

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

February 10, 2020

1. Roll Call:

Jessica Jensen, Chair, called the meeting to order at 1pm Eastern by teleconference on February 10, 2020. Attendance is recorded in Attachment A – there were 7 members present. Associate Members present: Amy Schreader, Brian, LaMarsh, Carl Kircher, Chris Fuller, Carol Barrick, Debbie Bond, Eric Denman, Jeanette Hernandez, Joe Manzella, John Gumper, Linda O'Donnell, Paul Junio, Rachel Van Exel and Robert Waite.

Jessica distributed the minutes for January and pulled them up on Webex for review. A motion was made by Kristin to approve the January 13, 2020 minutes as written. The motion was seconded by Alyssa. Vote: For - 7 Against – 0 Abstain – 0. The vote will be completed by email.

(Addition: Additional votes were received by email:

Earl (2/10/20) – For

Kathi (2/10/20) – For

Jenna (2/11/20) – For

Amber (2/12/20) – For

Michelle (2/12/20) – Abstain – Not at meeting.

Michael (2/11/20) – For

The minutes were approved.)

2. Technical Manager

Jessica shared the language worked on in Newport Beach for Technical Manager. She is not taking comments at this time but wanted to share the actual language. “iv” will not become a required course.

Any technical manager of an accredited environmental laboratory engaged in environmental chemistry analysis shall be a person who possesses the following:

- i. a bachelor's degree from an accredited institute of higher education; and
- ii. two (2) years of experience in the analysis of samples representative of the analyses for which the lab seeks and maintains accreditation; and

- iii. twenty-four (24) college semester credit hours in a scientific discipline to include at least sixteen (16) credit hours in chemistry. All credit hours must be from an accredited institute; and
- iv. a passing score in a basic technical manager course. (If this does not become a requirement then this may count for 4 credit hours excluding chemistry)

Alternative Options

- i. A master's or doctoral degree in a scientific discipline may be substituted for one (1) year experience.
- ii. In addition to the two (2) years of experience listed above in ii each additional year of experience working in an environmental laboratory may be substituted for 2 credit hours.
 - a. Multiple years of substitution may be utilized, but each year substituted must be related to the learning of and proficiency across the scope of accreditation for analytical method/technique or instrumentation type. This will help ensure an increasing level of knowledge in environmental analyses (preparation and/or instrumentation) during that time period.
 - b. A minimum of 12 credit hours in chemistry must be college level course work from an accredited institute.
- iii. A technical manager course for organics and/or inorganics may be taken and passed in lieu of 4 credit hours each. A prerequisite for this course is a passing grade in the basic technical manager course.
 - a. Only 4 credit hour may be substituted for chemistry credit hours of college level course work. A minimum of 12 credit hours in chemistry must be college level course work from an accredited institute.

All of the current exemptions listed in Module 2 will still be applicable.

Note: rewrite Jessica Jensen 02/05/2020- This is a rewrite attempt after comment received by the chair of Quality Systems, this represents the opinions of me as an individual and is not presented from the Quality Systems Committee.

John Gumper asked if labs have already closed down due to Technical Manager requirements. Jessica noted it is the requirements that caused them to close down. There were examples given in Newport Beach. They can't find people with the 24 credit hours and 2 years of experience. It has become a problem as people are retiring.

Alyssa – asked the ABs if they are seeing this in their labs. Nick – A2LA – No. Kristin – Utah – No. Carl – FL – No.

Minnesota has had a problem in rural areas. Texas too. Labs are just withdrawing their application. It is not necessarily an issue of being closed down. Seems to be a bigger problem for less populated areas.

3. Standard

Jessica shared the Summary of Suggested Changes table the Committee worked on in Newport. She still needs to go through it for accuracy and will then send it out to the Committee for review by email.

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 March 9, 2020 at 1pm Eastern. Ilona will send a Webex invitation late 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 1:38pm Eastern. (Bill- motion Tony – 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
Michael Demarais Absent		2023*	Lab	
Tony Francis Present		2023*	Other	
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
Nicholas Slawson Present	A2LA	2023*	Accrediting Body	cgunning@a2la.org
Earl Hansen Absent	Retired	2021*	Laboratory	papaearl41@hotmail.com
Jenna Majchrzak Absent	NJ DEP	2021*	Accrediting Body	Jenna.Majchrzak@dep.nj.gov
Shari Pfalmer Absent	Pace Analytical Services	2021	Laboratory	shari.pfalmer@pacelabs.com
William Ray Present	William Ray Consulting	2023	Other	Bill_Ray@williamrayllc.com
Amber Ross Absent	PA DEP/Bureau of Laboratories	2022*	AB	ambross@pa.gov
Donna Ruokonen Present		2023*	Lab	
Michelle Wade Absent	Wade Consulting	2021*	Other	michelle@michellefromks.com
Alyssa Wingard Present	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	
68	Send note to Lynn about status of LAB language requested to be added.	Jessica	1/10/20	
71	Send final response to SIR 363 to Lynn Bradley.	Jessica	1/20/20	
72	Start reviewing SIRs to add to list of possible changes to the Standard.	Jessica	2/2/20	
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	
74	Notify new members about membership. First meeting as members will be 2/10/20.	Jessica	2/3/20	
75	Update Summary of Suggested Changes table from Newport meeting and send to Committee for review.	Jessica	3/9/20	

