

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

November 12, 2019

1. Roll Call:

Jessica Jensen, Chair, called the meeting to order at 3pm Eastern by teleconference on November 12, 2019. Attendance is recorded in Attachment A – there were 6 members present. Associate Members present: Jeanette Hernandez, Rachel Van Exel, Chaney Arend, Joe Manzella, Patty Carvajal, Carl Kircher, Rob Waite, Paul Junio, Michael Desmarais.

Jessica distributed the minutes for October and pulled them up on Webex for review. A motion was made by Dale to approve the October 21, 2019 minutes as written. The motion was seconded by Shari. Vote: For - 6 Against – 0 Abstain – 0. The vote will be completed by email or at the next meeting.

(Addition: The following votes were received during the December 9, 2019 meeting: For – Lizbeth, Kathi, Earl, Amber, Matt, Michelle, Alyssa. Against – 0 Abstain – 0. The motion passed and the minutes will be posted.)

2. Technical Manager

Kristin noted that the NELAP AC did begin discussing the information sent by the Committee on Technical Manager requirements. People did not have much time to review the information and it was a short discussion. There were some clarifications questions such as chemical analyses verse environmental analyses. Some wanted chemistry classes in the description.

Jessica noted that she still hasn't gotten anything from the Asbestos Expert Committee, so if nothing is sent, they will default to the Chemistry requirements.

(Addition: 11/18/19 from Lynn Bradley – comments from the NELAP AC:

- *Are there an adequate number of radiochemistry courses available to meet the stated requirements?*
- *For QS, what about chemical engineering?*
- *Several participants expressed concerns about additional years of experience substituting for coursework, since an AB granting secondary accreditation will not know the qualifications that were approved by the primary AB.*
- *How could the microbiology requirements be assessed?*

- *It is difficult to find a “general microbiology” course; one AB does require microbiology TD candidates to return to school for such a course if not already on their transcript, but others thought that might be overly prescriptive for someone with extensive experience.*
- *One AB wants to retain the option of declining to accept a TD candidate even though that individual meets the “paper requirements”. This could be addressed under competence instead of qualifications, but should be considered by QS in the revision.*
- *Lastly, there must be a way to “grandfather” existing staff that may not meet the revised requirements, upon implementation of the next revision of the standard.*

From Kristin, 11/18/19:

I also think it was pretty clear that the ABs would prefer to see this language removed.

"vi. In lieu of any of the above, the laboratory may petition each body for which accreditation is sought, presenting the candidate's qualifications in a consistent format to each."

For QS again, is the QS language provided intended to be for chemistry only? And, it is possible to get 14 hours of courses in natural science without any chemistry courses, so the language should be clarified to be explicit. - On this topic there were two concerns the first was the standard says environmental analysis. The thought was that it should probably be made more precise here to specify chemistry, since environmental analysis would cover micro, WET, radiochem and we already have standards to cover those. The second concern was it would be nice to see a minimum of number or chemistry credits still required.

Then to give you an example of where we are at, we have one AB that would like to see the minimum 4 credit micro be removed because it is sometimes hard to find someone that has that qualifications, and on the flip side we have an AB that will send someone back to school to get those 4 credits.)

3. Definition for Quarterly

Jessica received an inquiry from a lab asking about the definition for quarterly. The lab noted that an assessor interpreted quarterly as every 3 months to the date.

Jenna noted that NJ is planning to make it clear that it is every 3 months and will get back to Jessica with more detail.

Jessica note noted this need to be defined in the Standard.

Rachel thinks the term quarterly should continue to be used because it allows some flexibility. Other labs on the call agreed. Perhaps it could be defined as 3 month +/- 2 weeks? Patty defined it this way in her quality management system.

It was noted that “annually” is defined as 12 months +/- 2 months.

This will be further discussed when this comes up during the review of the Standard.

4. Standard

Jessica continued the review of the Combined Standard for duplicate language or language placed into the wrong section. The Committee reviewed it on screen using Webex.

7.4.4 - no changes

7.5.1 - Added TNI section 4.13.3.

More clarification is needed on when it is record and when it is record. Jessica was trying to get a handle on this and marked instances where this should be reviewed.

7.6 - OK

7.7 – Move TNI 5.6.4.2 to 8.4.1? This will be looked at when work begins on the Standard. TNI 5.6.4.1 was deleted.

The Committee will begin work again on the Combined Standard at Section 8 in December.

Jessica asked that people continue to look for language that was not transferred from the 2016 TNI Standard - Module 2. She also asked that people continue to read the document and suggest movement of any language that may not be in the appropriate place. Send her an email with any findings or comments.

5. Committee Membership

Ilona noted that there are 12 active applicants. There will be 4 open spots on the Committee. Associate members were encouraged to apply for these open spots. 2 Other and 2 Labs will be rotating off, but because there is good balance on the Committee the applicants can be from any category.

6. Action Items

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

7. New Business

None.

8. Next Meeting and Close

The next meeting will be December 9, 2019 at 1pm Eastern. Ilona will send a Webex invitation the morning 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 4:12pm Eastern. (Dale- motion Jenna – second, Unanimous approval).

Attachment A

Participants
Quality Systems Expert Committee (QS)

Member	Organization	Expiration	Representation	Email
Jessica Jensen (Chair) Present	Meridian Analytical Labs	2021	Laboratory	jessica.j@meridiantesting.com
Kristin Brown Present	Utah DOH	2021	Accrediting Body	kristinbrown@utah.gov
Lizbeth Garcia Absent	Oregon Dept. of Environmental Quality	2019*	Accrediting Body	LIZBETH.GARCIA@dhsosha.state.or.us
Kathi Gumpfer (Vice-Chair) Absent	ChemVal Consulting	2021*	Other	kgumpfer@chemval.com
Chris Gunning Absent	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
Shari Pfalmer Present	ESC Lab Sciences	2021	Laboratory	spfalmer@esclabsciences.com
Dale Piechocki Present	Eurofins Eaton Analytical	2020	Laboratory	DalePiechocki@eurofinsUS.com
William Ray Present	William Ray Consulting	2020*	Other	Bill_Ray@williamrayllc.com
Amber Ross Absent	PA DEP/Bureau of Laboratories	2022*	AB	ambross@pa.gov
Matt Sowards Absent	ACZ Laboratories, Inc.	2020	Laboratory	MattS@acz.com
Michelle Wade Absent	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	
59	Review Milwaukee minutes and add to Parking Lot list as appropriate.	Paul/Jessica	4/8/19	
60	Send Technical Manager Questions to Committee to get comments and ideas for other questions.	Jessica	3/11/19	
61	Send SIR 350 Response to Lynn.	Jessica	7/31/19	
62	Update SIR Summary to match procedure used by the PT Expert Committee.	Jessica/Paul Junio	8/5/19	
63	Consider starting a list of items to add to the small laboratory handbook.	All	TBD	

	Action Item	Who	Expected Completion	Actual Completion
64	Review language in DRAFT Combined Standard to make sure all TNI language was transferred.	TBD	TBD	
65	Add ISO/IEC 17025:2017 language from the 2016 TNI Standard into the DRAFT Combined Standard.	TBD	TBD	
66	Send out DRAFT Chemistry Technical Manager requirements to QS Expert Committee and then to Chemistry Expert Committee.	Jessica	QS: 9/10/19 Chemistry: 9/13/19	
67	Send DRAFT Technical Manager Language to the NELAP AC.	Jessica	10/1/19	Complete

