

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

### **Meeting Summary June 7, 2021**

#### 1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on June 7, 2021 at 11am Eastern by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associate(s) present: Thomas Krause, Chris Fuller. Wanda Harney, Bruce Weckworth, Linda O'Donnell, and John Moorman.

The May minutes were emailed and shared by Webex for review. A motion was made by Adam to approve the May 10, 2021 minutes with the removal of an apostrophe in Section 2. The motion was seconded by Elizabeth and after no discussion, it was unanimously approved.

#### 2. Charter

Scott presented the Charter worked on through email since the last meeting.

A motion was made by Adam to accept the Charter as sent with the agenda. The motion was seconded by Jack.

Vote:

Adam – For

Scott – For

David – For

Hong – For

Jack – For

Elizabeth – For

Bill and Shannon were not available for vote. There were sound problems and everyone had to hang-up and call back in as the vote was started. Ilona sent an email to Bill and Shannon to get their votes:

Bill – For (by email on 6/7/21)

The motion was passed and the Charter was accepted. Scott will send it on to CSDEC for approval.

### 3. FSMO Standard Update – Volume 1

Scott did a review of the sections being worked on and asked for volunteers to work on the specific sections. As stated during the review of the minutes, Shannon is happy to help with any sections needed - probably Section 7.

The Committee continued to work on Section 6 and re-started at Section 6.2.3.

#### Section 6.2.3:

Added to the first paragraph: This shall also include any certifications or licenses required.

This addresses a concern from the Public Webinar.

Looking at Section 4.1.5.k from the 2005 ISO/IEC 17025 Standard, a concern was expressed on how to assess this (“ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the objectives of the management system.”). Scott will send this out for email discussion to explore. Seems like this is important but need some time to articulate it better. This has also been added to Section 4 of the DRAFT Standard.

#### Section 6.2.4:

Move Section 4.2.6 from the 2005 ISO/IEC 17025 language to Section 5.2.

Looked at Section 4.2.4 from the 2005 ISO/IEC 17025 language also placed in this section. The original context for the addition is not available. Good thought to consider in keeping with the new ISO Standard of allowing more flexibility but no specific action required related to this section. This fits better with Section 8.2.2 of the DRAFT Standard. The laboratory shall provide evidence that top management has communicated the importance of meeting customer, statutory, and regulatory requirements. Laboratory policies shall include the importance of meeting customer, statutory, and regulatory requirements. Scott will send this to the Committee for more discussion.

#### Section 6.2.5:

Under Section c), the Committee looked at the language added to this section from section 5.2.2 from the 2005 ISO/IEC 17025 Standard. The Committee talked about removing the term “goals”.

Sound became a problem again, so the Committee decided to end the call and restart at this section next month.

### 4. New Business

None.

## 5. Action Items

The table in Attachment B summarizes all action items.

## 6. Next Meeting

The next meeting would normally be July 5, 2021, but it is an holiday for most. Scott will reach out by email to determine the date of the next meeting. *(Addition: There was no meeting in July and the next meeting was during the virtual conference on August 11, 2021 at 1pm Eastern by teleconference.)*

The meeting was adjourned at 12:25pm Eastern. (Motion: David Second: Adam. 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>Present</b>	2022*	A2LA	AB	<a href="mailto:dfricker@a2la.org">dfricker@a2la.org</a>
Patrick Selig <b>Absent</b>	2024*	ANAB	AB	x@anab.org
Marlene Moore <b>Absent</b>	2024	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray <b>Present</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>Absent</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>Present (until 11:30am Eastern)</b>	2024*	Enlightened Quality Analytics	Other	shannon@enlightenedquality.com
Adam Szafran <b>Present</b>	2024*	EMT, Inc	FSMO	aszafran@emt.com
Hong Yu <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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