

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

**March 11, 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: Carol Barrick, Eric Davis, Joe Manzella, John Gumper, Kristina Vanchidk, Halley Hastings, Linda O'Donnell, Paul Junio, Debbie Bond, Rose Cruz, Chad Stoike and Roberto Cabrera.

Review of pending minutes:

A motion was made by Jenna to accept the January 14, 2019 minutes with the additional voting information and a year correction in the date. The motion was seconded by Earl and unanimously approved.

A motion was made by Earl to approve the January 29-30, 2019 minutes as written. The motion was seconded by Michelle and they were unanimously approved.

A motion was made by Earl to approve the February 21, 2019 minutes as written. The motion was seconded by Michelle and they were unanimously approved.

2. SIR Review

Jerry has asked that all the Expert Committees use the same table to summarize the status of the SIRs.

Paul started transferring the information from the original table used to look at SIRs. He brought this table up on Webex and started to review the entries made.

Iлона reminded the committee that columns C,D and E should also be reviewed and updated if needed. These columns give the reference in the 2003, 2009 and 2016 Standards. *(Addition from Jerry by email on 3/12/19: I think Column L is the rationale/discussion and Column K shows the SIR is still active and relevant. See the PT committee's draft.)*

A summary of the work done on the table today can be found in Attachment D (stopped at 246). Paul will continue to work on the table and send an update to Jessica for the April meeting.

### 3. Technical Manager

Jessica received information from about Technical Manager requirements from Pennsylvania. They essentially have the same language as what is in the TNI Standard. They have to update their regulations if the Standard is updated.

Dale noted that the state could have stricter requirements. Michelle commented that additional state requirements could cause problems with secondary accreditation.

Utah also adopts the Standard as the Standard. Florida essentially does the same.

Kristin noted that the NELAP AC is aware that QS will be contacting ABs for information on their Technical Manager requirements.

Jessica has the Radiochemistry and WET rough drafts for Technical Manager. She shared this information on screen with the Committee.

#### WET

Earl questioned how they define representative analytes. It seems very open ended. Should be organisms?

#### Radiochemistry

Jessica reviewed the work the Radiochemistry Expert Committee provided. Kathy and she had some email dialogue with Terry Romanko (Chair, Radiochemistry).

Ilona highlighted the use of experience transferring to hours, but it needs to be increasing experience. She also reminded everyone that this is a DRAFT and hasn't been voted on by the Radiochemistry Expert Committee yet.

Earl liked this process. They did a good job to help people continue to grow into leadership.

Shari was kind of worried as she read through this, but as she continued to read she realized that if her supervisor left ... the experience would allow people to rise to a Technical Manager position. She would like to see the example included in the Standard.

Bullet 6 – each one year of experience – make this clarification.

Jessica asked how assessors feel about these ideas:

- John G. really liked substituting some experience.

- Michelle – How do you validate the experience? They have to have a definitive process.

The Committee will continue to discuss this option. This looks like a good direction and Jessica would appreciate receiving additional feedback by phone or 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 Monday, April 8, 2019 at 1pm Eastern. Ilona will send a Webex invitation the morning of the meeting. *(Addition: The meeting date was changed to April 22, 2019.)*

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

Jessica adjourned the meeting at 2:36pm Eastern. (Earl- motion Shari – second, unanimous approval).

