

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

November 13, 2017

1. Roll Call:

Paul Junio, Chair, called the meeting to order at 1pm Eastern on November 13, 2017 by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associate Members: Kathy Gumper, Gil Dichter, Nirmela and Eric Denman.

A motion was made by Sara to approve the minutes from the 10/16/17 meeting. The motion was seconded by Shari. All in attendance voted “For” except for Silky who voted “Abstain”. The minutes were approved and will be posted.

2. Membership

The CSDP Executive Committee (EC) is still working on the update to the SOP to include a procedure for a committee member to extend membership beyond 2 terms under special circumstances.

3. Small Laboratory Handbook (SLH)

Paul distributed the DRAFT of the first Chapter of the SLH. Ilona took all the portions people have worked on and turned it into one complete chapter. The committee started review of this Chapter using Webex.

Cover Page

Change the color of title page. Use green instead of orange, make it the 2nd Edition and change to 2016 Standard.

Disclaimer

Looks good.

Introduction

Paul reviewed the red text added to the Introduction.

Delete the use of “Think of them as a roadmap.”

Add Acronym page to Appendices. Appendix 1

Remove closing parentheses after “usage” in ISO section.

Choosing AB

Change “areas” to fields of testing.

Application Process

Remove info on generic AB application.

Secondary Accreditation needs to be expanded briefly and to be placed in an Appendix. Kathy Gumper will work on language and send to Paul and Ilona. *(Addition: After the information was reviewed, it was decided to update the language in Chapter 1 instead of adding another Appendix.)*

Ilona raised questions about the paragraph regarding non-assessment year application. Not everyone does this. Use “may” instead of “must”.

Change “will be denied” to “may be denied”.

Remove “consecutive” in hint.

Delete line for spring/fall schedule.

Silky asked if DW has been addressed in the PT section. Silky will put something together and send to Paul later today.

Paul, Ilona and Sara will review this section (Application Process) to see if the use of “shall” and “may” are correct.

Paul sent SIR language for handbook out earlier today. He has requested comments.

The committee decided that it would like to see the SLH one last time after Jan finishes up final formatting before final distribution.

Paul asked everyone to continue to review the SLH over the next week and send comments by November 20th. The goal is to have the Final DRAFT complete by the end of the month so Jan has time to work formatting before the December call. *(Addition 12/7/17: Once the Final DRAFT was compiled, Paul and Ilona were concerned that Chapter 2 and 3 needed more information. There were numerous areas where it appeared only an outline was included for the section and it seemed un-useful to the reader because it needed more detail. Paul reviewed these sections alongside the current SLH and added to the chapters. The Final DRAFT was not complete until 12/7/18.)*

Paul will also send out the Acronym Appendix for review.

4. Action Items

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

5. New Business

Registration now open.

6. Next Meeting and Close

The next meeting is planned for December 11, 2017 at 1pm Eastern by teleconference.

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

Paul adjourned the meeting at 2:38pm Eastern. (Move: Silky Second: Jessica Unanimously approved.)

**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@nlslab.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 Absent	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) Present	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 Pfalmer (2018*) Present	ESC Lab Sciences	Lab	615-773-9755	spfalmer@esclabsciences.com
Dale Piechocki (2020) Absent	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) Present	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	SLH is nearing completion. This action item will be closed. Complete
24	Summarize format for Handbook and send to committee members and other Expert Committee Chairs.	Paul	6/10/16	Follow-up needed. Format determined. Complete
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	3/14/17 - Complete
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	Complete
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	Complete
40	Get PT root cause analysis example from Scott Hoatson.	Paul	8/31/17	
41	Prepare acronym listing for SLH.	Jessica	TBD	Complete
42	Complete vote to extend Paul's membership on the committee.	Jessica	9/25/17	Complete
43	Work on secondary accreditation language to update Ch 1 of the SLH.	Kathy Gumper and Paul	11/20/17	

	Action Item	Who	Expected Completion	Actual Completion
44	Silky will review PT section and send any needed updates to DW language.	Silky	11/20/17	
45	Review Ch 1 Application section for the use of “shall” and “may”. Are uses correct?	Paul, Sara	11/20/17	
46	The committee should continue review of the SLH and send comments before completion of the Final DRAFT.	ALL	11/20/17	

