

**Quality System Expert Committee (QS)
Meeting Summary**

October 16, 2017

1. Roll Call:

Paul Junio, Chair, called the meeting to order at 1pm Eastern on September 11, 2017 by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate Members: Michelle Wade, Kathi Gumpper, John Gumpper, Eric Denman, and Scott Siders.

The committee received copies of minutes that were not approved at the previous meetings. The committee was asked to review the minutes and start the voting process on the call even though there were not enough members on the call to vote. The final vote will be finished up on email.

A motion was made by Jessica to approve the minutes from the following meetings: 6/12/17, 7/10/17, 8/7/17, 8/14/17 and 9/11/17. The motion was seconded by Sara. The vote will be completed by email.

(Addition:

Sara – For (10/18/17)

Chris – For (10/18/17)

Kirstin – For (10/18/17)

Paul – For (10/18/17)

Jessica – For (10/18/17)

Janice – For (10/19/17)

Jacob – For (10/27/17)

Shari – For (10/27/17)

Matt – For (10/27/17)

Lizabeth – For (10/27/17)

Silky and William also placed votes, but they modified the motion ... so their votes are not being included above (Silky – For (10/18/17) – 7/10, 8/7 and 8/14 Abstain – 6/12 and 9/11. William – For (10/18/17) – 6/12 Abstain – 7/10, 8/7, 8/14 and 9/11.)

The motion passed and the minutes will be posted on the TNI website.)

2. Committee Terms

The committee supported Paul remaining on the QS Expert Committee in 2018. This was not a chair election. The chair will be elected in January 2018.

This decision was noted at the last CSDP Executive Committee and concerns about the process were raised and it was decided that the CSDP needs to have its own procedure for extending committee membership beyond the normal 2 terms. The procedure noted by Jerry Parr to Paul was not a specific CSDP procedure. An update will be provided at the November meeting. [EDIT – since this call, a revision to the SOP has been submitted for discussion by CSDP]

Chris needs to be identified as an AB instead of OTHER when committee membership is considered. There will be others rotating off the committee.

3. ISO 17025 Update

The new ISO 17025 was approved. Carl Kircher was part of the committee re-writing this Standard and so he took the information he received about the final vote and update 2016 Module 2 based on the new Standard format and content.

Paul used Webex to pull up the document Carl sent and walked everyone through each section. A copy of this document was sent to committee members with instructions that the Standard cannot be shared outside of this committee.

Paul was able to review the Standard through Section 7.8. The committee will continue the review at the November meeting.

Paul summarized the take away from the review process:

- It is now clear that calibration laboratory references are now what we would think of as applying to an environmental laboratory. This will need to be considered in the update. It will no longer work to say it doesn't apply.
- Do we need to insert TNI language after the ISO language? We did that the last time due to issues of newness with ISO, but Paul does not think we need to do this this time.
- We need to determine whether and where current TNI language fits in the new Module 2.
- Parking lot items and SIRs for the 2009/2016 Standard have to be addressed in this update.

Paul asked that people look at Section 7.9 and 8 before the next call. After finishing up the review, he would like to start talking about what is different in the new ISO 17025 Standard and how it impacts our TNI Standard.

Paul would also like to see what TNI language was added to the ISO language last time and decide what is really needed.

Paul will try to send the language being looked at to the Associates on each the call so they can better participate. He will check into this.

4. Action Items

A summary of action items can be found in Attachment B.

5. New Business

None.

6. Next Meeting and Close

The next meeting is planned for November 13, 2017 at 1pm Eastern by teleconference. Paul would like to switch the December meeting to December 18th instead of the 11th. He will confirm this date at the November meeting. [EDIT – the call will remain on December 11 and will be led by Vice Chair Jessica Jensen]

A summary of action items and backburner/reminder items can be found in Attachment B and C.

Paul adjourned the meeting at 12:33pm Eastern. (Move: Jessica Second: Shari Unanimously approved.)

Attachment A
Participants
Quality Systems Expert Committee (QS)

Members (Exp)	Affiliation	Balance	Contact Information	
Paul Junio (2018) (Chair) Present	Northern Lake Service	Lab	262-547-3406	paulj@nslab.com
Kristin Brown (2016) Absent	Utah DOH	AB	801-965-2530	kristinbrown@utah.gov
Chris Gunning (2018*) Present	A2LA	Other	301-644-3230	cgunning@a2la.org
Sara Hoffman Present	Kansas Health and Environmental Laboratories	AB	785-291-3162	Sara.hoffman@ks.gov
Jessica Jensen (2018*) Absent	Meridian Analytical Labs	Lab	316-618-8787	jessica.j@meridiantesting.com
Silky S. Labie (2018) Absent	Env. Lab Consulting & Technology, LLC	Other	850-656-6298	elcatllc@centurylink.net
Jacob Oaxaca (2019*) Absent	CA Water Board	AB	916-323-3433	Jacob.oaxaca@waterboards.ca.gov
Shari Pfalmer (2018*) Present	ESC Lab Sciences	Lab	615-773-9755	spfalmer@esclabsciences.com
Dale Piechocki (2020) Absent	Eurofins Eaton Analytical	Lab	574-472-5523	DalePiechocki@eurofinsUS.com
Matt Sowards (2020) Present	ACZ Laboratories, Inc.	Lab	970-879-6590	matts@acz.com
Lizbeth Garcia (2019*) Absent	Oregon Health Authority	AB	503-693-4115	lizabeth.garcia@state.or.us
Janice Willey (2018) Absent	NAVSEA Programs Field Office	Other	843-794-7346	Janice.willey@navy.mil
Bill Ray (2020*) Absent	William Ray Consulting, LLC	Other	925-352-5205	Bill_Ray@williamrayllc.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute	n/a	(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment B

Action Items – QS Expert Committee

	Action Item	Who	Expected Completion	Actual Completion
9	Look at the Handbook Table of Contents and volunteer for sections.	All	8/10/15	
23	Check with Richard Burrows regarding their committee doing the update on the Handbook.	Paul	3/14/16	Complete – Paul is working on the section and Chemistry Expert Committee will review his work.
24	Summarize format for Handbook and send to committee members and other Expert Committee Chairs.	Paul	6/10/16	Follow-up needed.
25	Follow-up with Bob Wyeth and Jerry Parr about experience vs. course hours for Technical Directors.	Paul	TBD	
26	Provide in writing, thoughts regarding options for Technical Director approval.	Robin	TBD	
32	Send SIR #308 Response to LASEC.	Paul	3/27/17	
33	Review SLH to date and send comments to Paul.	ALL	4/6/17	Ongoing
35	Check with Advocacy about Assessment findings and Assessment Preparation documents.	Paul	6/8/17	
38	Continue SIR 246 and 296 discussions.	All	TBD	
39	Ask Nicole to finish up Sections 1 and 3 in the SLH.	Paul	8/14/17	
40	Get PT root cause analysis example from Scott Hoatson.	Paul	8/31/17	
41	Prepare acronym listing for SLH.	Jessica	11/1/17	
42	Complete vote to extend Paul's membership on the committee.	Jessica	9/25/17	

