

Field Activities Expert Committee (FAC)

Meeting Summary February 14, 2019

1. Roll call:

Chair, Shannon Swantek, called the FAC meeting to order on February 14, 2019 at 11am Eastern by teleconference and Webex. Attendance is recorded in Attachment A – there were 9 members present. Associate Members: David Fricker, Theresa Rojas and Michelle Miranda.

Meeting minutes are sent to the committee by email. If no comments are received within one week of the email notification, they are considered approved and are posted on the TNI website.

2. Milwaukee

It was cold, but the meeting was productive. The combination of the 2014 NEFAP Standard with the new ISO/IEC 17025:2017 Standard was completed. Scott made changes as the committee came to decisions of where language went. It is now one consolidated document. The next step is look for duplicated language.

Ilona noted that the NEFAP EC will be helping to complete the update to the Scope Guidance document so that FAC can focus on the Standard.

3. Combined DRAFT NEFAP Standard

Scott pulled up the combined document (ISO/IEC 17025:2017 and 2014 FSMO Standard) completed in Milwaukee on Webex. The Committee then started reviewing the document from the top for duplicate language. He made the changes and deletions directly into the document using Track Changes.

Discussion:

Notes are not requirements. Leave in Section 1.3, because it is not in the 2017 Standard. This 2005 italicized language will later become “TNI language”.

See comment for laboratory definition. Section 5.6 - It should be more than what is currently in the Standard. Marlene noted that we have sampling that doesn't require subsequent testing. Scott asked how sampling can relate to calibration? Marlene is looking at sampling that doesn't have subsequent testing or calibration. Scott captured these thoughts in the comment he placed in the document.

Shannon asked if assignments should be made for people to begin adding language to the Standard. Everyone agreed it would be better to wait until DMS is ready and duplicate language is removed.

Ilona commented that she thinks decisions are being made about language, but that was not the intended purpose of this meeting. We are only supposed to be removing duplicate language.

Changes made to the document during today's meeting can be found in Attachment E. The Committee ended at Section 6.2.

The Committee decided to hold an additional meeting on March 19, 2019 at 11am Eastern to make more progress.

4. Internal Audit

Kevin stepped up to help provide a DRAFT of the Internal Audit for the FAC. Ilona will work with Kevin, Shannon and Scott to finish this.

5. Membership

David Fricker applied for membership to the Committee and his resume was distributed by email.

Scott and Andora are eligible for a second term on the Committee. Marlene moved to approve Scott and Andora for a second term on the FAC. The motion was seconded by Elizabeth. There was no further discussion and the motion was unanimously approved.

Marlene motioned to add Scott as Chair of the FAC. Scott agreed to the nomination/motion. The motion was seconded by Doug and unanimously approved.

Scott motioned to add Shannon as Vice-Chair of the FAC. Shannon agreed to the nomination/motion. The motion was seconded by Keith and unanimously approved.

Scott thanked Kevin for his help in the Chair and Vice-Chair role these last 5 years.

6. New Business

None.

7. Action Items

The table in Attachment C summarizes all action items. See notes on table.

8. Next Meeting

The next meeting will be on Tuesday, 3-4-19, at 11am Eastern by teleconference.

The meeting was adjourned at 12:45pm Eastern. Motion: Scott Second: Andora
Unanimous.

Attachment A

**Participants
TNI Field Activities Committee**

Members	Term Expires	Affiliation	Balance	Contact Information
Shannon Swantek (Chair) Present	2020	ESI	Other	sswantek@envstd.com
Kevin Holbrooks (Vice-Chair) Present	2020	Jacksonville Electric Authority	Other	holbke@jea.com
Doug Berg Present	2020*	PJLA	AB	dberg@PJLabs.COM
Michelle Bradac Absent	2020*	A2LA	AB	mbradac@a2la.org
Scott Haas Present	2019*	Environmental Testing, Inc.	FSMO	shaas@etilab.com
Kieth Klemm Present	2021*	ANAB	AB	kklemm@anab.org
Marlene Moore Present	2021*	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Andora Nguyen Present	2019*	Eurofins Eaton Analytical	Other	AndoraNguyen@eurofinsUS.com
Bill Ray Absent	2021*	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Russell Schindler Absent	2021*	SampleServe	FSMO	schindler@sampleserve.com
Kira Stokes Present	2021*	HRSD	FSMO	Kstokes@HRSD.com
Tyler Sullens Absent	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

