

Field Activities Expert Committee (FAC)

Meeting Summary August 11, 2021

1. Roll call:

Scott Haas, Chair, called the meeting to order at 1pm Eastern by webinar on August 11, 2021 during the TNI Accreditation Forum. Attendance is recorded in Attachment A – there were 4 members present. Associates present: Justin Brown and Nilda Cox.

2. Standard

The Committee worked on the FSMO Standard update today. Scott provided some history to share how the committee got to this stage. The Committee started with ISO/IEC 17025:2017 and then inserted TNI language and missing ISO/IEC 17025:2005 language. The Committee is now going back through this document to decide what to keep from the 2014 Standard, ISO/IEC 2005 language and make additions to improve the Standard.

Marlene is also working on Volume 2 – the AB portion of the Field Standards. She sent a DRAFT update around to the ABs and committee members. She has some comments from ANAB and PJLA. She is hoping to incorporate these and send out to everyone for comment in 30 days. She used the Draft NELAP version of this Standard to help with this update. She hopes to have a DRAFT Standard for the Committee to vote in by the end of the year.

Scott brought up a copy of the document (Standard Update) to work on. The black italic language is ISO/IEC 17025:2017 language (none of this language can be deleted), the blue italic language is from ISO/IEC 17025:2005 (language that didn't make it into the 2017 version) and the regular blue text is from the TNI 2014 FSMO Standard.

Section 5:

Section 5.6:

Do we need a quality manual? See Section 8.2. Marlene does not think we need a Quality Manual. Ilona noted that Quality Systems is working on this too and we should keep track of what they decide to do.

Add note to introduction about following more stringent requirements imposed by states, regulations or clients. See 6.2.2 note. Doesn't need to be added to introduction.

Section 5.6 d:

Remove requirement for Quality Manager in favor of defining specific responsibilities required by the Standard. Doesn't necessarily need to be done by one person with the Quality Manager title.

Marlene noted that we need to make sure the responsibilities are clear and who is responsible and has the authority.

Note in 6.2.2 should be a requirement. It should not be a note. It should also apply to the entire standard and not just 6.2.2.

The Committee decided to eliminate all the blue language in Section 5.6. It is all covered within the new ISO/IEC language.

Section 5.7: Delete blue language.

Section 6:

Section 6.2.2: Note in 6.2.2 should be a requirement. It should not be a note. It should also apply to the entire standard and not just 6.2.2.

The Public Webinar had a comment to develop language to require a demonstration of capability for field personnel. Marlene noted that would have to be broken down. Scott pointed to Section 6.2.3.

Add a note to 6.2.3 stating that a demonstration of capability may be used to demonstrate competence for field test. An observation/witness of technique by a trainer may be more appropriate for sample collection activities. These may be incorporated into internal audit activities. There was another comment that PT studies might also be used where applicable.

Section 6.2.3: Remove blue language.

Add: This shall also include any certifications or licenses required.

Section 6.2.4: Remove blue language.

Section 6.2.5:

The Committee read Sections 8.2.2 and 8.2.3. The following comment was added to this section:

Consider adding something along these lines. See previous discussion at 6.2.

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.

There was agreement to remove blue language in c) and d).

No need to add the need to evaluate effectiveness. It is covered by monitoring competence.

Should safety language be added? Change last bullet from “should” to “appropriate”. The first two bullets are suggestions and could just be notes. Bullet 2 changed to “should” instead of “shall”.

It was commented that Safety doesn't belong in the Standard. Marlene noted this is only saying it should be considered in planning, not how to do it. There was general agreement to leave these in with the changes above.

There was a comment to add something about vehicle safety too.

Scott recommended adding an annual data integrity training requirement to item c including the level of detail we deem appropriate from old section 4.2.8 of the 2014 Standard.

There was discussion to keep this language but make it consistent with 2016 TNI lab standard. Should not require a specific procedure.

From 2016 Lab standard

4.2.8.1 The laboratory shall establish and maintain a documented data integrity system. There are four (4) required elements within a data integrity system. These are

- 1) data integrity training,
- 2) signed data integrity documentation for all laboratory employees,
- 3) periodic in-depth data monitoring, and
- 4) data integrity procedure documentation.

