Quality System Expert Committee (QS) Meeting Summary

January 11, 2016

1. Roll Call and Minutes:

Paul Junio, Chair, called the meeting to order at 1:07 pm Eastern by teleconference on January 11, 2016. Attendance is recorded in Attachment A – there were 9 members present. Associates members on the call included: Tyler Sullens, Eric Davis, Eric Denman, Reed Jeffrey, Robin Cook, Bill Ray and Carl Kircher (added at 1:39).

The meeting minutes for December were reviewed. Janice made a motion to approve the 12/14//15 minutes as distributed. The motion was seconded by Silky and unanimously approved.

Dale made a motion to approve the 12/18/15 minutes as distributed. The motion was seconded by Jessica and unanimously approved.

Paul reminded everyone that they need to review the Committee training webcast.

2. SIRs

There is nothing new to discuss at this meeting. There are still a few SIRs that will be discussed in Tulsa to get more input.

3. Election of Chair and Vice-Chair

Michelle and Katie will be rotating off the committee after the Tulsa meeting. Michelle is the current Vice-Chair.

Silky made a motion to have Paul remain Chair of the Quality System Expert Committee. The motion was seconded by Kristin and unanimously approved.

Kristin made a motion to add Jessica as Vice-Chair of the Quality System Expert Committee. The motion was seconded by Michelle and unanimously approved.

4. Review of Charter

Paul pulled up the 2015 Charter and made updates as the committee reviewed it.

The Key Milestones were updated for 2016. The committee added plans to finalize the new Standard and revise the Small Laboratory Handbook. They also included continued prompt response to SIRs, balanced committee membership and review and revision of existing templates, tools and assorted documentation.

The Committee Membership was updated to add Jessica as Vice-Chair and to remove the members rotating off: Michelle and Katie.

Paul asked Jerry if Michelle and Katie could stay on the committee until new membership is found. His response was "no" and he believed there were potential new members that could be found in Tulsa. Paul will contact Katie to see if there are any EPA candidates that could join the committee. Eric noted that there are some new people at TCEQ that might be interested. Paul also encouraged associate members who are ABs and Others to consider joining the committee. The balance issue will be resolved over the next month.

Silky moved to approve the Charter as discussed (see Attachment D). The motion was seconded by Patty and unanimously approved.

Ilona will send the final Charter to Bob Wyeth and Ken Jackson.

5. Interim Standard

Paul reminded everyone that the vote closes on Monday, February 22nd. All committee members must vote. Paul noted that committee members that do not vote are supposed to be removed from the committee.

6. Action Items

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

7. New Business

• Paul reviewed the agenda for the Tulsa meeting.

8. Next Meeting and Close

The next meeting will be January 26, 2015 at 8am Central in Tulsa, OK

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 1:47 pm Eastern. (Motion: Michelle Second: Dale Unanimously approved.)

Attachment A Participants Quality Systems Expert Committee (QS)

Members (Exp)	Affiliation	Balance	Contact Information		
Paul Junio (2018)	Northern Lake	Lab	262-547-3406	paulj@nlslab.com	
(Chair)	Service				
Present					
Michelle Wade (2016)	Wade Consulting	Other	913-449-5223	michellefromks@gmail.	
(Vice-chair)	and Solutions			com	
Present					
Katie Adams (2016)	USEPA Region 10	Other	360-871-8748	Adams.Katie@epa.gov	
Absent					
Kristin Brown (2016)	Utah DOH	AB	801-965-2530	kristinbrown@utah.gov	
Present				_	
Patty Carvajal (2017*)	San Antonio River Authority	Lab	210-227-1373	pmcarvajal@sara- tx.org	
Present					
Chris Gunning (2018*)	A2LA	Other	301-644-3230	cgunning@a2la.org	
Present					
Jessica Jensen (2018*)	A&E Analytical	Lab	316-618-8787	jessica@aelabonline.co	
(Incoming Vice-Chair)	Laboratory			m	
Present					
Silky S. Labie (2018)	Env. Lab Consulting &	Other	850-656-6298	elcatllc@centurylink.net	
Present	Technology, LLC				
Shari Pfalmer (2018*)	ESC Lab Sciences	Lab	615-773-9755	spfalmer@esclabscienc es.com	
Absent					
Dale Piechocki (2017*)	Eurofins Eaton Analytical	Lab	574-472-5523	DalePiechocki@eurofins US.com	
Present					
Matt Sowards (2017*)	ACZ Laboratories, Inc.	Lab	970-879-6590	matts@acz.com	
Absent					
Shannon Swantek (2017*)	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@stat e.or.us	
Absent					
Janice Willey (2018)	NAVSEA	Other	843-794-7346	Janice.willey@navy.mil	
_ ` ` ′	Programs Field				
Present	Office				
Ilona Taunton	The NELAC	n/a	(828)712-9242	llona.taunton@nelac-	
(Program Administrator)	Institute			institute.org	
Present					