NEFAP ADVOCACY SCHEDULE

Organization	Event	Type of Presentation	Event Dates	Presenter
Past Events				
Midwest Groundwater Association	2009 Annual Midwest Groundwater Conference	Poster	October 15, 2009	Justin Brown
National Groundwater Association	2010 National Groundwater Summit	Speaking	April 13, 2010	Justin Brown
US Department of Defense	2010 EDQW	Speaking	April 15, 2010	Justin Brown
AEHS Foundation, Inc	26th Annual International Conference on Soils, Sediments, Water, and Energy	Poster	October 18, 2010	Declined Invitation (nobody to present)
US Environmental Protection Agency	20 th Annual Quality Assurance Conference	Speaking	October 20, 2010	Jo Ann Boyd
Pacific Northwest Clean Water Association	2010 Annual Conference	Speaking	October 26, 2010	Keith Champman
NWEC	2010 Northwest Environmental Conference	Speaking	December 6, 2010	Scott Hoatson
Midwest Water Analysts Association	2011 Winter Expo	Speaking	January 28, 2011	Justin Brown
Battelle	Battelle for the International Conference on Remediation of Contaminated Sediments	Poster	February 7, 2011	Declined Invitation (nobody to present)
SSAAP	Stationary Source Sampling and Analysis for Air Pollutants XXXV Conference	Speaking	March 20, 2011	Scott Evans
American Water Works Association	2011 Watercon	Speaking	March 20, 2011	Justin Brown
US Department of Defense	2011 EDQW	Speaking	March 28, 2011	Justin Brown
ASQ	2011 ASQ Energy and Environment Conference	Speaking		Randy Query
US Environmental Protection Agency	2011 Annual EPA Quality Assurance Conference	Speaking	October 18, 2011	Jo Ann Boyd
Midwest Environmental Laboratory Stakeholders	2011 MELSS Annual Meeting	Speaking	December 2, 2011	Justin Brown

Organization	Event	Type of Presentation	Event Dates	Presenter
	2012 Environmental Regulatory and Compliance Conference	Speaking		Calista Daigle
US Environmental Protection Agency	2012 On-site testing conference	Speaking	January 23, 2012	Lauren Smith
US Department of Defense	2012 EDQW	Speaking	March 2012	Justin Brown/ Marlene Moore
Stack Testing Accreditation Council	2012 Source Evaluation Society Annual Conference	Speaking	March 7, 2012	Maggie Cangro
Texas Commission for Environmental Quality	2012 TCEQ Environmental Trade Fair and Conference	Speaking	May 1, 2012	Mike Shepard
US Environmental Protection Agency	2012 Annual EPA Quality Assurance Conference	Speaking	October 15, 2012	Jo Ann Boyd
PIANC USA/ COPRI ASCE	2012 Dredging PIANC/ COPRI ASCE	Speaking	October 22, 2012	Declined Invitation (nobody to present)
Environmental Protection Agency / Dept. of Homeland Security	2013 On-site Analysis Conference	Speaking	January 23, 2013	Lauren Smith
Louisiana Water Environment Association	21st Annual Technical Exhibition and Conference Louisiana Water Environment Association Conference	Speaking	April 18, 2013	Tracy Szerszen
Oregon Environmental Laboratory Association	OELA/ORELAP Annual Environmental Lab Workshop	Speaking	May 16, 2013	Kim Watson
Florida Society of Environmental Analysts	2013 FSEA Annual Spring Meeting and Technical Session	Speaking/ Technical Seminar	May 22, 2013	John Moorman
State Assessor Forum	Conference Call	Speaking / Q&A	July 22, 2013	Justin Brown Marlene Moore
US Army Corp of Engineers	Regional Workshop	Speaking	September 11 th , 2013	John Moorman
US Environmental Protection Agency	2013 Annual EPA Quality Assurance Conference	Speaking	October 14, 2013	Jo Ann Boyd
Florida Society of Environmental Analysts	Field Quality Systems Workshop	Speaking	October 23 rd , 2013	John Moorman
Illinois Association of Environmental Testing Labs	Midwest Environmental Stakeholder Summit	Speaking	December 6 th , 2013	Jerry Parr
TWUA	??	Speaking	March 10 th , 2015	JoAnn Boyd

