

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

April 13, 2015

1. Roll Call and Minutes:

Paul Junio, Chair, called the meeting to order at 1 pm Eastern by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associates members on the call included: Elizabeth Turner, Carl Kircher, Bill Ray, Eric Denman.

A motion was made by Shannon to approve the March 23, 2015 minutes with the corrections to email addresses and the addition of the handbook summary to Appendix D. The motion was seconded by Dale and unanimously approved.

A motion was made by Shannon to approve the March 9, 2015 minutes with the corrections to email addresses. The motion was seconded by Shari and unanimously approved.

2. Small Lab Handbook

Paul pulled up the document to review the work previously done and realized none of it had been saved by the computer. The committee decided to post-poned the meeting for two weeks to give Paul a chance to look for it in his computer back-up or to prepare it again from the meeting recording.

Paul will forward the document to the committee before the next meeting. This will be the starting point for the next call on April 27th. People should forward comments to Ilona by Sunday afternoon before the meeting so she can compile all information into one document for the call.

Ilona suggested that people look at the comments below the Outline and see what else needs to be added or deleted on the outline.

3. Action Items

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

4. New Business

- None.

5. Next Meeting and Close

The next meeting will be April 27, 2015 at 1pm Eastern. Ilona will send out a conference and Webex invitation.

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

Paul adjourned the meeting. The meeting ended at 1:45 pm Eastern.

**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@nslab.com
Michelle Wade (2016) (Vice-chair) Present	Wade Consulting and Solutions	Other	913-449-5223	michellefromks@gmail.com
Katie Adams (2016) Present	USEPA Region 10	Other	360-871-8748	Adams.Katie@epa.gov
Kristin Brown (2016) Absent	Utah DOH	AB	801-965-2530	kristinbrown@utah.gov
Patty Carvajal (2017*) Absent	San Antonio River Authority	Lab	210-227-1373	pmcarvajal@sara-tx.org
Chris Gunning (2018*) Absent	A2LA	Other	301-644-3230	cgunning@a2la.org
Jessica Jensen (2018*) Absent	A&E Analytical Laboratory	Lab	316-618-8787	jessica@aelabonline.com
Silky S. Labie (2018) Absent	Env. Lab Consulting & Technology, LLC	Other	850-656-6298	elcatllc@centurylink.net
Shari Pfallmer (2018*) Present	ESC Lab Sciences	Lab	615-773-9755	spfallmer@esclabsciences.com
Dale Piechocki (2017*) Present	Eurofins Eaton Analytical	Lab	574-472-5523	DalePiechocki@eurofinsUS.com
Matt Sowards (2017*) Present	ACZ Laboratories, Inc.	Lab	970-879-6590	matts@acz.com
Shannon Swantek (2017*) Present	Oregon Public Health Division	AB	(503) 693-4130	shannon.swantek@state.or.us
Janice Willey (2018) Present	NAVSEA Programs Field Office	Other	843-794-7346	Janice.willey@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 Executive Committee

	Action Item	Who	Expected Completion	Actual Completion
1	Review the two handbooks – Tom’s and the version currently being sold. Also review information sent by Ilona (SIRs, FAQs, Assessment Findings). Prepare an outline of how you think the handbook should be organized and comment on any key elements of design or content that should be considered. Send to Ilona by Mon, Mar 2 nd .	All	3/2/15	Extended. Comments due 3/19/15. Complete
7	Update Handbook Outline and Summary and send to committee for review.	Paul	4-23-15	
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