

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

September 11, 2017

1. Roll Call:

Paul Junio, Chair, called the meeting to order at 1pm Eastern on September 11, 2017 by teleconference. Attendance is recorded in Attachment A – there were 5 members present. Associate Members: Gil Dichter and Eric Denman.

2. Committee Terms

Paul reminded everyone about the discussion regarding his extending his term on the committee for one year in order to help the committee get started on the next Standard update and to train an incoming Chair. There are procedures in TNI to accommodate this in SOP 1-101, but there is nothing in the CSDP committee SOP (SOP 2-101). Jerry suggested following something along the lines of SOP 1-101.

Paul excused himself from the call so the committee can discuss this item. Jessica (Vice-Chair) led this discussion. She prefers Paul continue in his role as Chair and would prefer another year to train as incoming Chair.

Jessica made a motion to have Paul's membership on the committee be extended a year. The motion was seconded by Dale.

Discussion:

- Tyler asked if it would be an issue to extend this extension beyond a year if needed. Ilona noted that this would need to be discussed at the time if needed, but commented that Paul could always continue on as an associate member. Paul's plans are to train the incoming Chair so that an extension will not be needed.

Votes:

Jessica – For

Dale – For

Kristen – For

Sara – For

The vote will be completed by email.

(Addition:

Matt – For (9/11/17)

Chris – For (9/11/17)

Shari – For (9/11/17)

Silky – For (9/11/17)

Bill – For (9/11/17)
Jacob – For (9/11/17)
Janice – For (9/12/17)
Lizbeth – For (9/13/17)

The motion passed.)

Paul rejoined the call.

3. Module 2 Standard Update

Paul noted that he has Parking Lot items that he has been tracking for the next Standard update. He will send these to the committee and they can be considered when the committee begins to discuss the update in New Mexico.

Paul would like to begin the Standard update by moving the current Standard into the new ISO 17025 format. This will make it obvious what is missing or needs to be changed. He may use large sheets on the wall in New Mexico to begin this process.

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 9, 2017 at 1pm Eastern by teleconference.

(Addition: The meeting was delayed to 10/16/17 due to the holiday on 10/9/17.)

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)

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*) Absent	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*) Present	Meridian Analytical Labs	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 Pfallmer (2018*) Absent	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) 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*) 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	
42	Complete vote to extend Paul's membership on the committee.	Jessica	9/25/17	

