

Field Activities Expert Committee (FAC)

Meeting Summary April 5, 2021

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on April 5, 2021 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 9 members present. Associate(s) present: Thomas Krause, Chris Fullerton and Bruce Weckworth.

The February and March minutes were emailed and shared by Webex for review.

A motion was made by Doug to approve the February 1, 2021 minutes as written. The motion was seconded by Shannon and unanimously approved.

A motion was made by Doug to approve the March 1, 2021 minutes as written with a typo correction in Section 2 (review). The motion was seconded by Adam and unanimously approved.

2. Standard

- People will check out the document with Ilona when they want to make updates.
- Ilona will check with Jan to see if she can put a document back together with track changes on for each document.
- The Committee will work on more involved topics together.
- Scott would like people to help him develop a list of significant changes.
- Marlene would like the ABs to spend some time looking at Volume 2. She wants to get that section started. We were behind on this one, but Marlene caught us up. She would like input in the next 2 weeks so it can get back on schedule.

Scott pulled up the comments received from the Public Webinar and reviewed them on Webex.

- There was a comment about inter-laboratory samples verses PTs.
- There were two companies that prepared comments and sent them.

6. Safety is already covered by OSHA and company policies. This shouldn't need to be in the Standard.

8 & 11. Some projects last more than a decade. The info shared during the Public Webinar seemed like it required a SAP for every sampling event. Scott note that language needs to be worked on. There was also info on statistical events and finding a representative sample. Some of their work is to sample specific areas, so this wouldn't fit with the statistical analysis requirement. Shannon didn't think this should be a problem, so the language suggested will be reviewed. Should statistical analysis be applied to a particular sampling event? Is it relevant? There are also examples where it is needed, but just not practical for every job.

19. They were not in favor of modules. Seems to complicate things. Scott noted that modules may make Scopes easier? Need to look into this further.

Marlene noted that reading through the comments it is clear that the Committee needs to consider making sure where the words "where appropriate" are needed.

8. Hong commented on #8 - need to demonstrate the cleanliness. Still need a procedure to do this. How much do we include in the Standard or is it just appropriate to leave this to the FSMO? Making procedures relevant to every industry is challenging.

Bruce noted that you have to have a system to make sure equipment stays in working condition. Quarterly checks or something similar should be considered. It shouldn't just be checked prior to use.

They think the language for sampling is too specific.

They think modules are worth considering.

These organization comments would be good to help develop the controversial list of comments.

Ilona asked if the comments above should be incorporated into the template. Ilona will make the updates to the 1-14 comments and look to Scott to incorporate the 15-19 items.

Marlene would like comments by April 23, 2021. She will then have a conversation with the ABs the week of April 26th (action item). Marlene will talk to Elizabeth and David Caldwell in these discussions.

Scott asked people to send him standard update topics they think should be worked on by the Committee. Other topics can be worked on by individuals working on specific sections. He asked that people consider this over the week and send him ideas by next Monday (4/12/21).

3. New Business

Marlene wanted to point out that EPA is doing a lot with sampling. See if they want to be involved in working on this Standard. Letter written in 2018. Pass these types of letters to Marlene and Scott. Need to follow-up with other agencies.

The Committee should look at the DoD QSM that is out for comment. They have already added more on sampling in the QSM. This might help us with some of the wording in the Standard. It is available on the Denix website. 6.0 is out for comment. They are sending out a request for comments on Module 5. They have already received comments on Modules 1, 3 and 7. Came out February 11, 2021. Doug would be willing to bring information to the May meeting on what DoD is doing on sampling language.

4. Action Items

The table in Attachment B summarizes all action items.

5. Next Meeting

The next meeting will be May 3, 2021 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting. *(Addition: The meeting was delayed to May 10, 2021 at 11am Eastern.)*

The meeting was adjourned at 12:29pm Eastern. (Motion: Doug Second: Marlene. 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 Present	2023	PJLA	AB	dberg@PJLabs.COM
David Fricker Absent	2022*	A2LA	AB	dfricker@a2la.org
Patrick Selig Present	2024*	ANAB	AB	x@anab.org
Marlene Moore Present	2024	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray Present	2024	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Jack Denby Absent	2024	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens Present	2024	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West Absent	2024	Louisiana DEQ	AB	elizabeth.west@la.gov
Shannon Swantek Present	2024*	Enlightened Quality Analytics	Other	shannon@enlightenedquality.com
Adam Szafran Present	2024*	EMT, Inc	FSMO	aszafran@emt.com
Hong Present	2024*	Chevron	FSMO	hong.yu@chevron.com
Bill Guyton Absent	2024*	ERM	FSMO	bill.guyton@erm.com
Ilona Taunton (Program Administrator) Present		The NELAC Institute		Ilona.taunton@nelac-institute.org

* - Eligible for a second term.

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.
173	Set-up meeting with NGABs to discuss how Scopes are done.	Marlene	TBD	
174	Include public comments in Standard template.	Scott Ilona	Before next mtg	
175	Send Scott list of standard topics that should be worked on by the full committee.	All	4/12/21	
176	Comment on Volume 2 – AB and send to Marlene.	All	4/19/21	

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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