Quality Management System Expert Committee (QMS)
Meeting Summary
October 7, 2025

1. Roll Call/Minutes Approval:

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on October 7, 2025. Attendance is recorded in Attachment A – there were 7 voting members present as noted. Associate members present: Linda ODonnll, Theresa Johnson, Lien Nguyen, Homer Youngblood, Amy Lovelace, Jeannette Henderson, Lisa Parks, Kelvin Yuen, Fida Kased, Nicholas Evans, Paul Mariani, Nicole Van Aken, Brian Eichelberger, Debra Zeller, Lynn Boysen, and Sumy Cherukara.

There were no changes made to the agenda. The agenda was approved by unanimous consent.

There is a new associate member - Christine Gay. She will introduce herself at a future meeting.

There was not a quorum today, but the Committee will meet for information purposes and no decisions will be made.

2. Continued Review of Module 2 Language

The Committee continued to review comments from St. Louis and any additional comments that have not yet been addressed:

- **Section 7.5.2:**
  The Committee added language that takes manual integration into consideration:

  7.5.2.1 Amendments due to reasons other than transcription errors shall specify the reason for the amendment.

  7.5.2.2 Requirements for amendments to technical records also apply to changes to the original output of the software such as manual integrations and elimination of "false positives" performed by laboratory personnel. These changes to the original output of the software shall be reviewed by technically qualified personnel. Records of this review shall be maintained.

  A question arose about using AI to check integrations and "Q delete". Q delete is an example (ChemStation?) and will be removed.

  Is an AI to automatically remove peaks that are below the MDL OK? It would mean the analyst would not be looking at all peaks – only at flagged peaks that need to be looked at. It was asked if there is a verification done on the software periodically to make sure it working properly? This led to an in depth conversation that concluded this was not AI (continually changing), but something that is programmed and done the same every time. The Software is validated before use. Instead of using a term

like AI, use something like automated data review systems. Make it clear what needs to be done by a human eye and what can be automated.

The language in 7.5.2.2 was updated as above and will be approved when the Committee does it's final approval Module 2 language before it is posted for comment. Section 7.11 also addresses some of this. If the software is modified the change must be validated.

- **Quality Management System Matrices:**

There has been some discussion in TNI regarding Quality Management System Matrices related to PT. The Committee had decided to remove this definition and just use the term Matrices, but this has caused some confusion. The definition for Matrices is similar.

The Fields of Proficiency Testing (FoPT) tables have matricies such as DW, Non-potable water, solids, etc …

After extensive conversation the following suggested change will continue to be discussed. The headings now are similar to what is in the FoPT Tables and the some of these headings have multiple have more than one definition below it.

Matrix: These matrix definitions are to be used for purposes of batch and quality control requirements:

Air and Emissions*:* Whole gas or vapor samples including those contained in flexible or rigid wall containers and the extracted concentrated analytes of interest from a gas or vapor that are collected with a sorbant tube, impinger solution, filter, or other device. Laboratory QC matrix: 78% N, 21 % O, 1%Ar.

Biological Tissue*:* Any sample of a biological origin such as fish tissue, shellfish, or plant material. Such samples must be grouped according to origin. Laboratory QC matrix: such as Fish tissue.

Drinking Water*:* Any aqueous sample that has been designated a potable or potential potable water source. Laboratory QC matrix: such as Laboratory DI water.

Solids and Chemical Materials

Chemical Waste: A product or by-product of an industrial process that results in a matrix not previously defined. Laboratory QC matrix: such as N-hexane.

Non-Aqueous Liquid: Any organic liquid with <15% settleable solids. Laboratory QC matrix: such as n-hexane.

Solids: Includes soils, sediments, sludges and other matrices with >15% settleable solids. Laboratory QC matrix: such as sand.

Non-Potable Water

Aqueous: Any aqueous sample excluded from the definition of Drinking Water or Saline/Estuarine. Includes surface water, ground water effluents, and TCLP or other extracts. Laboratory QC matrix: such as Laboratory DI water.

Saline/Estuarine: Any aqueous sample from an ocean or estuary, or other salt water source such as the Great Salt Lake. Laboratory QC matrix: such as laboratory DI water containing at least 3,000 ppm sodium chloride.

(Addition: There was further discussion by email after the meeting:
10/9/25 Paul Junio: After all of this discussion, my preference is to remove all of the 'such as' items and just let the definitions exist. Frankly, the inclusion of 'such as' doesn't really belong in the definition, as that is procedure and not definition, in my opinion.

10/8/25: Emails from Silky Labie and Debbie Bond agreed that examples of the matrices should be removed.)