Attachment A

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

| Member   | Organization                                | Expiration | Representation      | Email  |
|--|---|------------|---------------------|--|
| Jessica Jensen<br>(Chair)<br><b>Present</b>                              | Meridian<br>Analytical Labs                 | 2021       | Laboratory          | jessica.j@meridiantesting.com  |
| Kristin Brown<br><br><b>Present</b>                                      | Utah DOH                                    | 2021       | Accrediting<br>Body | kristinbrown@utah.gov  |
| Lizbeth Garcia<br><br><b>Absent</b>                                      | Oregon Dept. of<br>Environmental<br>Quality | 2019*      | Accrediting<br>Body | LIZBETH.GARCIA@dhsosha.state.or.us   |
| Kathi Gumpfer<br>(Vice-Chair)<br><b>Present – joined 2pm<br/>Eastern</b> | ChemVal<br>Consulting                       | 2021*      | Other               | kgumpfer@chemval.com   |
| Chris Gunning<br><br><b>Absent</b>                                       | A2LA  | 2021       | Accrediting<br>Body | cgunning@a2la.org  |
| Earl Hansen<br><br><b>Present</b>  | Retired                                     | 2021*      | Laboratory          | papaearl41@hotmail.com   |
| Jenna Majchrzak<br><br><b>Present</b>                                    | NJ DEP                                      | 2021*      | Accrediting<br>Body | Jenna.Majchrzak@dep.nj.gov   |
| Shari Pfalmer<br><br><b>Present</b>                                      | ESC Lab Sciences                            | 2021       | Laboratory          | spfalmer@esclabsciences.com  |
| Dale Piechocki<br><br><b>Absent</b>                                      | Eurofins Eaton<br>Analytical                | 2020       | Laboratory          | DalePiechocki@eurofinsUS.com   |
| William Ray<br><br><b>Absent</b>   | William Ray<br>Consulting                   | 2020*      | Other               | Bill_Ray@williamrayllc.com   |
| Matt Sowards<br><br><b>Absent</b>  | ACZ Laboratories,<br>Inc.                   | 2020       | Laboratory          | MattS@acz.com  |
| Michelle Wade<br><br><b>Present</b>                                      | Wade Consulting                             | 2021*      | Other               | michelle@michellefromks.com  |
| Alyssa Wingard<br><br><b>Present</b>                                     | NAVSEA LQAO                                 | 2021*      | Other               | alyssa.wingard@navy.mil  |
| Ilona Taunton<br>(Program<br>Administrator)<br><b>Present</b>            | The NELAC<br>Institute                      | n/a        | (828)712-9242       | <a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a> |
| Pepa Sassin<br>(Need to finish vote.)<br>Absent                          |   |            |                     |  |
| Amber Ross<br>(Need to finish vote.)<br>Absent                           |   |            |                     |  |

**Attachment B**

**Action Items – QS Expert Committee**

|    | <b>Action Item</b>   | <b>Who</b>    | <b>Expected Completion</b> | <b>Actual Completion</b> |
|----|--|---------------|----------------------------|--------------------------|
| 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<br>Paul | 5/11/18                    |                          |
| 53 | Look into CWEA certification requirements.   | Nick<br>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 |  |               |                            |                          |



Attachment D: SIR Status Table with reference, question and response columns removed.

| #  | Comment   | Applicable to 2003 | Applicable to 2009 | Applicable to 2016 | Addressed/Clarified in 2016 Standard  |
|----|---|--------------------|--------------------|--------------------|---|
| 13 | The 2009 and 2016 standards are virtually identical to 2003 Notes from ISO 17025 are now included but does not change the intent of the language. The SIR is still valid. | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 16 | This section was revised in the 2009 standard to read "Results that are reported on a basis other than as received (e. g., dry weight)."<br><br>The SIR is obsolete.      | Y                  | N                  | N                  | Obsolete and can be removed from web when 2003 Standard is no longer in use     |
| 18 | No change in language in 2009 and 2016  | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 21 | The 2009 standard moved this language into Module 4, but 2016 corrected this and moved it back into Module 2. The SIR is still valid.                                     | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 22 | This section was edited in 2009 but the SIR is still valid.   | Y                  | Y                  | Y                  | Clarification should be made in next update                                     |
| 29 |   | Y                  | Y                  | N                  | Obsolete and can be removed from web when 2009 Standard is no longer in use     |
| 30 |   | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 34 |   | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |

