

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

April 24, 2017

1. Roll Call and Minutes:

Paul Junio, Chair, called the meeting to order at 1 pm Eastern by teleconference on April 24, 2017. Attendance is recorded in Attachment A – there were 6 members present. Associate Members: Eric Denman, Reed Jeffery, Meera Neb, and Robin Cook.

The March minutes were distributed by email. A motion was made by Dale to accept the March 13, 2017 minutes with the change of Sara and Jessica's email addresses and the addition of Lizbeth's phone number. The motion was seconded by William. There were not enough committee members to vote, so the vote will happen through email.

Additon -

Email Vote:

Paul – For (4/2/17)

Jessica - For (4/24/17)

Kristin – For (4/28/17)

Chris - For (4/24/17)

Sara - For (4/24/17)

Shari - For (4/25/17)

Jacob – For (4/26/17)

William - For (4/24/17)

Matt - For (5/1/17)

Janice – For (4/26/17)

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

Dale expressed some concerns about challenges getting into calls and phone numbers not working. The number FreeConference sends out for the primary phone number hardly ever works. Paul lists a 605 number on the agenda that works more consistently, so he recommends everyone use that number to phone into the calls.

2. Charter

Paul updated the format of the Charter and the Success Measures are now under the Objectives. He added additional Success Measures where there was nothing previously discussed.

A motion was made by Sara and seconded by Chris to approve the Charter (Attachment D.) The vote will be completed by email.

(Addition-

Votes by email:

Paul – For (4/24/17)

Jessica - For (4/24/17)

Kristin – For (4/28/17)

Chris - For (4/24/17)

Sara - For (4/24/17)

Shari - For (4/25/17)

Dale – For (4/24/17)

William - For (4/24/17)

Matt - For (5/1/17)

Janice – For (4/24/17)

The motion passed and Ilona will clean-up any final formatting and forward the Charter to CSDP.)

3. Small Laboratory Handbook (SLH)

Ilona shared some guidance on the SLH she got from Jerry. The Chemistry Expert Committee has already started work on some guidance documents that are relevant to the SLH. We will want to refer to these documents rather than re-write the information. The documents will be referred to. Paul provided a few examples using Webex – Detection, Calibration, etc. Paul forwarded the guidance documents to the committee and associates while on the call. Paul will continue to work on this section.

Paul asked if anyone can help Jessica and Sara with their section – Preparing for a First Assessment.

Paul asked Sara if the ABs have a policy on Secondary Accreditation. Sara confirmed that there is actually and SOP. Paul will check to see if it is easily accessible online. He would like to point to it in the SLH.

Radiochemistry is still finishing up their section. Paul will check with Bob on timing.

Microbiology has submitted their contribution. Paul pulled it up using Webex. Robin submitted a marked up copy with notes and they were not concerned with the formatting.

Paul asked that everyone please take a look at what still needs to be done and volunteer to help where they can.

4. Checklist

Progress is being made on the checklist and Paul still expects a DRAFT to be complete by the end of the month. He will send it out to the committee for review by email.

There were few changes made to the 2009 Standard, so the 2009 Checklist was used to add the 2016 changes. This simplified the process.

5. Action Items

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

6. New Business

None.

7. Next Meeting and Close

The next meeting is planned for May 8, 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 1:39pm Eastern.

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	A&E Analytical Laboratory	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) Present	Eurofins Eaton Analytical	Lab	574-472-5523	DalePiechocki@eurofinsUS.com
Matt Sowards (2020) Absent	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*) 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	

Laboratory Quality Systems Expert Committee

Charter

(Revised 05/01/17)

Mission

To maintain laboratory quality systems standards (TNI Volume 1, Modules 2 & 3) based on public input and to provide technical assistance on issues related to adopted standards; and to develop tools that facilitate the implementation of the standard.

Composition of the Committee

The Committee is composed of balanced membership of no more than 15 members from among the following TNI Constituencies: Accrediting Bodies, Laboratories, and Other; Associate members are not limited in number, and are not required to demonstrate balance in their numbers; Members serve three year terms, and are eligible to serve two consecutive three year terms

Objectives:

1. Review and revise standards based on input from all stakeholder groups
Success Measure:
 - Improving the Standard, such as by:
 - Increasing the clarity of the intent of the Standard
 - Incorporating advances in technology
2. Ensure that the Standard will produce data of known and documented quality
Success Measure:
Timely development of standards based on a 5 year review per ANSI requirements
3. Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)
Success Measure:
Responses to SIRs within the 30 days as per SOP 3-105.
4. Provide technical assistance in developing tools to facilitate the implementation of the standard
Success Measure:
Provide requested checklists, training materials, and the Small Lab Handbook
5. Ensure continuity with TNI Volume 1 Modules 3 through 7
Success Measure:

Reviews performed by the CSDEC find no conflicts between Modules when such review is made.

Decision Making:

Decisions of the Quality Systems Expert Committee can be made by electronic ballot or by the respective votes of the committee member in teleconference or face-to-face sessions. In any case a quorum, representing more than 50% of the committee members must be represented in the voting process.

Decisions will be made, consistent with the requirements set down in the current revisions of SOP-2-100 and SOP-2-101 as follows:

Type of Decision	Decision Making Rule
Meeting dates, times	Person-in-charge decides after discussion
Meeting adjournment	Person-in-charge decides after all business is conducted or allotted time expires
Meeting minutes approval	Request for approval by email to all committee members – changes approved if needed from email. No Vote
Meeting cancellations	Person-in-charge decides
Addition of TNIQS Committee members	Two-thirds of committee must vote and simple majority vote
Removal of Expert Committee Members	Person-in-charge decides after discussion
Approval of Standards – any stage (including persuasive/non-persuasive votes)	At least two-thirds of committee must vote in the affirmative
Creation of a new subcommittee	Simple majority vote.
Election of Committee Chair	Two-thirds of committee must vote and simple majority vote
Standard Interpretation Requests	Simple majority vote of attendees

Available Resources:

- Volunteer committee members
- Participating stakeholders and their organizations
- Existing national and international consensus-based standards
- TNI Infrastructure
- Environmental technical community
- TNI Website and TNI support services (administrative, technical editing, etc.)
- Teleconference and web-based services
- Limited Travel Funding

Anticipated Meeting Schedule:

- Monthly Committee Teleconferences open to all Full and Associate Members (default time on TNI Website);
- Additional committee teleconferences as needed
- Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)