- **Data Integrity Definition**
  Ilona noted that there was a discussion in a NEFAP EC meeting regarding the removal of the definition for Data Integrity in the Field Standard. This Committee should review this removal and ensure the contents of the definition really are incorporated into the text or consider adding this definition back in. Section 7.10.1 needs to be reviewed at the next meeting – see highlighted language.

3. New Business

   None.

4. Action Items

   A summary of Action Items can be found in Attachment B.

5. Next Meeting and Close

   The next Committee meeting will be on November 10, 2025 at 1pm Eastern.

   Debbie adjourned the meeting at 2:30 pm Eastern.

Attachment A
Participants
Quality Systems Expert Committee (QS)

Member	Organization	Expiration	Representation	Email
Debbie Bond (Chair) **Present**	Alabama Power	2026	Lab	dbond@southernco.com
Carla McCord **Present**	Virginia	2028	AB	carla.mccord@dgs.virginia.gov
Nicole Cairns **Present**	NYSDOH	2027	Lab	nicole.cairns@health.ny.gov
Michael Demarais **Absent**	SVL Analytical	2026	Lab	michael@svl.net
Tony Francis **Absent**	SAW Environmental	2026	Other	tfrancis@sawenviro.com
Carol Gebhart **Present – until 2pm Eastern**	ALS Global	2027*	Lab	Carol.gebhart@alsglobal.com
Stephanie Atkins **Absent**	Pace Analytical	2027	Lab	stephanie.atkins@pacelabs.com
Nicholas Slawson **Present – until 2:17pm Eastern**	A2LA	2026	Accrediting Body	nslawson@a2la.org
Joann Slavin **Absent**	Wadsworth Center/Environmental Laboratory Approval Program	2027*	Accrediting Body	joann.slavin@health.ny.gov
Caitie Van Sciver **Present**	NJDEP	2027*	Accrediting Body	Caitie.vansciver@dep.nj.gov
Zaneta Popovska **Present**	ANAB	2028	AB	zpopovska@anab.org
Sean Hayes **Absent**	ORELAP	2026*	AB	sean.hayes@oha.oregon.gov
Amy Schreader **Absent**	UC Laboratory	2027	Lab	amy@uclaboratory.net
Rebecca Pierrot **Absent**	ASQ CQM/OE	2029*	Other	rebecca@labhandler.com
Ilona Taunton (Program Admin) **Present**	The NELAC Institute	n/a	n/a	Ilona.taunton@nelac-institute.org

Attachment B: QSM Action Item Summary – 2024/2025

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
1	Update V1M2	V1M2		Ongoing	Ongoing	Ongoing		See #6 – Review SIRs See #2 – Workgroups See #3 – Technical Specialist 12/10/23: Reviewing the DRAFT Standard and working on finalizing language that was inserted from work done by the various language workgroups and making sure language is properly placed in the new format. Additional language editing is being done through this review. The Summary of Changes/Justification document will be updated through this review process. The Committee is looking at changing the Quality Manager title to Quality Specialist. 1/8/24: Edited Data Integrity Section. 5/13/24: Started review of language again. Continued review of language June, July, August, September, October, November. 12/9/24: Finished up review of language and started review of Definitions. Considering how to handle extensive list – are all definitions needed? Work with Ilona and Paul before next meeting. 7/14/25: Review of the definitions has been completed. Some definitions are being removed, but some of those will now be in Expert Modules where only one expert module still needed it. Work

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
								has resumed on Technical Specialist language to prepare for St. Louis.
2	Develop Workgroups to work on language in specific section of the Standard.	V1M2		Ongoing	Ongoing	Ongoing	CLOSED	Language Workgroup tasks: – Internal Audits – Document/Record Retention – Quality Manual – Define "Appropriate QC" in Section 7.7 (ISO/IEC 17025:2017) – Consistent use of Procedure and Policy - Clarification of unique ID 2/6**/23**: Working on defining Technology. Will work with PTPEC, Chemistry and LAMS to further this work. 3/6/23: Working on records retention language. 4/11/23: Committee sending ideas for records retention language to Workgroup for consideration. 7/10/23: Language formulated is now being added to the DRAFT Standard. 8/11/23: The Definitions Workgroup presented information on definitions and there was a lot of discussion surrounding duplicate, replicate, records, policies and procedures (written). 9/11/23: A number of new workgroups have been formed to continue work on the standard. Workgroups now include: - Definitions (presenting 9/11/23) - Language (present Oct) – on Oct agenda - Data Integrity (present Oct) – delayed to Nov - Subcontracted Work (present Dec)