| #  | Comment   | Applicable to 2003 | Applicable to 2009 | Applicable to 2016 | Addressed/Clarified in 2016 Standard  |
|----|---|--------------------|--------------------|--------------------|---|
| 38 | This language was moved into the technical modules in 2009 and 2016. The SIR is still valid.  | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 39 | Although this section was slightly revised in the 2005 version of ISO 17025, the SIR is still valid.  | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 43 | This sentence is not in the 2009 or 2016 standards. The policy still exists, but not the requirement to make it available to the client. The SIR is obsolete.   | Y                  | N                  | N                  | Obsolete and can be removed from web when 2003 Standard is no longer in use     |
| 64 | The 2009 and 2016 standards contain the identical language. The SIR is still valid. Adding timeliness requirements may only further confuse the issue and cause unintended consequences. The Committee feels no further action need be taken.   | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 66 | This section was rewritten in the 2009 (and 2016) standards to state "Quality control measurement data may be used to determine analytical uncertainty." This definition was also added: "Analytical Uncertainty: A subset of Measurement Uncertainty that includes all laboratory activities performed as part of the analysis. " The SIR still has relevance. | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 70 | This language is unchanged in the 2009 and 2016 standards. The SIR is still valid.  | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |



| #  | Comment   | Applicable to 2003 | Applicable to 2009 | Applicable to 2016 | Addressed/Clarified in 2016 Standard  |
|----|---|--------------------|--------------------|--------------------|---|
| 73 | This language is unchanged in the 2009 and 2016 standards. The SIR is still valid.  | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 77 | Although this language was revised in the 2005 version of ISO 17025, the SIR is still valid.  | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 79 | The 2009 and 2016 standards retain the requirement. The SIR is still valid  | Y                  | Y                  | Y                  | Clarification should be made in next update                                     |
| 81 | The response discusses the differences between 2003 and 2009 (and 2016) and is still valid.   | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 82 | The 2009 standard contains identical language. This section was revised in the 2016 standard to allow a single point verification "if the temperature measuring device is used over a range of 10°C or less." | Y                  | Y                  | N                  | Obsolete and can be removed from web when 2009 Standard is no longer in use     |
| 93 | This language is unchanged in the 2009 and 2016 standards. The SIR is still valid. Another SIR relates to this question.  | Y                  | Y                  | Y                  | Clarification should be made in next update                                     |

| #   | Comment   | Applicable to 2003 | Applicable to 2009 | Applicable to 2016 | Addressed/Clarified in 2016 Standard  |
|-----|---|--------------------|--------------------|--------------------|---|
| 101 | This language is unchanged in the 2009 and 2016 standards. The SIR is still valid. ISO 17025-2017 captures this                                   | Y                  | Y                  | Y                  | Clarification should be made in next update                                     |
| 115 | This language is unchanged in the 2009 and 2016 standards. The SIR is still valid.  | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 124 | This language is unchanged in the 2009 and 2016 standards. The SIR is still valid.  | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 125 |   | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 144 |   | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 154 |   | Y                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 158 | This language is unchanged in the 2016 standard. The SIR is still valid. This appears to be a reflection of language used on an application form. | N                  | N                  | N                  | Not an SIR. This can be removed from online.                                    |

| #   | Comment   | Applicable to 2003 | Applicable to 2009 | Applicable to 2016 | Addressed/Clarified in 2016 Standard  |
|-----|---|--------------------|--------------------|--------------------|---|
| 180 | This language is unchanged in the 2016 standard.<br>The SIR is still valid.   | N                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 192 | This language is unchanged in the 2016 standard.<br>The SIR is still valid.   | N                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 198 | This language is unchanged in the 2016 standard.<br>The SIR is still valid.   | N                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 206 | This section was revised in the 2016 standard to allow a single point verification "if the temperature measuring device is used over a range of 10°C or less." The SIR is obsolete. | Y                  | Y                  | N                  | Obsolete and can be removed from web when 2009 Standard is no longer in use     |
| 212 | This language is unchanged in the 2016 standard.<br>The SIR is still valid. Clarification needed in next update.  | N                  | Y                  | Y                  | N   |
| 232 |   | N                  | Y                  | Y                  | SIR should be posted on web for future questions, but requires no clarification |
| 246 | Requires clarification in next update.  | N                  | Y                  | Y                  | N   |