Organization	Event	Type of Presentation	Event Dates	Presenter
US Environmental Protection Agency	2014 Annual EPA Quality Assurance Conference	Speaking	October 24, 2014	Jo Ann Boyd
TCEQ	TCQ Trade Fair	Speaking	May 5, 2015	Marlene Moore
NEMC/TNI	NEMC Conference – Full Day Training: Sample Collection Design and Accreditation – Is Your Sample Data Defensible?	Speaking	July, 17, 2015	Marlene Moore
FSEA	FSEA Meeting Workshop	Speaking	October 28, 2015	John Moorman (Additional: Mitzi Miller, Katie Strothman, Kelly feist, Mike Shepherd, Chris Gunning, Doug Berg)
FSEA	FSEA Meeting Workshop – NEFAP Forum	Speaking	May 25, 2016	John Moorman (Additional: Calista Daigle, Katie Strothman, Mike Shepherd, Chris Gunning, Doug Berg)
TNI	NEFAP Forum	Webinar	June 13, 2016	John Moorman
NEMC/TNI	NEFAP Workshop	Speaking	August 10, 2016	John Moorman
Dallas – Pretreatment Coordinators	Dinner Meeting	Speaking	March 6, 2017	Jerry Parr
Upcoming Events				

Attachment C

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
142	Send Scott Scope Subcommittee Charter and DRAFT update to Charter.	Kevin	7/17/17	
144	Review last Standard Update information in upcoming committee meeting.	All	TBD	
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	
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	
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.	

	Action Item	Who	Expected Completion	Actual Completion
156	Read NEFAP: 2014 and ISO/IEC 17025:2017	All	Added 9/18/18: 10/1/18	
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	
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	
159	From NOLA Meeting: Public Meeting/Webinar for Input	All	TBD	
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	
162	Color code DRAFT AB Standard.	Scott	TBD	
164	Use 2014 FSMO Checklist to confirm all language has been moved into the new DRAFT Standard.	Scott	12/15/18	Completed in Milwaukee.
165	Prepare redline strikeout update of each Section to remove duplicate language. Send to Shannon or Ilona so they can send it to the Committee for comment.	Kevin, Kira, Marlene, Shannon, Elizabeth (Bill?)	12/17/18	In progress.
166	Scott and Ilona meet to decide best method to collect comments on the documents being prepared in Section 165.	Scott Ilona	12/31/18	DMS will be used. Complete.
167	Prepare Annual report slides and send to Bob Wyeth.	Kevin Ilona	1/10/19	Complete

Attachment D

Backburner / Reminders – FAC

	Item	Meeting Reference	Comments
2	Review charter in October 2019.	2/2/11	Standing task. 12/3/18: Will be done in Milwaukee.
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.
4			

ATTACHMENT E – Work on Combined Standard

Italic wording is from ISO/IEC 17025

Blue wording is FSMO Standard 2014
Blue italics is ISO language from the FSMO 2014 Standard

Red additional requirements language for FSMO

PREFACE

This Standard conforms to ISO/IEC 17025:2017(E), and includes applicable clauses from that international standard. The ISO clauses are provided *in italics*. Additional TNI text is provided in a normal font.

Commented [SH1]: ISO 17025 language verified against original 2017 standard 12/31/3018.

Commented [SH2]: Unclear on intended usage of RED.

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Commented [SH3]: FSMO volume 1 Table of Contents has been deleted.

Introduction

This document has been developed with the objective of promoting confidence in the operation of laboratories. This document contains requirements for laboratories to enable them to demonstrate they operate competently, and are able to generate valid results. Laboratories that conform to this document will also operate generally in accordance with the principles of ISO 9001.

Commented [SH4]: Incorporate explanation that FSMO is included early in the document. Incorporate the 2014 FSMO language here.

VOLUME 1

GENERAL REQUIREMENTS FOR FIELD SAMPLING AND MEASUREMENT ORGANIZATIONS

1.0 INTRODUCTION, SCOPE, AND APPLICABILITY

This TNI Standard is intended as an application of *ISO/IEC 17025:2017(E)*, General Requirements for the Competence of Testing and Calibration Laboratories. The ISO/IEC clauses are provided in *italics*, with the additional TNI clauses in normal font.