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
								- Measurement Traceability (present Dec) - Calibration Requirements (not started) - Handling Test Items (not started) 9/13/23: The Definitions WG has completed their task to evaluate ~12 terms and compose definitions, if needed, and review full V1M2 Draft for correct use of the term 'Procedure.' The update included the final items that no definitions for duplicate or replicate will make it into V1M2, and defining Procedure as "written" is not in conflict with any ISO 17025:2017 usage of procedure. 11/15/23: The WG for Subcontracting Work (V1M2 4.5.5) completed its task and the draft language is incorporated into Draft V1M2. Data Integrity WG (V1M2 4.2.8.1 & 5.2.7) is almost done but will need to review the most recently proposed additions to match up with QSM 6.0 V1M2. Workgroups Measurement Traceability (5.6), Calibration Requirements (5.5), and Handling Test Items (5.8) just launched this month and will begin tackling suggested edits to these sections. 12/11: Continued updates can be found above in the work for the Standard update since the Committee is now focused on reviewing language in the DRAFT Standard. WORKGROUPS HAVE COMPLETED THEIR WORK.

3	INITIAL Technical Specialist Language	V1M2		Ongoing	Ongoing	Ongoing	Complete	1/11/23: Worked on Exceptions. 2/13/23: Made updates based on conference comments. Working on language to make it clear current technical managers may continue as technical specialists for same areas of responsibility. 8/7/23: Technical Specialist status was reviewed at the Conference and comments ranged from concern that it still won't work for smaller labs to concern that the differing requirements between the Expert Committees makes it confusing. 12/10/23: Received a batch of recommended changes from NELAP AC. Debbie plans to talk to the NELAP AC about the changes. 2/12/24: The Committee started going through the table of recommended changes from the NELAP AC and included Committee Decisions that will be voted on after the table review is complete. 5/13/24: The table was completed in April and the results were presented in the minutes. The minutes and the decisions included were approved 5/13/24. Debbie will send out the comments relevant to the Expert Committees so they can start thinking about whether they need to update their Standard to include more Technical Specialist language. 9/9/24: Workgroup in August reviewed and Committee discussed during regular meeting. Experience requirement going to 1 year. QMS will set a minimum requirement and the Expert Committees

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								can add more to their Standard if more is needed. 12/9/24: There will be a session in Jacksonville that will discuss concept of Analytical Disciplines and Technical Specialists.
4	Defining Technology (Analytical Disciplines)	Various TNI Standards	Paul Junio Tony Francis Debbie Bond	January 2023	12/11/23			1/11/23: Will work with Paul Junio's group to define Technology. PT, AB, QSM, etc. 12/11/23: Paul has started email communication on this topic, but the Workgroup has not met yet. 5/13/24: Need an update. Group has not met formally. September Update: CSDP EC is developing an Analytical Disciplines Workgroup. October: Workgroup began meeting. There will be a session in Jacksonville devoted to this topic. Will impact Training, Credentialing, and Technical Specialist. 8/6/25 & 8/18/25: Analytical Disciplines removed from Technical Specialist language.
5	Respond to SIRs	SIR 453 SIR 465		Ongoing	Ongoing	Ongoing	Lynn Bradley – LASEC PA	**3/13/23**: Responded to SIR 453 regarding quarterly calibration verification of manual repeating pipettes. 8/14/23: Responded to SIR 465 regarding Class A glassware.

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8	Address NEFAP request for recommended language in Section 7.3.	V1M2 – Section 7.3	Tracy Szerszen-NEFAP Chair	7/10/23	7/10/23	1/24/24		7/10/23: Alternate language recommended to NEFAP. 12/10/23: Debbie will meet with NEFAP at the conference to look at the language. 1/24/24: Language was reviewed during the conference and placed into the DRAFT Standard.
10	Internal Audit		Ilona Debbie	12/10/23	12/10/23	2/13/24		12/10/23: Checklists were added to Internal Audit Database to internal audit can be performed. Scheduled for 1/4/23. 1/4/24: Audit performed by Debbie and Ilona. 2/12/24: Internal Audit shared with the Committee and Corrective Action was completed. Ilona will send to CSDP EC for final review . *(Addition: 2/13/24: Sent to Paul Junio and Bob Wyeth on 2/13/24.)*
11	Implementation Tool: Prepare a crosswalk for old vs new Standard.				TBD			6/20/24: Ilona noted that there is a crosswalk for the ISO language, but TNI language would need to be added. 7/14/25: Work in progress.
12	Respond to SIR 489	SIR 489		7/8/24	7/8/24	7/8/24		7/8: Committee approved response.
13	Respond to SIR 504	SIR 504		12/9/24	12/9/24	2/11/25		12/9/24: Complete SIR by email because no quorum on call.
14	Technical Specialist Language			7/14/25				7/14/25: Update from the CSDP EC and NELAP AC are being taken into consideration and language is being updated. 8/6,18/25: New Language presented to Committee. Analytical Disciplines removed.