

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

**August 14, 2017**

1. Roll Call:

Paul Junio, Chair, called the meeting to order at 1pm Eastern on August 14, 2017 by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associate Members: Tyler Sullens, Eric Denman and Carl Kircher.

2. Small Laboratory Handbook (SLH)

The Microbiology Expert Committee finished their review of Module 5 for the SLH. Robin Cook (Chair) will be sending a final copy in the next few weeks.

Paul completed the Chemistry Module (Module 4). Paul noted that the completion of the SLH could be delayed due to edits needed on the Chemistry (Module 4) guidance documents being completed. These documents need to be in the SLH since they are referred to in the text for Module 4 instead of rewriting all the information contained in these documents.

The Radiochemistry Expert Committee is checking a few calculations in their section and then Module 6 will be completed.

Jessica will be working on an acronyms page. Jerry forwarded a list of acronyms within TNI to help with this task.

The committee continued work on the review of the SLH using Webex. Paul started with the introduction to review the changes he made to this section.

Suggestions:

- Add a “when in doubt – contact your AB” statement.
- Refer to the ISO version by year anywhere where this Standard is noted.

All final comments are due to Paul and Ilona by 8-18-17 so that work on formatting can begin.

3. ISO 17025

ISO 17025 Standard voting ends October 9, 2017. Comments should be submitted to Carl. They expect it to pass and be available by the end of the year. There will be a 3 year implementation period. Carl is working on a crosswalk between the ISO 17025 2005 and the 2017 version. This will be done to the Final Draft Standard. Paul is planning to

review 2016 Module 2 at the Winter meeting to begin planning how and when to start an update. It is not just a cut and paste. Work will need to be done. Paul likes the new language – more American English instead of British. The TNI winter meeting is January 22-25, 2018 in New Mexico.

Carl noted that the committee should follow the new order of sections in the new ISO 17025 format when they start updating Module 2. Paul agreed.

#### 4. Committee Terms

Janis, Silky and Paul are scheduled to rotate off the committee at the end of the year. Paul is concerned that he has not properly trained a candidate to replace him as chair and is asking to have his term extended one year to help the committee get started on the rewrite of the Standard and to work with an incoming Chair. He talked to Jerry about this and he pointed to language in TNI SOP 1-101, Operation of TNI Committees:

- 7.3.2 Any Committee Member completing a term may be eligible for appointment to a second term, but no Committee Member may serve more than two consecutive terms in the same committee, except as described in 7.3.4 below.
- 7.3.3 If a Committee Member resigns, the Chair of that committee may nominate another member from the same organization or from a different organization representing the same stakeholder group to complete the term of the resigning Committee Member.
- 7.3.4 A Committee Member may petition the governing body for the committee (i.e., an Executive Committee, or the TNI Board of Directors) to serve an additional term of three years. Such waivers should only be granted in exceptional circumstances, such as a Committee Member taking on a new substantive role within the committee, or when no other qualified candidates are available.

Jerry indicated that Paul needed to petition the Committee for an additional term and he did this by email.

A number of committee members would like Paul to continue on the committee for another year. This will be discussed at the next meeting and Paul will leave the call for this discussion.

It was also noted that Chris' stakeholder group needs to be changed to AB.

#### 5. Quality Manual Template

Iiona and Paul will be working on the update of the Quality Manual Template. The committee will review it when the DRAFT is complete.

6. Action Items

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

7. New Business

None.

8. Next Meeting and Close

The next meeting is planned for September 11, 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 1:50pm Eastern.

**Attachment A**  
**Participants**  
**Quality Systems Expert Committee (QS)**

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

## Attachment B

### Action Items – QS Expert Committee

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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	TBD	

