

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

### **Meeting Summary February 6, 2023**

#### 1. Roll call:

Scott Haas, Chair, called the meeting to order at 11am Eastern by webinar on February 6, 2023. Attendance is recorded in Attachment A – there were 9 members present. Associates present: Kevin Holbrooks, Linda O'Donnell, Thomas Krause Guest: Paul Bergeron.

#### 2. Standard Update

We are just about through the update, but now need to really finalize some language. We still need to work on the beginning, address any questions we left in comments and then finish Section 8.

Need to really work on Section 7.3.

Discussed options for review: Google Docs, Microsoft, Dropbox? Ilona will send out information to access the document for Dropbox review.

Goal is to have it up for comments before the Conclave.

Kevin suggested that everyone read through the document and send comments to the lead for the section. Appoint a lead for each section. The lead will incorporate the comments and send the section to Scott.

Preface/Forward/Introduction (Sections 1, 2 and 3) - Scott  
Section 4 and 5 - Shannon  
Section 6 - Adam  
Section 7 - Marlene  
Section 8 - Patrick  
References/Annex A/ Annex B - Elizabeth

Everyone needs to read through the Standard and send comments to the Section Leaders.

Comments to Section Leaders are needed by February 22, 2023.

Need to be sure it is in tracking mode.

March 1<sup>st</sup> is the deadline for section leaders to get their sections back to Scott.

People should contact Scott if they have any technical issues with their reviews.

Also need final comments on Volume 2. Due March 1<sup>st</sup>. Marlene has had comments from Patrick, Ilona and the public.

We want to add value to the ISO Standard. Think about this during your reviews. Is there more that we should be doing?

### 3. NEFAP

Tracy has been working hard to work with FAC. Jerry Parr has also been taking an active role working with Tracy on the Conclave.

Scott is glad to be working so closely with NEFAP.

Ilona reviewed some of the information from the San Antonio meeting.

The NEFAP Training Workgroup is developing an Internal Audit training class.

### 4. New Business

None.

### 5. Action Items

2/6/23 –

Comments due on Volume 1 to Section Leaders 2/22/23.

Comments from Section Leaders on Volume 1 due to Scott by 3/1/23.

Comments on Volume 2 due to Marlene by 3/1/23.

### 7. Next Meeting

The next meeting will be March 6, 2023 by teleconference Ilona will send out Webex invitations the day of the meeting.

The meeting was adjourned at 12:02 pm 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 + Third Term	Environmental Testing, Inc.	Lab/FSMO	<a href="mailto:shaas@etilab.com">shaas@etilab.com</a>
David Fricker  <b>Absent</b>	2025	A2LA	AB	<a href="mailto:dfricker@a2la.org">dfricker@a2la.org</a>
Patrick Selig  <b>Present</b>	2024*	ANAB	AB	<a href="mailto:pselig@anab.org">pselig@anab.org</a>
Marlene Moore  <b>Present</b>	2024	Advanced Systems, Inc.	Other	<a href="mailto:mmoore@advancedsys.com">mmoore@advancedsys.com</a>
Bill Ray  <b>Absent</b>	2024	William Ray Consulting, LLC	Other	<a href="mailto:Bill_Ray@williamrayllc.com">Bill_Ray@williamrayllc.com</a>
Jack Denby  <b>Present</b>	2026	HRSD	FSMO	<a href="mailto:JDenby@HRSD.com">JDenby@HRSD.com</a>
Tyler Sullens  <b>Present</b>	2024	Alabama Power Company	FSMO	<a href="mailto:tasullen@southernco.com">tasullen@southernco.com</a>
Elizabeth West  <b>Present</b>	2024	Louisiana DEQ	AB	<a href="mailto:elizabeth.west@la.gov">elizabeth.west@la.gov</a>
Shannon Swantek  <b>Present</b>	2024*	Enlightened Quality Analytics	Other	<a href="mailto:shannon@enlightenedquality.com">shannon@enlightenedquality.com</a>
Adam Szafran  <b>Present</b>	2024*	EMT, Inc	FSMO	<a href="mailto:aszafran@emt.com">aszafran@emt.com</a>
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	<a href="mailto:bill.guyton@erm.com">bill.guyton@erm.com</a>
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.