

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

### **Meeting Summary May 10, 2021**

#### 1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on May 10, 2021 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associate(s) present: Kevin Holbrooks, Thomas Krause, Chris Fullerton and Jacob Gruzalski. Wanda Harney added in after the meeting started.

The April minutes were emailed and shared by Webex for review. A motion was made by Adam to approve the April 5, 2021 minutes as written. The motion was seconded by Tyler and after no discussion, it was unanimously approved.

#### 2. Standard – Volume 2

Marlene has received comments from PJLA and ANAB.

- Patrick provided comments from ANAB. He made no major comments.
- Doug provided comments from PJLA.

Marlene will work on these comments this weekend and get out a new draft copy of Volume 2 of the Standard to the Committee.

Scott noted that we need to really work on the Scope section. He thinks that sometimes scopes can give one organization an advantage over another. Marlene noted that we should look at Flexible Scopes. This is an option in ISO/IEC 17011.

Marlene commented that you can say you are accredited to water samples – drinking water, wastewater, ocean or whatever. You can take that water sample because you've demonstrated the capability to do that as an organization, but the individual still needs to demonstrate they are capable.

People should continue to send Marlene comments.

#### 3. Standard – Volume 1

Scott did a review of the sections being worked on and asked for volunteers to work on the specific sections. People were not ready to volunteer yet, so he decided to start work on Section 6.

There are some concepts in Section 6 that we have been talking about. He opened the combined Standard the Committee completed last year and started working through the language on Webex.

## Section 6.2 – Personnel.

Do we need to keep some of the 2005 language from Section 4.1.5 (d). The new language does not specify policies and procedures. The Committee did not receive any feedback in the public webinar on this.

Look for training – signed forms, signed confidentiality agreements, etc ... Are these types of forms in a procedure?

Jacob's company sets a mock sampling event, training and a written test for a client to demonstrate field capabilities. They found the actual sampling doesn't have a lot of issues, but documentation and calibration of meters, etc ... It was a simple concept, but it has become more difficult. It has been successful. Maybe a new sampler should be required to spend time with an experienced person in the field. Demonstration of Capabilities in Field is hard to do. Jacob's company acts as a third party.

It has to be real world. Reading in the office is not the same. Bruce agreed with this. His company has also wrestled with how to evaluate and document competency of field samplers. A test can be given on requirements in SOPs, but the observation piece makes or breaks the training. Need to connect understanding it and applying it.

Scott asked if we need to add something about how competence is documented? Or do you leave it up to the FSMO? There was thought this is addressed in 6.2.2 and 6.2.3. Scott agreed.

Stating there needs to be a policy and/or procedure gives them guidance on implementation.

Could add a Note: Written policies or procedures may be helpful to demonstrate compliance to this requirement.

This type of note may be noted throughout the Standard. If that is the case, it should be added at the start.

Remove Section 4.1.5 (d) from ISO/IEC 2005 version. There was agreement.

Wanda thinks it is important to include guidance on implementation. Ohio EPA has a document they make available that includes information on what should be included in training. You can use a vendor or meet the requirements when you train your samplers.

Hong noted that the Standard also applies to field measurements. Would that require DOCs like what is required in NELAP? Scott commented that it could be required. Perhaps these are some of the things the group can continue to look at and discuss by email between now and the next meeting.

The Committee will continue discussion at the next meeting in June. Need to continue discussion on demonstration of capability.

#### 4. Charter

Scott plans to do most of the Charter review by email. He will review it and make updates as needed. He will then send it to the Committee for comment. He hopes to finalize it during the June meeting.

#### 5. New Business

None.

#### 6. Action Items

The table in Attachment B summarizes all action items.

#### 7. Next Meeting

The next meeting will be June 7, 2021 at 11am Eastern by teleconference. Ilona will send out Webex invitations the morning of the meeting.

The meeting was adjourned at 12:30pm Eastern. (Motion: Adam Second: Tyler. 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>Absent</b>	2022*	A2LA	AB	<a href="mailto:dfricker@a2la.org">dfricker@a2la.org</a>
Patrick Selig <b>Present</b>	2024*	ANAB	AB	x@anab.org
Marlene Moore <b>Present</b>	2024	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray <b>Absent</b>	2024	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Jack Denby <b>Present</b>	2024	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens <b>Present</b>	2024	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West <b>Present</b>	2024	Louisiana DEQ	AB	elizabeth.west@la.gov
Shannon Swantek <b>Absent</b>	2024*	Enlightened Quality Analytics	Other	shannon@enlightenedquality.com
Adam Szafran <b>Present</b>	2024*	EMT, Inc	FSMO	aszafran@emt.com
Hong <b>Present</b>	2024*	Chevron	FSMO	<a href="mailto:hong.yu@chevron.com">hong.yu@chevron.com</a>
Bill Guyton <b>Absent</b>	2024*	ERM	FSMO	bill.guyton@erm.com
Ilona Taunton (Program Administrator) <b>Present</b>		The NELAC Institute		<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

\* - Eligible for a second term.

**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	
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**

	<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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