The NELAC Institute (TNI) Quality Systems Expert Committee

Meeting Minutes

The Quality Systems Expert Committee of The NELAC Institute (TNI) met on October 19, 2009 at 1:00 PM EST by conference call. The action items are listed in Appendix A and the attendees listed in Appendix B.

Members were asked to review the minutes from the September 14 call and comment or approve them by Friday, October 23. There was some discussion regarding the intent of Lem Walker’s plans for revising the list of approved methods in 40CFR. The opinion was that this applied to Standard Methods, not necessarily to all methods.

13 new Requests for Standards Interpretation were received on October 11. By October 26, the QS Chair will provide a first draft of a response to the rest of the committee. E-mail discussion is encouraged among the committee so that the final decisions can be made during the next scheduled committee conference call.

The final review of the new Quality Systems Checklist will be done by assigning each member of the committee a different part of the Standard than what they previously reviewed. This review will give each member a chance to see how someone else divided the parts, and to see if more or less division is required. This review should be done in time to be discussed on the next committee call.

The Committee Charter was distributed prior to the call. Comments on the charter should be submitted to the Chair by November 11.

Guidance items should be in a presentable format for the meeting in Chicago. Any ideas for such items should be brought to the committee’s attention. The Chair will review minutes from past meetings, as well as comments made at previous Conferences, for items that have already been suggested. It was stressed that Guidance is only that, and can’t be used as a requirement. Further discussion revolved around a sort of “GLP for Environmental Labs”, wherein such items as working class as opposed to reference class weights could be addressed. The potential risk basis for various things that a lab does could be highlighted and guidance drawn from that. This may be a potential mentoring session topic. Robin will discuss this with the TAC Chair.

Next Meeting is scheduled for Monday, November 9, at 1:00 PM EST.
## APPENDIX A - ACTION ITEMS

**TNI Quality Systems Committee Meeting**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Date Proposed</th>
<th>Action</th>
<th>Date to be Completed</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>02/09/09</td>
<td>Request feedback from CSDB on the format and process of Guidance Documents</td>
<td>02/12/09</td>
<td>04/09/09</td>
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<tr>
<td>2</td>
<td>03/09/09</td>
<td>Distribute decisions on Standards Interpretation to assure the decision is appropriately relayed; awaiting Radiochemistry clarifications</td>
<td>03/20/09</td>
<td>05/04/09</td>
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<td>3</td>
<td>03/09/09</td>
<td>Any items that could be used in support of the new Quality manual Template should be distributed to the Committee for comment; permission will be sought to distribute the existing Manual for comparison and inspiration</td>
<td>04/10/09</td>
<td>04/17/09</td>
</tr>
<tr>
<td>4</td>
<td>03/09/09</td>
<td>Submit versions of the edited Modules to Committee members delayed until the editorial changes in the Modules have been approved as being “as described”</td>
<td>03/27/09</td>
<td>09/14/09</td>
</tr>
<tr>
<td>5</td>
<td>04/13/09</td>
<td>Contact Jack Farrell regarding participation on a Checklist subcommittee, and for any other ideas</td>
<td>04/21/09</td>
<td>04/22/09</td>
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<tr>
<td>6</td>
<td>04/13/09</td>
<td>Provide tentative schedule for San Antonio meeting to aid in scheduling QS Working session</td>
<td>04/21/09</td>
<td>05/04/09</td>
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<tr>
<td>7</td>
<td>05/11/09</td>
<td>Request clarification with CSDB regarding timeframe of adopted standards</td>
<td>05/14/09</td>
<td>09/14/09</td>
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<tr>
<td>8</td>
<td>05/11/09</td>
<td>Request clarification regarding QM Template – is it starting from scratch or revising the old one</td>
<td>05/14/09</td>
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<tr>
<td>9</td>
<td>06/08/09</td>
<td>Determine process for revising a TIA</td>
<td>06/11/09</td>
<td>06/10/09</td>
</tr>
<tr>
<td>10</td>
<td>06/08/09</td>
<td>Find out if paraphrased ISO language can be used in the Quality Systems Checklist</td>
<td>06/25/09</td>
<td>09/14/09</td>
</tr>
<tr>
<td>11</td>
<td>07/13/09</td>
<td>Each member of the Committee will need to prepare a portion of the checklist</td>
<td>07/31/09</td>
<td>08/10/09</td>
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<td>12</td>
<td>09/14/09</td>
<td>Review the checklist as a total document for any possible changes</td>
<td>12/31/09</td>
<td></td>
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<tr>
<td>13</td>
<td>09/14/09</td>
<td>Provide any guidance issues that should be addressed by Quality Systems</td>
<td>12/31/09</td>
<td></td>
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<tr>
<td>14</td>
<td>10/19/09</td>
<td>Review the Committee Charter</td>
<td>11/09/09</td>
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APPENDIX B - PARTICIPANTS

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