

Quality System Expert Committee (QS) Meeting Summary

February 21, 2019

1. Roll Call:

Jessica Jensen, Chair, called the meeting to order at 1pm Eastern by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associate Members present: Chaney Arend, Carol Barrick, Eric Denman, Carl Kircher, Justin Brown, Patty Carvajal, Rose Cruz, Nirmela Arsem, Kristina Vanchick, Jeanette Hernandez, Michella Karaondo and Scott Haas.

2. SIR Review

Jerry has asked that all the Expert Committees use the same table to summarize the status of the SIRs. This Committee will need to update the work done in Milwaukee in the new format. This will be due prior to the summer meeting.

3. Technical Manager

The Committee's next steps are to figure out what the states can change. Questions need to be determined to ask the ABs/states. The feedback from Milwaukee was that the Committee needs to approach this topic from scratch and start with the ISO/IEC 17025:2017 Standard.

Jessica will send an email with some questions that she and Kathi have started working on. She would like feedback and additional ideas for questions.

Jessica asked the group what they would like to see as the Committee begins work again on defining the Technical Manager requirements.

- Earl. He asked if states will require a degree at a minimum? Does it need to be a Chemistry degree? There are people with Chemistry degrees that don't have the experience in all the areas needed. It needs to be a balance. His impression is that the states want the Standard to be specific.
- Jessica noted that Judy Morgan will help with the polling. She will attend the next meeting to help with final wording of the questions.
- Shari. The Committee needs to be careful about specifying specific degrees because different colleges don't offer certain majors. Some don't offer Chemistry or Biology minors. Jessica agreed.
- Carl. Commented that Florida is implementing the 2016 Standard and unless there is a process put in place that makes it possible to update these requirements, Florida will continue to follow the 2016 TNI Standard.

- Earl. The ABs and the labs want the same thing. Everyone wants the requirements to help the lab meet its end goals.
- Lizbeth. She thinks the Technical Manager has to be able to understand basic chemistry. Hour requirements need to remain.
- Nirmala recommends considering continuing education. Technology has moved on. People with old degrees should do continuing education. This could be used for both new and experienced people.
- Jessica reminded the group that other Expert Committees are working on specialized Technical Director requirements – Radiochemistry, Microbiology, WET.
- Kristin. Suggested asking the states what might be in their rules that could be a roadblock. She prefers a degree, but is flexible about hours and what kind of degree.
- Jenna. She doesn't think the credit hours need to all be in Chemistry. You need to look at what is relevant. Carl disagreed with this – advanced Chemistry classes could be relevant.
- Jessica noted they had a Technical Manager that had 20+ years experience, but 16 hours. She actually had to go back to school through a work study program to gain the additional hours needed.
- Should the Committee reach out to the Chemistry Expert Committee? Jessica will do this.
- Lizbeth. DW has specific requirements that must be met and they should be reviewed. It was questioned whether these requirements should be included in the Standard.
- Carl. He asked for feedback on how the labs feel about assessors coming into their laboratories. What kind of degree? Experience? Earl agrees with degree and experience.
- Jenna. PA wouldn't accept experience over a degree. There have been concerns where people have lied about experience.
- PA has additional requirements for supervisors. Kirstin incorporates the TNI Standard by reference. Carl incorporates the TNI Standard by reference.
- Carl. Suggests looking at the CA requirements because they have a tiered process. Amber suggested looking at NJ too.
- Ilona mentioned that the Radiochemistry Expert Committee is working on some language she can share with Jessica and Kathi by email for consideration at the next call. Terry Romanko (Chair) could attend an upcoming meeting to share the details.

The questions Jessica has so far:

- Continuing education – can this count towards requirements
- Degree verses training
- Minimum requirements
- Do you have any roadblocks in your regulations?
- Must the minimum requirement be in Chemistry
- Would you be willing to drop the degree requirement? (Many people on the committee would prefer to see a degree and the ABs have all expressed they prefer a degree. Should we ask this question? Maybe the question about roadblocks covers this?)

Jessica asked people to email her any ideas they might have for more questions or ideas on how to structure the Technical Manager requirements.

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 Monday, March 11th 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 1:50pm Eastern. (Earl- motion Lizbeth – 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 Present	Oregon Dept. of Environmental Quality	2019*	Accrediting Body	LIZBETH.GARCIA@dhsosha.state.or.us
Kathi Gumper (Vice-Chair) Absent	ChemVal Consulting	2021*	Other	kgumper@chemval.com
Chris Gunning Present	A2LA	2021	Accrediting Body	cgunning@a2la.org
Earl Hansen Present	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 Absent	Eurofins Eaton Analytical	2020	Laboratory	DalePiechocki@eurofinsUS.com
William Ray Absent	William Ray Consulting	2020*	Other	Bill_Ray@williamrayllc.com
Matt Sowards Absent	ACZ Laboratories, Inc.	2020	Laboratory	MattS@acz.com
Michelle Wade Present	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
Pepa Sassin (Need to finish vote.) Absent				
Amber Ross (Need to finish vote.) Present				

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 Director Questions to Committee to get comments and ideas for other questions.	Jessica	3/11/19	
61				

