

Field Activities Expert Committee (FAC)

Meeting Summary March 4, 2019

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on March 4, 2019 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 9 members present. Associate Members: John Moorman, David Fricker, Michelle Miranda and Bruce Weckworth.

Meeting minutes are sent to the committee by email. If no comments are received within one week of the email notification, they are considered approved and are posted on the TNI website.

2. Standard Update

Scott picked up where he left off last month - Section 6.2.

Discussion: Marlene noted that policies and procedures are not part of the 2017 version of ISO/IEC 17025. The Committee needs to discuss whether this needs to be added in. Section 4.1.5 of ISO/IEC 17025:2005 is not duplicated and will be left in this document today for further discussion as the Committee begins working on the new standard.

A copy of track changes made to the combined document during the meeting can be found in Attachment E. The Committee ended at Section 6.2.5.f.

3. Membership

All associate members were asked to step off the call to finalize new membership on the Committee. David Fricker provided an application and biography.

Marlene made a motion to add David Fricker to the FAC. The motion was seconded by Elizabeth and was unanimously approved.

Shannon will check back with Ty Garber (PT Provider) about possible membership.

4. New Business

None.

5. Action Items

The table in Attachment C summarizes all action items. See notes on table.

6. Next Meeting

The next meeting will be Tuesday, 3-19-19, at 11am Eastern and will be held by teleconference. This is an extra meeting in March.

The meeting was adjourned at 12:33am Eastern. (Motion – Shannon Second – Elizabeth Unanimous approval)

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information
Shannon Swantek (Vice-Chair) Present	2020	ESI	Other	sswantek@envstd.com
Kevin Holbrooks Present	2020	Jacksonville Electric Authority	Other	holbke@jea.com
Doug Berg Absent	2020*	PJLA	AB	dberg@PJLabs.COM
Scott Haas (Chair) Present	2022	Environmental Testing, Inc.	FSMO	shaas@etilab.com
Kieth Klemm Present	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore Present	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Andora Nguyen Absent	2022	Eurofins Eaton Analytical	Other	AndoraNguyen@eurofinsUS.com
Bill Ray Absent	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler Absent	2021*	SampleServe	FSMO	schindler@sampleserve.com
Kira Stokes Present	2021*	HRSD	FSMO	Kstokes@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

Attachment B

NEFAP ADVOCACY SCHEDULE

Organization	Event	Type of Presentation	Event Dates	Presenter
Past Events				
Midwest Groundwater Association	2009 Annual Midwest Groundwater Conference	Poster	October 15, 2009	Justin Brown
National Groundwater Association	2010 National Groundwater Summit	Speaking	April 13, 2010	Justin Brown
US Department of Defense	2010 EDQW	Speaking	April 15, 2010	Justin Brown
AEHS Foundation, Inc	26th Annual International Conference on Soils, Sediments, Water, and Energy	Poster	October 18, 2010	Declined Invitation (nobody to present)
US Environmental Protection Agency	20 th Annual Quality Assurance Conference	Speaking	October 20, 2010	Jo Ann Boyd
Pacific Northwest Clean Water Association	2010 Annual Conference	Speaking	October 26, 2010	Keith Champman
NWEC	2010 Northwest Environmental Conference	Speaking	December 6, 2010	Scott Hoatson
Midwest Water Analysts Association	2011 Winter Expo	Speaking	January 28, 2011	Justin Brown
Battelle	Battelle for the International Conference on Remediation of Contaminated Sediments	Poster	February 7, 2011	Declined Invitation (nobody to present)
SSAAP	Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference	Speaking	March 20, 2011	Scott Evans
American Water Works Association	2011 Watercon	Speaking	March 20, 2011	Justin Brown
US Department of Defense	2011 EDQW	Speaking	March 28, 2011	Justin Brown
ASQ	2011 ASQ Energy and Environment Conference	Speaking		Randy Querry
US Environmental Protection Agency	2011 Annual EPA Quality Assurance Conference	Speaking	October 18, 2011	Jo Ann Boyd
Midwest Environmental Laboratory Stakeholders	2011 MELSS Annual Meeting	Speaking	December 2, 2011	Justin Brown

