

## Field Activities Expert Committee (FAC)

### Meeting Summary September 5, 2023

#### 1. Roll call:

Scott Haas, Chair, called the meeting to order at 11am Eastern by webinar on September 5, 2023. Attendance is recorded in Attachment A – there were 9 members present. Associates present: Tracy Szerzsen, Linda O'Donnell, and Katie Strothman.

#### 2. Standard Update

There are still several things that need to be written. Examples:

- 1 Definitions
- 2 Intro
- 3 Forward
- 4 Section 7 has comments, but the language has not been put into place.

Looking for volunteers to help.

#### Definitions

Keep ISO/IEC definitions. Also look at ISO/IEC 17000. Scott noted definitions developed by the old Task Force. FAC should move forward and then get Paul Junio involved to compare to current glossary document.

Volunteer: Marlene will work on Paul Junio.

#### Section 5

Ilona can share the QMS (Module 2) with Katie. She will look at Technical Manager and Quality Manager. The term Technical Manager is not used in the 2014 FSMO Standard. Scott thinks this should still be looked at and see if there is an opportunity to be consistent with the lab Standard. Katie will look through the information and provide a recommendation.

#### Comments:

- Make sure it is not too strict. Could knock people out.
- Shannon would like to see alternatives to a degree program. Samplers may not have access to college degrees.
- Experience is more important than a degree.

Volunteers: Katie and Elizabeth

### Section 6

Kevin worked on this section and Scott thinks it is complete.

### Section 7

Katie is willing to help with this discussion.

7.3 Sampling section is the major part that needs to be worked on. Patrick sent language for this section and he will make sure it was added.

Volunteers: Katie and Patrick

#### 7.11.6 Planning

What needs to be in a sampling plan? Scott can work on this with Shannon.

Volunteers: Scott, Adam and Shannon

### Section 8

Looks OK.

### Additional Sections

These need to be gone through too:

- Preface
- Forward
- Introduction
- Scope and Applicability

Volunteer: Tyler - We will replace Laboratory with FSMO.

Send completed Sections to Scott. Will try to do a check-in in two weeks.

Meetings will be changed to the third Monday at 1pm Eastern.

*(Addition: Decided to meet as a Workgroup each week to just work on the Standard. Committee meetings will be determined based on progress. These Workgroup meetings are open to any voting or associate member. All will receive invites and can join in as available.)*

### 3. New Business

None.

#### 4. Action Items

9/5/23:

- Complete section assignments and send to Scott.

#### 5. Next Meeting

The next meeting will be September 18, 2023 by teleconference Ilona will send out Webex invitations the day of the meeting. (*Addition: Meeting canceled. Next meeting 10/13/23.*)

The meeting was adjourned at 12:15 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	Consultant	Other	<a href="mailto:shaas@etilab.com">shaas@etilab.com</a>
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	<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>Absent</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.