

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

May 8, 2017

1. Roll Call and Minutes:

Paul Junio, Chair, called the meeting to order at 1 pm Eastern by teleconference on May 8, 2017. Attendance is recorded in Attachment A – there were 9 members present. Associate Members: Eric Davis, Eric Denman, Carl Kircher, Patty Carvajal, Reed Jeffery, Nirmela Arsem, Kathi Gumpfer and Tyler Sullens.

The April minutes were distributed by email. A motion was made by Jessica to accept the April 24, 2017 minutes with the addition of Jessica's organization name. The motion was seconded by Silky and unanimously approved.

2. Checklist

Paul pulled up the 2016 Module 2 Checklist on Webex. He reviewed changes made to the original 2009 checklist. The changes are in red.

Subject and Category items were added in 2009 and Paul does not think any updates are needed, but has asked everyone to look to confirm.

Paul asked that everyone also review the changes in red and provide comments by email back to the committee. In two weeks Paul will send the checklist out for final review and vote.

Paul thanked Silky, Lizbeth, Marlene and Gil for help on the checklist.

(Addition: Paul sent the checklist out on May 8, 2017 for review. On May 24, 2017, Silky made a motion to accept the checklist as is. The motion was seconded by Jessica. Vote:

Paul 5/24 - For

Sara 5/24 - For

Kristin 5/24 - For

Jessica 5/24 - For

Janice 5/25 - For

Dale 5/25 - For

Lizbeth 5/25 - For

Chris 5/26 - For

Silky 5/26 - For

Jacob 5/26 - For

Shari 5/30 - For

Matt – 5/30 – For

The motion was unanimously approved. The approval date is 5/30/17.)

3. Small Laboratory Handbook (SLH)

Updates:

- PT provided an update on May 5th. They have reviewed it, but the committee needs to finish the vote by email. Expected by May 15th.
- Radiochem has moved up their meeting and hopes to have it by the middle of the month.
- Microbiology has already submitted their section.
- Paul reviewed the changes made to the Chemistry section. The Chemistry Committee is preparing a guidance document covering topics such as calibration. Paul asked about how to refer to this document. Will there be a link to the website or a generic statement? Ilona thinks a generic statement about the existence of this document is likely because sometimes documents are moved on the website.

There was a question of whether DL should be used or MDL. This will need to be confirmed.

Paul highlighted the grandfather language. Kathi Gumpper was concerned that this language is not accurate. Paul read through the standard. An ongoing DOC can be an initial DOC. Kathi thinks that records are needed. Paul updated the language.

There was discussion on the language for Documents and these changes are reflected in Attachment D.

- Preparing for the Assessment is still needed. Paul will check with Advocacy to see if anything exists.
- Paul will also check with Advocacy to see if we got anything on common findings.

Carl suggested sending the DRAFT SLH to a couple of small labs for input. We could do this and offer them a free copy if they provide a review.

4. Action Items

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

5. New Business

Conference registration for DC is open.

Ilona suggested that people plan to attend the ISO meeting on Thursday afternoon.

6. Next Meeting and Close

The next meeting is planned for June 12, 2017 at 1pm Eastern by teleconference.

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

Paul adjourned the meeting at 2:13pm Eastern. (Motion: Silky Second: Matt. 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) Present	Utah DOH	AB	801-965-2530	kristinbrown@utah.gov
Chris Gunning (2018*) Absent	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*) Present	Meridian Analytical Labs	Lab	316-618-8787	jessica.j@meridiantesting.com
Silky S. Labie (2018) Present	Env. Lab Consulting & Technology, LLC	Other	850-656-6298	elcatllc@centurylink.net
Jacob Oaxaca (2019*) Present	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	lizbeth.garcia@state.or.us
Janice Willey (2018) Absent	NAVSEA Programs Field Office	Other	843-794-7346	Janice.willey@navy.mil
Bill Ray (2020*) Present	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	
34	Complete email votes for Minutes and Charter by email.	Paul	5/8/17	
35	Check with Advocacy about Assessment findings and Assessment Preparation documents.	Paul	6/8/17	

Attachment D

Updated copy of Small Lab Handbook sections that were worked on will be placed here when minutes are turned into a PDF.