Scott thanked Marlene for her help during the Newport meeting and her willingness to serve as Vice-Chair.

An email vote was started to approve the old minutes Scott distributed last January. He called for a vote. Unanimous. The minutes will be approved.

3. Standard Update

Ilona reviewed the current assignments:

Kira – Section 5 (David)

Shannon - Section 7 (Denae)

Kevin - Section 6 (Tamara)

Marlene - Section 8 (Bill Ray and Keith Klemm)

Elizabeth - Section 10

Ilona asked that the committee look back at their schedule. Only Section 8 and 10 have been worked on to date.

The committee started work on Section 8 in DMS. The question of how to handle ISO/IEC 17025:2005 language being kept was discussed. How should it be referenced? How should it be numbered?

Marlene added that Option B is not an option for the FSMO Standard.

Ilona commented that we don't really need to wordsmith right now, but need to look to see if the section needs some changes and summarize those in the Standard Change Summary table.

Scott, Marlene and Ilona will meet this week to put some instructions together for the Section leaders so we can continue to move forward this week.

4. New Business

None

5. Action Items

The table in Attachment B summarizes all action items.

6. Next Meeting

The next meeting will be April 6, 2020 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting.

The meeting was adjourned at 12:05pm Eastern. (Motion: Elizabeth. Second: Bill. Unanimous).

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
Doug Berg Absent	2020*	PJLA	AB	dberg@PJLabs.COM
David Fricker Present	2022*	A2LA	AB	dfricker@a2la.org
Keith Klemm Present	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
Kira Stokes Absent	2021*	HRSD	FSMO	Kstokes@HRSD.com
Tyler Sullens Absent	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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