

Field Activities Expert Committee (FAC)

Meeting Summary May 4, 2020

1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on May 4, 2020 at 11:02am Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate(s) present: Kevin Holbrooks, Patrick Selig (ANAB) and John Moorman (added in 11:30 am Eastern).

The April 2020 meeting minutes were distributed by email for review prior to the meeting. A motion was made by Bill to approve the April 6, 2020 as written. The motion was seconded by Tyler and unanimously approved.

2. Review

Scott and Ilona will review the action table this month and update it for review at the next meeting.

Scott and Ilona will work on the Internal Audit corrective action response this month and share a DRAFT at the next meeting.

3. Standard Update

Ilona reviewed the current assignments:

Kira – Section 5 (David)
David - Section 7 (Shannon, Denae)
Kevin - Section 6 (Scott, Tamara)
Marlene - Section 8 (Bill Ray)
Elizabeth - Section 10

Progress:

- Section 6 - Scott and Kevin worked on Section 6 and have about 45 minutes left to finish.
- David couldn't attend today, but he is working on Section 7.
- Definitions still need to be worked on.
- Elizabeth worked on Section 10 and sent it to Scott for input into PowerDMS.

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Ilona reminded the group that the review purpose is not propose specific language changes at this time, but to figure out what needs to be changed/added and complete the Summary of Suggested Changes form. There are 3 columns – the first is what is there now, the second is what needs to be changed or added and the third is why the change/addition is needed.

Scott started in Section 5 in DMS:

- Do we want to keep concept of deputies and quality policy? There was general agreement.
- Perhaps change form should include a note that we are moving to the 2017 ISO/IEC 17025 Standard, but concepts of Quality Manager, Technical Manager, Quality Policy will be maintained in the new TNI Standard.
- Evidence of management commitment. Patrick noted Section 8.6 talks about continuous improvement. Section 8.2.1 states that laboratory management shall establish what is needed to fulfill the requirements of the Standard. This should replace the language from the 2005 ISO/IEC 17025 Standard that was placed in Section 5.
 - Ilona noted that QS is working on clearly defining documents and records. This sometimes gets confused. Scott noted that a record shows that you follow the document. Maybe we could add a note in Section 8.2.1 that comments that you should be looking for records to support this. Ilona noted that this might make more sense to do in the AB Standard the group still needs to do.
 - Section 8.3.1 – gives a definition of what documents should be.
 - Decided to delete out of Section 5.
- Everyone agreed the concept of Technical Manager and Quality Manager will be kept.
- Do we need to add technical manager requirements to the FSMO Standard? Tyler noted that this is an issue for NELAP because their current requirements are making it difficult to find people that qualify. Tyler thinks this concept should be in the FSMO language. Perhaps the Committee should take Section 4.1.7 and 5.2.6.1 in the NELAP Standard. Need to customize something like this that fits with field standard. John Moorman noted that his experience is that college degrees shouldn't need to be a requirement. He prefers experience over an advanced degree. He is not sure it makes sense to add Technical Manager requirements.

Scott will be better about communication outside of the meetings to get everyone up to speed.

- He will work on the table and get it out.
- Scott will look at Technical Manager language. Ilona asked if Patrick has Technical Manager in the ANAB application. Ilona will check with PJLA and A2LA.
- Tyler needs help with DMS. Can't get logged in.

Scott will be sending out an email to get everyone to start completing the Change Table. Scott will clean-up what he has and send it out. Ilona noted that Marlene was hoping that Section 8 could be an example. She completed it already. Needs to be reviewed.

4. Membership

Scott will talk to Denae, Tamara and Doug Berg to figure out membership status and report back next month.

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 1, 2020 at 11am Eastern by teleconference. Ilona will send out Webex invitations the day of the meeting. *(Addition: The June meeting was canceled. The next meeting was 7/6/20.)*

The meeting was adjourned at 12:34pm Eastern. (Motion: Tyler Second: Jack 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 Absent	2022*	A2LA	AB	dfricker@a2la.org
Keith Klemm Absent – Patrick Selig	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore Absent	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
Jack Denby 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

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.
171	Update Action Table.	Scott, Ilona	By next meeting.	
172	Update Summary of Suggested Changes table and send to Committee.	Scott	By next meeting.	

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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