

## Quality System Expert Committee (QS) Meeting Summary

October 19, 2020

### 1. Roll Call:

Jessica Jensen, Chair, called the meeting to order at 12pm Eastern by teleconference on October 19, 2020. Attendance is recorded in Attachment A – there were 12 members present. Associate Members present: Amy Schreader, Ashley Larssen, Brian Lamarsh, Christopher Fuller, Cindy Redmond, Dalie Piechocki, Eric Denman, Jeanette Hernandez, Joe Manzella, Karna Holmquist, Linda O'Donnell, Patricia Carvajal, Rachel Van Exel, Tiffany Shaw, Ty Atkins, and Nicole Cairns.

There were no changes made to the agenda.

### 2. Public Webinar

Jessica pulled up the Summary of Changes Document that included written comments received by email after the public webinar. Five sets of comments were received. There were also comments received during the Public Webinar, but Jessica, Kathi and Paul Junio will work on these before the next meeting so they can be reviewed too.

Section 6.4.6 ISO/ 5.5.13.1:

Email Comment 1: Comment doesn't address change.

Email Comment 3: The list provides clarity. Nick and Ilona think it should be a note. "Examples of support equipment may include" or "some examples might include". There was agreement.

Email Comment 4: Committee does not want to add it to definitions.

Email Comment 5: Need to look at equipment that affects the validity of the results. Perhaps it is a list the lab develops. She suggested adding to the definition. There was agreement to beef up the definition and add a note.

(There was a problem with sound, so another call was set-up and the meeting continued. Roll was confirmed.)

7.5.1 ISO.

Section 4.13.3

Email Comment 5: Group agreed with re-wording suggestion.

Email Comment 3: Thought wording was fine.

Conclusion: Re-wording suggestion will be considered.

7.2.1.2 - ISO

Section 4.2.8.5

Email Comment 3: ABs on the call noted that they don't require labs to state "Not Applicable". Nicole mentioned that an auditor did require this.

Email Comment 1: Nothing to add.

Email Comment 5: Wording change suggested, but list still included. Nicole is on the call and said she is OK with getting rid of list.

Conclusion: Simplify list into words and make sure it includes all the requirements. Don't need to necessarily use the headers.

#### 7.4.2 ISO/ 5.8.5

Email Comment 5: Nicole suggested language change.

Email Comment 4:

Email Comment 1:

All comments essentially state that the labs should decide how to track it. The system needs to be documented. Use "unambiguous" instead of "unique" identification of each container. Looked at Nicole's language again. Nick had some suggestions too.

Committee agrees that this section will be re-worded.

Jessica opened up the Q&A summary from the Public Webinar. These are essentially the "minutes" from the Public Webinar. Jessica, Kathi and Paul Junio are working on this. Ilona noted that about 210 people attended the webinar. This will go out to the Committee before the responses go back out to the public webinar attendees. This will be done by email and discussed next meeting.

### 3. Committee Membership

Jessica, Kristin and Shari will be rotating off the Committee. There will be 3 openings to fill. Jessica asked that people start thinking about nominations for Chair and Vice-Chair.

### 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 will be on November 9, 2020 at 1pm Eastern. Ilona will send a Webex invitation late morning the day of the meeting.

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

Jessica adjourned the meeting at 1:32 pm Eastern (Motion – Earl, Second - Kathi)

Attachment A

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

Member	Organization	Expiration	Representation	Email
Jessica Jensen (Chair) <b>Present</b>		2021	Laboratory	jessica.jensen@kcmo.org
Kristin Brown <b>Present</b>	Utah DOH	2021	Accrediting Body	kristinbrown@utah.gov
Michael Demarais <b>Present</b>	SVL Analytical	2023*	Lab	michael@svl.net
Tony Francis <b>Absent</b>	SAW Environmental	2023*	Other	tfrancis@sawenviro.com
Lizbeth Garcia <b>Present until 12:46.</b>	Oregon Dept. of Environmental Quality	2019*	Accrediting Body	LIZBETH.GARCIA@dhsosha.state.or.us
Kathi Gumpfer (Vice-Chair) <b>Present</b>	ChemVal Consulting	2021*	Other	kgumpfer@chemval.com
Nicholas Slawson <b>Present</b>	A2LA	2023*	Accrediting Body	nslawson@a2la.org
Earl Hansen <b>Absent</b>	Retired	2021*	Laboratory	papaearl41@hotmail.com
Jenna Majchrzak <b>Present</b>	NJ DEP	2021*	Accrediting Body	Jenna.Majchrzak@dep.nj.gov
Shari Pfalmer <b>Present</b>	Pace Analytical Services	2021	Laboratory	shari.pfalmer@pacelabs.com
William Ray <b>Absent</b>	William Ray Consulting	2023	Other	Bill_Ray@williamrayllc.com
Amber Ross <b>Present</b>	PA DEP/Bureau of Laboratories	2022*	AB	ambross@pa.gov
Debbie Bond <b>Present</b>		2023*	Lab	dbond@southernco.com
Michelle Wade <b>Present</b>	A2LA Workplace Training	2021*	Other	mwade@a2lawpt.org
Alyssa Wingard <b>Present</b>	NAVSEA LQAO	2021*	Other	alyssa.wingard@navy.mil
Ilona Taunton (Program Administrator) <b>Present</b>	The NELAC Institute	n/a	(828)712-9242	<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>

## Attachment B

### Action Items – QS Expert Committee

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
63	Consider starting a list of items to add to the small laboratory handbook.	All	TBD	
65	Add ISO/IEC 17025:2017 language from the 2016 TNI Standard into the DRAFT Combined Standard.	TBD	TBD	
73	Change black text in combined Standard to italics in preparation of starting to work on updating language in the Standard.	Jessica	2/2/20	<i>4/15: Needs to be started.</i>
77	Prepare summary document of comments received during the 9/25/20 Public Webinar.	Jessica, Kathi, Paul Junio	11/9/20	
78				

