

SUMMARY

TNI CHEMISTRY EXPERT COMMITTEE MEETING

April 1, 2020

The Chemistry Expert Committee (CEC) met by teleconference on Wednesday April 1, 2020 at 2:00 PM ET. Chair Valerie Slaven led the meeting.

Roll Call

Valerie Slaven, PDC (Lab) – Chair	Present
Jay Armstrong, VA DGS (AB)	Present
Paula Blaze, NJ DEP (AB)	Present
Eric Davis, Horizon (Other)	Present
Deb Gaynor, Independent Consultant (Other)	Present
Shawn Kassner, Pace (Lab)	Present
Max Patterson, UT DOH (AB)	Present
Charles Neslund, Eurofins (Lab)	Present
Colin Wright, Florida DEP (Lab)	Present
Calista Daigle, Quality Consulting (Other)	Present
Tony Francis, Saw Environmental (Other)	Present
Chad Stoike, ALS Global (Lab) – Vice Chair	Absent
Michelle Wade, A2LA (AB)	Present
Robert Wyeth, Program Administrator	Present

The attached agenda (Attachment 1) was presented without any requested changes. A quorum was present and the meeting proceeded. Associate members Mike Delaney, Arthur Denny, Karna Holquist, Chris Fuller, Terrell Maske, Farid Ramezanzadeh and Nicole Cairns were also present for the call.

March Meeting Minutes

The March 4, 2020 minutes (Attachment 2) were discussed and Deb requested that Bob review the Technical Manager presentation and add as appropriate the designation of the particular committee being referenced to remove possible confusion between the Chemistry and the Quality Systems Committees. With agreement to make these clarifications, a motion to accept the March minutes was made by Deb and seconded by Colin. The committee unanimously approved the March minutes which will be forwarded to William for posting on the TNI website.

Discussion of Technical Manager Duties/Alternative Approaches

Discussion continued from last month's meeting. Valerie reminded committee members of efforts to solicit lists of duties and responsibilities that committee members felt were relevant to the discussion. No specific suggestions were presented but rather the discussion that continued pointed out such potential duties and responsibilities.

Jay having volunteered to review VA's language regarding technical leadership reported that their language was not applicable for consideration of definitions used on a national scale. Michelle supplied previously to all committee members copies of CA definitions for principal analyst which maybe applicable to these discussions. Specific language from CA was not discussed in any further detail other than to support the general presentation of duties and responsibilities presented below. Eric also provided by e-mail during the meeting, copies of information from the Austin Water Utility Lab for review by the committee (Attachment 3) but no detailed discussions were had on these definitions. One question was asked as to whether or not Quality Systems had seen the CA information; without evidence that it had been shared, Bob agreed to send the information to Jessica Jensen, Chair of the Quality Systems Committee.

Throughout the conversations which followed, participants pointed out that the following duties and responsibilities are those of the lab management team whether that is a Lab, Director, Technical Director and a Quality Assurance officer, a combination of these individuals or a single individual who may also have administrative, operational and technical oversight.

The following is a list of duties and responsibilities presented for consideration by the committee participants for a "Technical Expert". This should not suggest the list is all inclusive or complete. It will also be noted that significant overlap exists between items listed and even some fundamental duplication of items.

- SOP production/review
- Approval of new methods/validation of same
- Approval of modifications to existing methods
- Effective analyst Training
- Initial and continuing DOCs
- Operational oversight (specific to areas of expertise)
- Troubleshooting (method and/or instrument)
- Proper instrument maintenance and performance
- Method compliance
- Establishment of QA criteria including reporting limits and definition of applicability and use of data qualifiers
- Insurance of overall accuracy and quality of data
- Technical guidance for preventative and corrective action
- Capital acquisitions (specific to areas of expertise)

- Verification of LIMS implementation insuring data quality
- Provide technical guidance regarding sample acceptance and operational applicability
- Implementation practices to insure compliance with methods, standards and client requirements
- Stop and start work authority
- Verification of accuracy of reporting systems and protocols
- Guidance for resolution of sample receipt issues
- Technical resource for appropriateness of methods

These items determined to be appropriate duties and responsibilities of the management team will be shared with the Quality Systems Committee and members of this committee to solicit additional comments and suggestions prior to taking further action as to the Chemistry Committees recommendations to the Quality Systems Committee.

DOC discussion

Valerie suggested that the committee needs to return to the topic of modifications to Module 4 regarding DOCs and recommended that this be the primary topic for the next meeting. Utilizing the SIR responses from the past and other comments received by the committee and notes from previous meeting minutes, it was decided to begin a line by line review of the current standard and attempt to develop new and/or replacement language to response and clarify issues with DOCs in the chemistry module.

New Membership

The committee has received two membership applications. One application was presented from Lee Wolf who would be representing the "Other" stakeholder category and a second application from Eli Boren representing the "AB" stakeholder category. The resumes of both candidates were distributed to committee members. Participants presented information and experience with both candidates for committee consumption. There were no questions of or concerns expressed with either candidate by any Chemistry Committee members. On a motion by Shawn and a second by Calista, the committee unanimously approved the candidates for committee membership. These additions will bring the committee census to 15 members. The committee remains balanced and without dominance by any stakeholder group. Bob will submit a request to the Chair of the CSDEC for his acceptance of Lee and Eli to the committee.

The meeting of the committee concluded at 3: 15 PM ET on a motion by Shawn and second by Colin. The next scheduled conference call for the committee is Wednesday May 6, 2020 at 2:00 PM ET.

Attachment 1

Chemistry Expert Committee
Meeting Agenda
Wednesday April 1, 2020, 1:00 -2:30 pm CST

1. Roll Call
2. Approval of March 2020 Minutes
3. Discussion of Technical Manager Duties/Alternative Approaches
4. DOC discussion
5. New Membership

Attachment 2



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Attachment 3



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