Attachment B

Action Items – QS Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
8	Send new wording for Section 5.5.13.1 to Cathy Westerman and get input.	Paul	7/13/15	10/11/15
9	Look at the Handbook Table of Contents and volunteer for sections.	All	8/10/15	
12	Send update to Lynn regarding SIR #290.	Paul	9/21/15	
18	Paul will contact the missing members on the 12/18/15 call to get their votes. He will ask them to email their votes to Ilona.	Paul	12/18/15	Complete

Attachment C

Backburner / Reminders – QS Executive Committee

	Item	Meeting Reference	Comments
1	Update charter in October 2015.	n/a	

Laboratory Quality Systems Expert Committee

2016 Charter

(Revised 01-11-16)

Mission:

To maintain laboratory quality systems standards (TNI Volume 1, Modules 2 & 3) based on public input and to provide technical assistance on issues related to adopted standards; and to develop tools that facilitate the implementation of the standard.

Strategic Goals and Objectives:

Review and revise standards based on input from all stakeholder groups

- 1. Ensure that the Standard will produce data of known and documented quality
- 2. Provide technical assistance such as responding to Standard Interpretation Requests (SIRs)
- 3. Provide technical assistance in developing tools to facilitate the implementation of the standard
- 4. Ensure continuity with TNI Volume 1 Modules 3 through 7

Success Measures:

- Improving the Standard, such as by:
 - Increasing the clarity of the intent of the Standard
 - Incorporating advances in technology
- Timely development of standards
- Prompt responses to SIRs

Key Milestones for 2016:

- Finalization of new TNI Standard
- Small Lab Handbook revision
- Continued prompt response to SIRs
- Maintain balanced Committee Membership
- Review and revise existing templates, tools, and assorted documentation

Considerations:

 Committee members are volunteers; limited funding. Committee must maintain a balanced representation from among accrediting bodies, accredited laboratories and "others" (including, among others, EPA, Department of Defense, and third party accrediting bodies).

Available Resources:

- Volunteer committee members
- TNI Infrastructure
- Environmental technical community
- Teleconference services
- Administrative support
- Technical editor support

Additional Resources Required:

Travel funding

Anticipated Meeting Schedule:

- Monthly Committee Teleconferences on the 2nd Monday of each month (open to all Full and Associate Members)
- Additional committee teleconferences as needed
- Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

Committee Membership

Member	Organization	Expiration	Representation
Mr. Paul Junio	Northern Lake Service	2018	Laboratory
CHAIR			
Ms Kristin Brown	Utah DOH	2018*	Accrediting Body
Ms Patty Carvajal	San Antonio River Authority	2017*	Laboratory
Mr. Chris Gunning	A2LA	2018*	Other
Ms Jessica Jensen VICE-CHAIR	A & E Analytical Laboratory	2018*	Laboratory
Ms Silky S. Labie	Env. Lab Consulting & Technology, LLC	2018	Other
Ms Shari Pfalmer	ESC Lab Sciences	2018*	Laboratory

Mr. Dale Piechocki	Eurofins Eaton Analytical	2017*	Laboratory
Mr. Matt Sowards	ACZ Laboratories, Inc.	2017*	Laboratory
Ms Shannon Swantek	Oregon Dept. of Environmental Quality	2017*	Accrediting Body
Ms Janice Willey	NAVSEA Programs Field Office	2018	Other

^{* -} eligible for an additional three year term

Balance:

- 6 Lab
- 3 Other
- 2 AB

Subcommittees:

• None

Program Administrator: Ilona Taunton