

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

June 10, 2019

1. Roll Call:

Jessica Jensen, Chair, called the meeting to order at 1pm Eastern by teleconference on June 10, 2019. Attendance is recorded in Attachment A – there were 8 members present. Associate Members present: Rachel Van Exel, Carl Kircher, Janette Hernandez, Cindy Gaddis, Carol Barrick, Linda ODonnell, Patricia Carvajal, Paul Junio, Rose Cruz, Silky Labie, Robert Waite, and Chad Stoike.

The May 2019 minutes were distributed for review and Jessica pulled them up using Webex. More time for review was needed, so Jessica will send them out by email for approval.

2. Technical Manager

Jessica shared the most current DRAFT of Technical Manager language on Webex and asked for comment.

Amber noted that PA does review the degree, but they look more at whether they have the correct credit hours. Michelle agreed.

Jessica asked whether people were OK with Chemistry or Natural Sciences. PA would require the credit hours to be Chemistry. Jessica clarified that she was only talking about a degree in Natural Science, not credit hours in Natural Sciences.

Carl asked about Technical Managers being in more than one facility. How many locations can a Technical Manager be the Technical Manager at. Jessica will note this for further discussion at a future meeting.

Jessica clarified that a bachelor's degree is needed and that credit hours in chemistry are needed. There were some concerns raised as to whether it should be a Bachelor of Science or is it ok to be a Bachelor of Arts as long as the chemistry hours are met. There was general agreement that both are fine, but this will be further discussed at a future meeting.

If the credit hours must only be Chemistry, perhaps the 28 should be taken down to 20 or 16 hours.

This is where the DRAFT language for Technical Manager stands:

- a) Any technical manager of an accredited environmental laboratory engaged in environmental analysis shall be a person:
 - i. with a bachelor's degree; and
 - ii. with twenty-eight (28) college semester credit hours of chemistry and/or-biological science ~~natural sciences excluding astronomy~~; and
 - iii. with two (2) or more years of experience in the environmental analysis of environmental samples.
 - iv. A master's or doctoral degree in one of the above disciplines may be substituted for one (1) year experience.
 - v. 1 year experience working in an environmental laboratory may be substituted for 4 credit hours. Multiple years of substitution should show increasing level of knowledge in environmental analyses (preparation and/or instrumentation).
 - vi. In lieu of any of the above, the laboratory can petition the primary accrediting body, presenting the candidate's qualifications.

This topic will be further discussed in Jacksonville and when the Committee comes to this section during the actual writing of the new Standard.

3. Standard Update

Jessica asked who does not have a copy of the ISO/IEC 17025:2017 Standard. If a committee member does not have it – Jessica will forward a copy. Associate members who are actively involved in working on the Standard can also receive a copy. This copy can only be used for Committee business.

Jessica pulled up the last version of the new Standard where the Committee started combining the language of the 2016 Standard into ISO/IEC 17025:2017. She asked that everyone start looking at this document to ensure that language got placed into the right sections and asked that everyone be prepared to start commenting on this during the July meeting.

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, July 8, 2019 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 1:41pm Eastern. (Michelle- motion Bill – 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 Absent	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 Gumpfer (Vice-Chair) Present	ChemVal Consulting	2021*	Other	kgumpfer@chemval.com
Chris Gunning Present	A2LA	2021	Accrediting Body	cgunning@a2la.org
Earl Hansen Absent	Retired	2021*	Laboratory	papaearl41@hotmail.com
Jenna Majchrzak Present	NJ DEP	2021*	Accrediting Body	Jenna.Majchrzak@dep.nj.gov
Shari Pfalmer Absent	ESC Lab Sciences	2021	Laboratory	spfalmer@esclabsciences.com
Dale Piechocki Absent	Eurofins Eaton Analytical	2020	Laboratory	DalePiechocki@eurofinsUS.com
William Ray Present	William Ray Consulting	2020*	Other	Bill_Ray@williamrayllc.com
Amber Ross Present	PA DEP/Bureau of Laboratories	2022*	AB	ambross@pa.gov
Pepa Sassin Absent	US-EPA Region III	2022*	Other	Sassin.Pepa@epa.gov
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

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	
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