

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

August 7, 2017

1. Roll Call:

Paul Junio, Chair, called the meeting to order at 1:10pm Eastern on August 7, 2017 in Washington, DC. Attendance is recorded in Attachment A – there were 8 members present.

Paul had the committee members introduce themselves.

2. ISO 17025

Paul provided an update on the status of the new ISO 17025 Standard and its impact on the 2016 Standard. He encouraged everyone to attend the ISO session on Thursday afternoon.

3. Small Laboratory Handbook (SLH)

The committee has been working on the SLH and the meeting today will be a review of the work done to date and open discussion about changes and additions needed.

Paul provided an overview of the SLH table of contents and then began work on the Module sections. He reminded everyone that the SLH is not a replacement for the Standard – a laboratory will need a copy of the Standard in order to use the SLH. He started with Module 1 on PT. Paul reviewed the introduction to the SLH on screen.

Module 1

Module 1 was reviewed on screen.

Comments:

It was suggested that a statement should be added that a PT sample can't have its own batch. An exception may be given if the lab does not have any samples for that analysis when the PT comes in, but if the lab regularly uses a method ... the PT needs to be run with the rest of the samples.

It was commented the SLH needs a list of acronyms. Jessica volunteered to go through the SLH and prepare this. The SLH should introduce each acronym the first time it is used, but a page will be added up front.

A lab can report a PT with an incorrect method but still pass the PT. The PT provider would score it as correct, but the AB would not accept the PT for the analyte(s) because the wrong method was listed for their Program's accreditation. This would be an example of where an AB may not accept a PT result.

It was commented that a statement should be made in the introduction about state procedures outside of the Standard. A statement similar to this could be added: Check with your AB for requirements that are outside of the accreditation standard and affect the work you do.

There was a question about 3 out of 3 failures on a PT and that it is a cause for revocation. This is clearly included in the 2016 Standard.

It was suggested that an example be included on root cause analysis for a PT failure. Scott Hoatson has a checklist that he will provide.

Iona noted that Sections 1 and 3 of Module 1 were not included in the Chapter as they are in the other Modules. Paul will talk to Nicole about adding this information to the section.

Module 2

Paul reviewed this section on screen.

Comments:

An example of using weights where someone uses their certified weights should be added.

General

Michelle Wade and Jessica are willing to do an initial review of the completed SLH.

While Modules 3 (Asbestos) and 7 (WET) are not included in the manual, the manual is still helpful to labs that use these modules because Module 2 applies to all labs.

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 August 14, 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 2:58pm 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@nslslab.com
Kristin Brown (2016) Present	Utah DOH	AB	801-965-2530	kristinbrown@utah.gov
Chris Gunning (2018*) Present	A2LA	Other	301-644-3230	cgunning@a2la.org
Sara Hoffman Absent	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*) Absent	CA Water Board	AB	916-323-3433	Jacob.oaxaca@waterboards.ca.gov
Shari Pfallmer (2018*) Present	ESC Lab Sciences	Lab	615-773-9755	spfallmer@esclabsciences.com
Dale Piechocki (2020) Present	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*) 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	TBD	