The data integrity procedures shall be signed and dated by top management. The requirements for data integrity investigation are listed in Section 4.16. The requirements for data integrity training and documentation are listed in Section 5.2.7.

Management shall annually review data integrity procedures and update as needed.

a) Laboratory management shall provide a procedure for confidential reporting of data integrity issues in their laboratory. A primary element of the procedure is to assure confidentiality and a receptive environment in which all employees may privately discuss ethical issues or report items of ethical concern.

Adopt the language from NELAP instead of the 2014 FSMO language. There was agreement.

Scott thought the 2014 language in Section 5.2.2.2 would make a good note to go along with item f being kept above rather than making it an absolute requirement. Adding it as

a note allows room for creativity on the part of the FSMO while also giving an auditor ground for at least making an observation if the FSMO plan is subpar.

Section 6.3.1:

Delete blue language (covered in new Section 6.3.1) except make 2014 language in Section 5.3.1 a note:

NOTE: Field personnel should document sampling and measurement conditions that may affect the quality of results including, but not limited to, air temperature, ambient conditions, weather conditions, tides, stream stage, etc. Descriptions of sample conditions (e.g. turbidity, odor, less than optimal sample quantity, etc.) should also be noted.

Section 6.3.6:

Delete language noted from Summary of Changes document to make an addition. It was decided this information is actually addressed in new Sections 7.3 and 7.4.1.

There was discussion on whether to use “must” or “shall”. Other committees are moving over to use of “must”. We can state they are equivalent or start using “must”.

Section 6.4:

Delete blue language.

Section 6.4.2:

Retain blue language from 2014 Standard, but make Section 5.5.2.1 a note.

Section 6.4.3:

Move blue language from 2014 Standard Section 5.6.2.1.3 into this section. Delete all other blue language.

Section 6.4.5:

Change second sentence originally from the 2014 Standard Section 5.5.6.1 to “Processes” instead of “The FSMO shall establish and maintain procedures”.

Section 6.4.6:

Delete blue language. See new Section 7.6.

Section 6.4.7:

Language originally from the 2014 Standard Section 5.6.2.1.4 is more along the lines of testing, not sampling. This needs to be rewritten to help assessors understand when it applies / possibly taken out / revised as a note / notes.

Remove blue language dealing with calibrations programmes.

Section 6.4.1.2:

Delete blue language.

Section 6.4.1.3:

Scott had suggested adding language suggested by the Summary of Changes document as a new subsection under Section 6.4 of the Draft Standard. The discussion today pointed out that these items are technically covered in other elements of Section 6. Perhaps these specifics would be better as notes distributed where applicable.

The Committee finished up the review of Sections 5 and most of Section 6. Review ended at Section 6.5 (Metrological traceability).

3. New Business

None.

4. Next Meeting

The next meeting will be August 30, 2021 by teleconference since the first Monday in September is Labor Day. Ilona will send out Webex invitations the day of the meeting. *(Addition: The meeting was canceled due to a conflict for Scott. He sent information for the Committee to work on via email. There was no September meeting.)*

The meeting was adjourned at 4:55pm Eastern.

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	2023	PJLA	AB	dberg@PJLabs.COM
David Fricker Absent	2022*	A2LA	AB	dfricker@a2la.org
Patrick Selig Present	2024*	ANAB	AB	x@anab.org
Marlene Moore Present	2024	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray Absent	2024	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Jack Denby Present	2024	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens Absent	2024	Alabama Power Company	FSMO	tasullen@southernco.com
Elizabeth West Absent	2024	Louisiana DEQ	AB	elizabeth.west@la.gov
Shannon Swantek Absent	2024*	Enlightened Quality Analytics	Other	shannon@enlightenedquality.com
Adam Szafran Absent	2024*	EMT, Inc	FSMO	aszafran@emt.com
Hong Absent Yu	2024*	Chevron	FSMO	hong.yu@chevron.com
Bill Guyton Absent	2024*	ERM	FSMO	bill.guyton@erm.com
Ilona Taunton (Program Administrator) Present		The NELAC Institute		Ilona.taunton@nelac-institute.org

* - Eligible for a second term.