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Unless the contrary is clearly indicated, all references to singular nouns include the plural noun, and all references to plural nouns include the singular.

General requirements for the competence of testing and calibration laboratories

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1 Scope

1.3 *The notes given provide clarification of the text, examples and guidance. They do not contain requirements and do not form an integral part of this International Standard.*

Commented [SH5]: Keep

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the

edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC Guide 99, International vocabulary of metrology — Basic and general concepts and associated terms (VIM)

ISO/IEC 17000, Conformity assessment — Vocabulary and general principles

3 Terms and definitions

3.6 laboratory

— *sampling, associated with subsequent testing or calibration*

4 General requirements

4.1 Impartiality

4.1.5 ISO/IEC 17025:2005(E), Clause 4.1.5

The laboratory shall

k)

4.2 Confidentiality

4.2.4

4.2.8 The data integrity activities shall include provisions for the following:

- c) confidential reporting of data integrity issues to senior management;

5 Structural requirements

5.1

Deleted: 2.0 ~~NORMATIVE REFERENCES (ISO/IEC 17025:2005(E) Clause 2)~~ ¶ ... [1]

Deleted: NOTE: Further related standards, guides, etc. on subjects included in this ~~International Standard~~ are given in the Bibliography.

Commented [SH6]: Definition: FSMO, testing in field, samples to laboratory. What about samples collected for field observations only? Is an observation considered "subsequent testing" What about observations when a sample isn't technically collected - gw elevation measurements in a monitoring well. What about statistically modeling gw data? Or Iris database?

Deleted: 4.0 ~~MANAGEMENT REQUIREMENTS~~ ¶ [2]

Deleted: 4.1.4 ~~ISO/IEC 17025:2005(E), Clause 4.1.4~~ If the laboratory is part of an organization performing activities other than testing and/or calibration, the responsibilities of key personnel in the organization that have an involvement or influence on the testing and/or calibration activities of the laboratory shall be defined in order to identify potential conflicts of interest. ¶ ... [3]

Deleted: b) have arrangements to ensure that its management and personnel are free from any undue internal and external commercial, financial and other pressures and influences that may adversely affect the quality of their work; ¶ ... [4]

Deleted: NOTE 2: If the laboratory wishes to be recognized as a third-party laboratory, it should be able to demonstrate that it is impartial and that it and its personnel are free from any undue commercial, financial and other pressures, which might influence their technical judgment. The third-party testing or calibration laboratory should not engage in any activities that may endanger the trust in its independence of judgment and integrity in relation to its testing or calibration activities. [FSMO 2014 Section 4.1.4. Note 2] ¶

Deleted: ~~ISO/IEC 17025:2005(E), Clause 4.1.1~~ ¶ [5]

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Deleted: 4.7.1 ~~The laboratory shall be willing to cooperate with customers or their representatives in clarifying the customer's request and in monitoring the laboratory's performance in relation to the work performed, provided that the laboratory ensures confidentiality to other customers.~~ ¶

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5.2

5.4

5.5 The laboratory shall:

a) ;

b) ;

5.6

a) implementation, maintenance and improvement of the management system;

4.1.5 ISO/IEC 17025:2005(E), Clause 4.1.5

j) appoint deputies for key managerial personnel (see Note);

NOTE: Individuals may have more than one function and it may be impractical to appoint deputies for every function.

5.7 Laboratory management shall ensure that:

Stopped at Section 6.2

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Deleted: <#>ISO/IEC 17025:2005(E), Clause 4.1.8 [8]

Deleted: <#>ISO/IEC 17025:2005(E), Clause 4.1.9 [9]

Deleted: <#>ISO/IEC 17025:2005(E), Clause 4.1.10 [10]

Deleted: f) –specify the responsibility, authority and interrelationships of all personnel who manage, perform or verify work affecting the quality of the tests and/or calibrations; [1]

Deleted: documentation required shall include a clear description of the lines of responsibility in the FSMO and shall be proportioned in such a way that adequate supervision is ensured; [1]

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Commented [SH7]: Review for potential removal. May be important to keep the concept of having deputies in the TNI version.

Deleted: 4.1.6 ISO/IEC 17025:2005(E), Clause 4.1.6 [12]

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