Organization	Event	Type of Presentation	Event Dates	Presenter
	2012 Environmental Regulatory and Compliance Conference	Speaking		Calista Daigle
US Environmental Protection Agency	2012 On-site testing conference	Speaking	January 23, 2012	Lauren Smith
US Department of Defense	2012 EDQW	Speaking	March 2012	Justin Brown/ Marlene Moore
Stack Testing Accreditation Council	2012 Source Evaluation Society Annual Conference	Speaking	March 7, 2012	Maggie Cangro
Texas Commission for Environmental Quality	2012 TCEQ Environmental Trade Fair and Conference	Speaking	May 1, 2012	Mike Shepard
US Environmental Protection Agency	2012 Annual EPA Quality Assurance Conference	Speaking	October 15, 2012	Jo Ann Boyd
PIANC USA/ COPRI ASCE	2012 Dredging PIANC/ COPRI ASCE	Speaking	October 22, 2012	Declined Invitation (nobody to present)
Environmental Protection Agency / Dept. of Homeland Security	2013 On-site Analysis Conference	Speaking	January 23, 2013	Lauren Smith
Louisiana Water Environment Association	21st Annual Technical Exhibition and Conference Louisiana Water Environment Association Conference	Speaking	April 18, 2013	Tracy Szerszen
Oregon Environmental Laboratory Association	OELA/ORELAP Annual Environmental Lab Workshop	Speaking	May 16, 2013	Kim Watson
Florida Society of Environmental Analysts	2013 FSEA Annual Spring Meeting and Technical Session	Speaking/ Technical Seminar	May 22, 2013	John Moorman
State Assessor Forum	Conference Call	Speaking / Q&A	July 22, 2013	Justin Brown Marlene Moore
US Army Corp of Engineers	Regional Workshop	Speaking	September 11 th , 2013	John Moorman
US Environmental Protection Agency	2013 Annual EPA Quality Assurance Conference Conference	Speaking	October 14, 2013	Jo Ann Boyd
Florida Society of Environmental Analysts	Field Quality Systems Workshop	Speaking	October 23 rd , 2013	John Moorman
Illinois Association of Environmental Testing Labs	Midwest Environmental Stakeholder Summit	Speaking	December 6 th , 2013	Jerry Parr
TWUA	??	Speaking	March 10 th , 2015	JoAnn Boyd

Organization	Event	Type of Presentation	Event Dates	Presenter
US Environmental Protection Agency	2014 Annual EPA Quality Assurance Conference	Speaking	October 24, 2014	Jo Ann Boyd
TCEQ	TCQ Trade Fair	Speaking	May 5, 2015	Marlene Moore
NEMC/TNI	NEMC Conference – Full Day Training: Sample Collection Design and Accreditation – Is Your Sample Data Defensible?	Speaking	July, 17, 2015	Marlene Moore
FSEA	FSEA Meeting Workshop	Speaking	October 28, 2015	John Moorman (Additional: Mitzi Miller, Katie Strothman, Kelly feist, Mike Shepherd, Chris Gunning, Doug Berg)
FSEA	FSEA Meeting Workshop – NEFAP Forum	Speaking	May 25, 2016	John Moorman (Additional: Calista Daigle, Katie Strothman, Mike Shepherd, Chris Gunning, Doug Berg)
TNI	NEFAP Forum	Webinar	June 13, 2016	John Moorman
NEMC/TNI	NEFAP Workshop	Speaking	August 10, 2016	John Moorman
Dallas – Pretreatment Coordinators	Dinner Meeting	Speaking	March 6, 2017	Jerry Parr
Upcoming Events				

Attachment C

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	
144	Review last Standard Update information in upcoming committee meeting.	All	TBD	
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	
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	
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.	

	Action Item	Who	Expected Completion	Actual Completion
156	Read NEFAP: 2014 and ISO/IEC 17025:2017	All	Added 9/18/18: 10/1/18	
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	
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	
159	From NOLA Meeting: Public Meeting/Webinar for Input	All	TBD	
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	
162	Color code DRAFT AB Standard.	Scott	TBD	
165	Prepare redline strikeout update of each Section to remove duplicate language. Send to Shannon or Ilona so they can send it to the Committee for comment.	Kevin, Kira, Marlene, Shannon, Elizabeth (Bill?)	12/17/18	No longer needed since Committee is doing this together.
168				
169				
170				
171				

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Review charter in October 2019.	2/2/11	Standing task.
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.
4			

Attachment E:

6.2 Personnel

6.2.1

4.1.5 ISO/IEC 17025:2005(E), Clause 4.1.5

The laboratory shall

d) have policies and procedures to avoid involvement in any activities that would diminish confidence in its competence, impartiality, judgement or operational integrity.

5.2 Personnel (ISO/IEC 17025:2005(E) Clause 5.2)

5.2.1 ISO/IEC 17025:2005(E), Clause 5.2.1

NOTE 1: In some technical areas (e.g. non-destructive testing) it may be required that the personnel performing certain tasks hold personnel certification. The laboratory is responsible for fulfilling specified personnel certification requirements. The requirements for personnel certification might be regulatory, included in the standards for the specific technical field, or required by the customer

6.2.2

5.1.2 ISO/IEC 17025:2005(E), Clause 5.1.2

5.2.4 ISO/IEC 17025:2005(E), Clause 5.2.4

The laboratory shall maintain current job descriptions for managerial, technical and key support personnel involved in tests and/or calibrations.

6.2.3

4.1.5 ISO/IEC 17025:2005(E), Clause 4.1.5

The laboratory shall

k)

Commented [SH1]: ISO17025 removes policies and procedures references. Do we what to add that back into the standard language?

