

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

February 15, 2016

1. Roll Call and Minutes:

Paul Junio, Chair, called the meeting to order on February 15, 2016 at 1pm Eastern. Attendance is recorded in Attachment A – there were 9 members present.

The minutes from the January meetings were reviewed.

A motion was made by Jessica to approve the January 11, 2016 as written. The motion was seconded by Dale and the vote will be taken by email.

A motion was made by Dale to approve the January 26, 2016 minutes as written. The motion was seconded by Jessica and the vote will be taken by email.
(Addition: The minutes were finalized at the March meeting instead of email.)

2. Overview

The minutes summarized the Tulsa meeting. There was a lot of work done on completing SIRs.

Paul received a copy of an email where someone asked Jerry for clarification on what Class A plasticware is, so this topic may continue to surface. Paul thinks the committee should stick with the response given on SIR #274.

(Mark O’Neal joined at 1:12pm Eastern)

Carl researched Class A glassware online and found that Hach commented that plasticware is not eligible for Class A status.

It was also commented that the plasticware that is marked as Class A is not compared to ASTM. This could be misleading. It is not certified to ASTM.

Paul added plasticware and Teflon Class A to his parking lot document for consideration during the next Standard update.

Paul has not yet sent the SIR responses to Lynn, but plans to do so this week.

The expert committee meetings in Orange County will be training workshop on the Standard instead of the regular meeting. Ilona provided additional detail.

3. Committee Membership

Sara Hoffman turned in an application to join the committee as an AB. She works in Kansas as the Certification Program Manager and she is the NELAP AC representative for Kansas. Her application and resume were forwarded to the committee. This will solve the balance issue.

There will be two more applicants:

1. Liz from Oregon. She is hoping to replace Shannon who will be stepping down from the committee.
2. Jacob from California.

Information for the candidates will be distributed to committee members and discussion and voting will be by email.

The current committee balance is:

Lab – 6
Other – 3
ABs – 2

If all three candidates are accepted, this will increase the number of ABs to 4.

4. Standard

Paul reminded everyone to vote before next Monday, February 22, 2016. Ilona will send out an update this week on the voting status as soon as she receives it from William.

5. Small Laboratory Handbook

Paul reviewed the volunteer list for working on the standard. He needs to determine whether there is an issue with Chemistry doing their update. Paul will send out the plan to everyone and see if anyone can have something available for the next call. Paul will contact Richard (Chair – Chemistry Expert Committee) before the next meeting.

6. Action Items

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

7. New Business

- Consensus Standard Executive Committee: There is a process in place to update the new standard to ANSI. The parts of the Standard that are being completed

now need to be approved before new standards can be worked on. This directly affects LAB and WET.

8. Next Meeting and Close

The next meeting will be March 14, 2016 at 1pm Eastern. Ilona will send out a conference call and Webex invitation.

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

Paul adjourned the meeting. The meeting ended at 1:44pm Eastern. (Motion: 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
Michelle Wade (2016) (Vice-chair) Present	Wade Consulting and Solutions	Other	913-449-5223	michellefromks@gmail.com
Katie Adams (2016) Absent	USEPA Region 10	Other	360-871-8748	Adams.Katie@epa.gov
Kristin Brown (2016) Present	Utah DOH	AB	801-965-2530	kristinbrown@utah.gov
Patty Carvajal (2017*) Present	San Antonio River Authority	Lab	210-227-1373	pmcarvajal@sara-tx.org
Chris Gunning (2018*) Absent	A2LA	Other	301-644-3230	cgunning@a2la.org
Jessica Jensen (2018*) Present	A&E Analytical Laboratory	Lab	316-618-8787	jessica@aelabonline.com
Silky S. Labie (2018) Present	Env. Lab Consulting & Technology, LLC	Other	850-656-6298	elcatllc@centurylink.net
Shari Pfalmer (2018*) Present	ESC Lab Sciences	Lab	615-773-9755	spfalmer@esclabsciences.com
Dale Piechocki (2017*) Present	Eurofins Eaton Analytical	Lab	574-472-5523	DalePiechocki@eurofinsUS.com
Matt Sowards (2017*) Present	ACZ Laboratories, Inc.	Lab	970-879-6590	matts@acz.com
Shannon Swantek (2017*) Absent	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
Janice Willey (2018) Absent	NAVSEA Programs Field Office	Other	843-794-7346	Janice.willey@navy.mil
Ilona Taunton (Program Administrator) Present	The NELAC Institute	n/a	(828)712-9242	ilona.taunton@nelac-institute.org

