

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

September 10, 2018

1. Roll Call:

Paul Junio, Chair, called the meeting to order at 1pm Eastern on September 10, 2018 by teleconference. Attendance is recorded in Attachment A – there were 9 members present. Associate Members present: Chaney Arend, Cindy Redmond, Nick Haring, Silky Labie, Eric Denman, Charles Hartke, Amber Ross, Carl Kircher.

2. Committee Addition

Paul noted that Jenna Majchrzak was voted onto the committee by email. A motion was made by Alyssa to add Jenna to the Quality Systems Committee. The motion as seconded by Dale. Vote:

Paul – For (8/22/18)
Jacob – For (8/22/18)
Dale – For (8/22/18)
Chris – For (8/22/18)
Kristin – For (8/22/18)
Shari – For (8/22/18)
Kathi – For (8/22/18)
Jessica – For (8/22/18)
Matt – For (8/22/18)
Michelle – For (8/22/18)
Lizbeth – For (8/23/18)

The motion passed.

3. SIR 329

There were multiple issues discussed regarding SIR 329. To begin, the lengthy submittal was boiled down to the following question(s) from the SIR:

Does TNI contend that all support equipment is required to be traced to individual results, or is there a distinction between analytical equipment, that is required to be traced to individual results, and support equipment, that is required to be calibrated and correctly maintained, but not necessarily traceable to individual results? If the former, then where exactly is the limitation on what is required to be traceable?

Paul noted that the committee does not want to create a list of what is or isn't required to

be traceable. Results need to be re-created by the historical record. How this relates to each individual piece of equipment in the lab is the issue. The draft response that was 'ok' in New Orleans would have caused Class A glassware to be traced to individual results, and discussion immediately thereafter left the committee saying they didn't want that. The committee needs to recognize that the purchasing requirements in 5.5.2 cover a portion of this, and then the verification requirements of 5.5.13.1 cover the rest. There is also a limit to the equipment that is required to be verified. If something isn't a volumetric dispensing device, or if quantitative results aren't dependent on the measurement, then it doesn't require verification under this clause.

After a very lengthy discussion, the committee didn't have resolution, and agreed to try to develop a response via e-mail in the next two weeks.

Paul will send the proposed language out to the committee members and associate committee members and look for input and/or alternate wording. In two weeks the committee will look to see what they receive and decide on a final response.

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 October 8, 2018 by teleconference from 1-3pm. Ilona will send a Webex invitation the morning of the meeting. *(Addition: Meeting date was changed to 10-15-18 due to Columbus Day for a number of people.)*

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

Paul adjourned the meeting at 2:30pm Eastern.

Attachment A

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

Member	Organization	Expiration	Representation	Email
Paul Junio (Chair) Present	Northern Lake Service	2019	Laboratory	paulj@nslslab.com
Jessica Jensen (Vice Chair) Present	Meridian Analytical Labs	2021	Laboratory	jessica.j@meridiantesting.com
Kristin Brown Absent	Utah DOH	2021	Accrediting Body	kristinbrown@utah.gov
Lizbeth Garcia Present	Oregon Dept. of Environmental Quality	2019*	Accrediting Body	LIZBETH.GARCIA@dhsosha.state.or.us
Kathi Gumper Present	ChemVal Consulting	2021*	Other	kgumper@chemval.com
Chris Gunning Present	A2LA	2021	Accrediting Body	cgunning@a2la.org
Earl Hansen Absent	Retired	2021*	Laboratory	papaearl41@hotmail.com
Jenna Majchrzak Present	NJ DEP	2021*	Accrediting Body	Jenna.Majchrzak@dep.nj.gov
Jacob Oaxaca Absent	California State Water Board	2019*	Accrediting Body	Jacob.Oaxaca@Waterboards.ca.gov
Shari Pfalmer Present	ESC Lab Sciences	2021	Laboratory	spfalmer@esclabsciences.com
Dale Piechocki Present	Eurofins Eaton Analytical	2020	Laboratory	DalePiechocki@eurofinsUS.com
William Ray Absent	William Ray Consulting	2020*	Other	Bill_Ray@williamrayllc.com
Matt Sowards Absent	ACZ Laboratories, Inc.	2020	Laboratory	MattS@acz.com
Michelle Wade Present	Wade Consulting	2021*	Other	michelle@michellefromks.com
Alyssa Wingard Absent	NAVSEA LQAO	2021*	Other	alyssa.wingard@navy.mil
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
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	
38	Continue SIR 246 and 296 discussions.	All	TBD	
40	Get PT root cause analysis example from Scott Hoatson.	Paul	8/31/17	
45	Review Ch 1 Application section for the use of “shall” and “may”. Are uses correct?	Paul, Sara	11/20/17	
51	Send example of Shari’s report to NELAP AC to confirm format of listing all certifications without logo’s is an acceptable process to report certifications for work being done.	Shari Paul	5/11/18	
53	Look into CWEA certification requirements.	Nick Jacob	7/9/18	
56	Reach out to Marlene Moore for additional information on Class A glassware.	Paul	7/9/18	
57	Look into status on labware SIR.	Paul	7/9/18	
58	Look into SIR 154 Response. Incorrect response may be posted.	Paul/Ilona	9/10/18	

