

Field Activities Expert Committee (FAC)

Meeting Summary April 6, 2020

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on April 6, 2020 at 11:02am Eastern by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associate(s) present: Kevin Holbrooks, John Moorman, Theresa Rojas, Jack Denby and Bruce Weckworth.

Attendees on the call noted that virtual audits are being done for reassessments given the travel and quarantine limitations.

The January, February and March meeting minutes were distributed by email for review prior to the meeting.

A motion was made by Bill to approve the January 6, 2020 as written. The motion was seconded by Marlene and unanimously approved.

A motion was made by Bill to approve the February 5, 2020 with a correction to Scott's name spelling. The motion was seconded by Marlene and unanimously approved.

A motion was made by Elizabeth to approve the March 2, 2020 as written. The motion was seconded by Bill and unanimously approved.

2. 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

Progress:

- David worked on Section 5 of the Standard.

- Elizabeth was sent Annex A. She needs to get started. She and Scott also need to enter in her comments on Section 10.

- Section 6 – Kevin will start work on this. He is working from home, so should have

access to DMS. Scott will follow-up with Tamara to see if she is still available.

- Section 7 – David offered to review Section 7 since Shannon’s workload has increased. Bill will help David.
- Section 8 – Marlene has completed the Change Summary form. It needs to be reviewed by the Committee.

Ilona suggested leaving the 2005 ISO/IEC language italicized and putting a reference in parentheses every time 2005 ISO/IEC language is added. She also suggested not changing “laboratory” to “FSMO” in the 2005 language, so the language stays ISO/IEC language and the change doesn’t need to be explained.

Terms and Definitions will be important. The Committee needs to be sure that the TNI Glossary Definitions are the same as what we put in the Standard. Scott volunteered to work on this.

Ilona agrees with Scott that adding new definitions to the Change Summary form makes sense.

Many states are talking about or already have extended the quarantine period into May. Scott will send emails between now and the next meeting so the Committee can make more progress between meetings. He is hoping to complete the Change Summary form and plan a Public Webinar to review it late June or July.

3. Membership.

Jack Denby is the QA Manager for field activities in HRSD. Bruce works for HRSD also. Both are interested in joining.

Scott asked the Associate members to step off the call so the committee could discuss membership.

A motion was made by Marlene to approve Jack Denby as a new FAC member. The motion was seconded by Bill and approved unanimously.

Bruce Weckworth will continue as a valuable associate member.

Scott will talk to both Jack and Bruce to see if they can be added to help with one of the section assignments noted above.

Scott will also check in with Doug to confirm he wants to continue his second term.

4. New Business

None

5. Action Items

The table in Attachment B summarizes all action items.

6. Next Meeting

The next meeting will be May 4, 2020 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting.

The meeting was adjourned at 12:29pm Eastern. (Motion: Bill. Second: Elizabeth. 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	2020*	PJLA	AB	dberg@PJLabs.COM
David Fricker Present	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
Kira Stokes Absent	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

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.
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.
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.

	Action Item	Who	Expected Completion	Actual Completion
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.
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.
4			