

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

### **Meeting Summary November 8, 2021**

#### 1. Roll call:

Scott Haas, Chair, called the meeting to order at 11am Eastern by teleconference on November 8, 2021. Attendance is recorded in Attachment A – there were 9 members present. Associates present: Thomas Kraus, Chris Fuller, and Wanda Harney.

There is a new Expert Committee Membership class that Paul Junio recorded. Everyone needs to take this class and let Scott know when you complete it. This needs to be done by late January/early February.

#### 2. Update Volume 2

Elizabeth went through Section 6 and sent comments to Marlene. She has also received comments from Patrick and Doug which have been incorporated. She would like more comments from people by November 22, 2022. Please review anything you can.

Marlene will keep a list of the critical questions that come up that need decisions during her work on Volume 2. She would like to be fairly done with Volume 2 by the San Antonio meeting. Scott and Marlene will not be able to make this meeting. Perhaps Justin can help if he is attending the meeting in person.

Iлона reviewed the steps necessary to prepare a new Standard. She reminded Scott and Marlene that a Summary of Changes/Justifications table will need to be posted with the DRAFT Standard.

#### 3. Volume 1 Update

Scott reviewed the work done at the last meeting in August.

Should we use the term FSMO when we write our language or follow the rest of the ISO document and use Laboratory. It could be confusing using 2 terms. Need to further discuss. Need to have language somewhere that clarifies “Lab” means “FSMO”.

Scott looked at Section 6.4 (Equipment). Comments:

- Do you have to document every time an instrument is checked, cleaned, etc? Should there be an SOP? You have to evaluate the risk of doing or not doing this. Is it a

written procedure, training, etc. It is up to the FSMO to determine this. It says that in 6.4.4, the laboratory shall have a procedure for handling transport storage use and planned maintenance of equipment in order to ensure proper functioning and to prevent contamination or deterioration.

The laboratory shall verify the equipment conforms to specified requirements before being placed or returned into service. The equipment used for measurement shall be capable of achieving the measurement accuracy and/or measurement uncertainty required.

Measurement equipment shall be calibrated when uncertainty affects validity, and you have to have traceability. So those are elements that are already in the standard.

There is really no add to add anything of value. This mainly deals with sampling equipment.

- Maybe missing a requirement to have a record of calibrations? Or is it covered in Section 6.4 and 7.5? No, more should be added. Need to be careful of being too prescriptive.
- Need a schedule for equipment maintenance. Records need to be maintained.
- All equipment necessary to take a consistent representative sample shall be identified prior to the sampling event. It doesn't say that it has to be written. It doesn't say we have to have a record of it. It just says we have to identify it. That allows for flexibility. Need to record what equipment was used.
- There are a lot of written procedures for cleaning and decontamination. This is different because it states a written procedure is needed.

#### 4. New Business

None.

#### 5. Next Meeting

The next meeting will be December 6, 2021 by teleconference Ilona will send out Webex invitations the day of the meeting. *(Addition: The December and early January meeting were canceled. The next meeting was January 24, 2022.)*

The meeting was adjourned by Scott at 12:10pm 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>	2023	PJLA	AB	dberg@PJLabs.COM
David Fricker <b>Present</b>	2025	A2LA	AB	<a href="mailto:dfricker@a2la.org">dfricker@a2la.org</a>
Patrick Selig <b>Present</b>	2024*	ANAB	AB	pselig@anab.org
Marlene Moore <b>Present until noon.</b>	2024	Advanced Systems, Inc.	Other	mmoore@advancedsys.com
Bill Ray <b>Absent</b>	2024	William Ray Consulting, LLC	Other	Bill_Ray@williamrayllc.com
Jack Denby <b>Absent</b>	2026	HRSD	FSMO	JDenby@HRSD.com
Tyler Sullens <b>Present</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</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.