Commented [SH2]: Previously Inserted.

Deleted: The laboratory management shall ensure the competence of all who operate specific equipment, ¶
perform tests and/or calibrations, evaluate results, and sign test reports and calibration certificates. When using staff who are undergoing training, appropriate supervision shall be provided. Personnel performing specific tasks shall be qualified on the basis of appropriate education, training, experience and/or demonstrated skills, as required.

Commented [SH3]: Review requirements for personnel certification.

Deleted: NOTE 2: ~~The personnel responsible for the opinions and interpretation included in test reports should, in addition to the appropriate qualifications, training, experience and satisfactory knowledge of the testing carried out, also have:~~ ¶
relevant knowledge of the technology used for the manufacturing of the items, materials, products, etc. tested, or the way they are used or intended to be used, and of the defects or degradations which may occur during or in service; ¶
knowledge of the general requirements ... [1]

Deleted: 5.2.3 ~~ISO/IEC 17025:2005(E), Clause 5.2.3~~ ¶
The laboratory shall use personnel who are employed by, or under contract to, the laboratory. [2]

Deleted: The extent to which the factors contribute to the total uncertainty of measurement differs considerably between (types of) tests and between (types of) calibrations. The laboratory shall take account of these factors in developing test and ... [3]

Deleted: 5.2.1 ISO/IEC 17025:2005(E), Clause 5.2.1 ¶
The laboratory management shall ensure the competence of all who operate specific equipment ... [4]

Commented [SH4]: Hold for future discussion. 17025 language does not specifically use term job description. See 6.2.4 and surrounding.

Deleted: 5.5.2 ~~ISO/IEC 17025:2005(E), Clause 5.5.2~~ ¶
~~Equipment and its software used for testing, calibration and sampling shall be capable of ... [5]~~

Deleted: 5.2.2.1 ~~The FSMO shall have sufficient personnel with the necessary education, training, technical knowledge and experience for their assigned functions.~~ ¶

6.2.4

4.2.6 The roles and responsibilities of technical management and the quality manager, including their responsibility for ensuring compliance with this International Standard, shall be defined in the quality manual.

4.2.4 Top management shall communicate to the organization the importance of meeting customer requirements as well as statutory and regulatory requirements.

6.2.5

5.2.2 ISO/IEC 17025:2005(E), Clause 5.2.2

The management of the laboratory shall formulate the goals with respect to the education, training and skills of the laboratory personnel. The laboratory shall have a policy and procedures for identifying training needs and providing training of personnel. The training programme shall be relevant to the present and anticipated tasks of the laboratory. The effectiveness of the training actions taken shall be evaluated.

d) supervision of personnel;

4.1.5 ISO/IEC 17025:2005(E), Clause 4.1.5

The laboratory shall

e) authorization of personnel;

Deleted: NOTE: --Individuals may have more than one function and it may be impractical to appoint deputies for every function.

Deleted: 5.2.5 ISO/IEC 17025:2005(E), Clause 5.2.5

The management shall authorize specific personnel to perform particular types of sampling, test and/or calibration, to issue test reports and calibration certificates, to give opinions and interpretations and to operate particular types of equipment. The laboratory shall maintain records of the relevant authorization(s), competence, educational and professional qualifications, training, skills and experience of all technical personnel, including contracted personnel. This information shall be readily available and shall include the date on which authorization and/or competence is confirmed.

Deleted: 5.4.3 Laboratory-Developed Methods (ISO/IEC 17025:2005(E), Clause 5.4.3)

The introduction of test and calibration methods developed by the laboratory for its own use shall be a planned activity and shall be assigned to qualified personnel equipped with adequate resources.

Plans shall be updated as development proceeds and effective communication amongst all personnel involved shall be ensured.

Commented [SH5]: Alternate location possibly 5.4; 8.2

Deleted: 4.2--Management System (ISO/IEC 17025:2005(E) Clause 4.2)

4.2.1 --The laboratory shall establish, implement and maintain a management system --appropriate to the scope of its activities. The laboratory shall document its policies, --systems, programmes, procedures and instructions to the extent necessary to assure the --quality of the test and/or calibration results. The system's documentation shall be --communicated to, understood by, available to, and implemented by the appropriate --personnel.

Commented [SH6]: Should criteria for management be defined in the standard or is that up to the FSMO to define?

Commented [SH7]: Should requiring goals be kept?

Deleted: 5.2.5 ISO/IEC 17025:2005(E), Clause 5.2.5

The management shall authorize specific personnel to perform particular types of sampling, test and/or calibration, to issue test reports and calibration certificates, to give opinions and interpretations and to operate particular types of equipment. The laboratory shall maintain records of the relevant authorization(s), competence, educational and professional qualifications, training, skills and experience of all technical personnel, including ... [6]

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