

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

### **Meeting Summary July 13, 2020**

#### 1. Roll call:

Chair, Scott Haas, called the FAC meeting to order on July 13, 2020 at 11:02am Eastern by teleconference. Attendance is recorded in Attachment A – there were 4 members present.

There were not enough members present for Committee business, but Scott decided to do an update.

#### 2. Update

- David finished reviewing Section 5 and is not recommending any additional changes other than those noted in our previous discussions where the standards were combined.
- Bill is working through some items in Section 8. He is going to send those to Marlene for review and then on to the Committee.
- Scott will coordinate a call for later in the week with David Fricker and Shannon to review and finalize recommendations on Section 7. David is also going to take a look at the introduction, section 1, section 2 and section 4 that we will also discuss.
- Scott will work on Section 3 this week and update the table. He will also add the information that Elizabeth previously provided on Annex A.
- Kevin and Scott are working on coordinating a time next week to finalize all recommendations for Section 6.

#### 3. New Business

None

#### 4. Action Items

The table in Attachment B summarizes all action items.

## 5. Next Meeting

The next meeting will be planned by email. Ilona will send out Webex invitations the day of the meeting. *(Addition: There was no meeting in August and September. The next meeting was October 5, 2020.)*

The meeting was adjourned at 11:15pm Eastern.

**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>	2020*	PJLA	AB	dberg@PJLabs.COM
David Fricker <b>Present</b>	2022*	A2LA	AB	<a href="mailto:dfricker@a2la.org">dfricker@a2la.org</a>
Keith Klemm <b>Absent</b>	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore <b>Absent</b>	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray <b>Present</b>	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler <b>Absent</b>	2021*	SampleServe	FSMO	schindler@sampleserve.com
Jack Denby <b>Absent</b>	2021*	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens <b>Present</b>	2021*	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West <b>Absent</b>	2021*	Louisiana DEQ	AB	elizabeth.west@la.gov
Ilona Taunton (Program Administrator) <b>Present</b>		The NELAC Institute		<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

**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.
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.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
157	From NOLA Meeting: Discern added value to be included <ul style="list-style-type: none"> <li>◦ Make a list</li> <li>◦ Prioritize Items</li> <li>◦ Start with Section 4 ISO/IEC 17025:2017 (Marlene)</li> <li>◦ Evaluate Section 4 at next FAC meeting and assign new sections</li> </ul>	All	TBD	Delete. See Current Action Items
158	From NOLA Meeting: Seek Stakeholder Input for the new outline <ul style="list-style-type: none"> <li>◦ Interview data user/engineering firms</li> <li>◦ AB survey current FSMO <ul style="list-style-type: none"> <li>▪ What is value added?</li> </ul> </li> </ul>	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"> <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.	
172	Update Summary of Suggested Changes table and send to Committee.	Scott	By next meeting.	

**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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