

**Quality Management System Expert Committee (QMS)
Meeting Summary**

March 11, 2024

1. Roll Call/Minutes Approval:

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on March 11, 2024. Attendance is recorded in Attachment A – there were 9 voting members present. Associate members present: Kathi Gumper, Amanda Grande, Brian Eichelberger, Carol Barrick, Sumy Cherukara, Cindy Redmond, Doug Kablik, Jeanette Hernandez, Kathleen Lloyd, Kim Fielder, Linda O'Donnell, Nic J, Nicole V, Rebecca Pierrot, Donaciano Cantu, Ryan McMullin, Sushmitha Reddy, Tammy Kreutzer, and Ty Atkins.

The agenda was reviewed. There were no changes to the agenda and it was approved by unanimous consent.

(Addition: A new TNI directive is to more closely follow Robert's Rules of Order. An important part of this is the ability to discuss items on the agenda without formal motions on each item. This is possible by presenting and gaining approval of the agenda at the start of the meeting, allowing all items on the agenda to be discussed/debated.)

A motion was made by Ashley to approve the February 12, 2024 minutes as written. The motion was seconded by Carla and there was no further discussion. The minutes were unanimously approved.

Donny (Donaciano) Cantu is a new associate member who introduced himself. Nic Johnson also introduced himself.

2. Technical Specialist Comments

The Committee continued its review of the comments received from the NELAP AC. The meeting was spent reviewing these comments and placing the Committee's decision in the last column of the table found in Attachment B.

The Committee started with row 15. There was extensive discussion on how data could be reviewed remotely. The proposed Technical Specialist language may actually be making it more difficult to qualify.

The Committee ended its review with row 19 and will begin at row 20 at the next meeting.

Debbie asked about an addition meeting in March to try to finish the review of the comments, but there appeared to be no dates where a quorum of members could meet, so there will be no additional meeting this month.

3. New Business

None.

4. Action Items

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

5. Next Meeting and Close

The next meeting will be by teleconference/webinar on April 8, 2024 at 1pm Eastern.

Debbie adjourned the meeting at 2:33 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	2025*	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	ALS Global	2027*	Lab	Carol.gebhart@alsglobal.com
Stephanie Atkins Absent	Pace Analytical	2027	Lab	stephanie.atkins@pacelabs.com
Jordan Adelson Present	DoD - Navy	2024*	Other	jordan.m.adelson.civ@us.navy.mil
Nicholas Slawson Absent	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 Absent	NJDEP	2027*	Accrediting Body	Caitie.vansciver@dep.nj.gov
Zaneta Popovska Present	ANAB	2025*	AB	zpopovska@anab.org
Sean Hayes Present	ORELAP	2026*	AB	sean.hayes@oha.oregon.gov
Amy Schreader Present	UC Laboratory	2027	Lab	amy@uclaboratory.net
Ashley Larssen Present	KC Water	2027	Lab	ashley.larssen@kcmo.org
Ilona Taunton (Program Admin) Present	The NELAC Institute	n/a	n/a	Ilona.taunton@nelac-institute.org

Attachment B: Review of Technical Specialist Comments – 3/11/24

Row	Citation	Comment	Comment made by	Proposal	Committee Decision
15	5.2.6.1 a) i.3) one (1) year of experience in the use of the instrument with an experienced analyst available to review observations and trouble-shoot as needed. Such experience shall include the identification of minerals. Experienced support can be available through contractual arrangements	Do these need to be in person or can it be remote contractors?	MNELAP	Clarify in 5.2.6.1 a)i. 3) if the reviewer/contractor is allowed to review/support through remote access.	In general this section makes it more difficult to qualify for TS vs. current standard. We should look at simlifying. Remote access is ok. Include in the statement.

16	5.2.6.1 a) i.3) one (1) year of experience in the use of the instrument with an experienced analyst available to review observations and trouble-shoot as needed. Such experience shall include the identification of minerals. Experienced support can be available through contractual arrangements	How will the AB evaluate if the new person was overseen by an experienced analyst? Will they need to review the "experience"? Will the AB need to review records that the training included oversight, observation review and troubleshooting? Are ABs are being asked to maintain records of education but not training/oversite?	MNELAP	Please clarify 5.2.6.1 a) i.3) based on comments.	See above for simplifying. Try to remove "experienced analyst" and say what is expected. Or better, simplify to 1 year of experience as qualified analyst.
17	5.2.6.1 b) i. 2) two (2) years of experience in representative technologies for which the technical specialist will be responsible. An earned master's or doctoral degree in one of the above disciplines may be substituted for one (1) year of experience.	Define "representative technologies" Is GC/ECD representative of GC/MS	MNELAP	Is there another way to define areas for the technical specialist. As stated above MNELAP uses "categories/ areas of responsibility" volatile organic compounds, other organic compounds, inorganic chemistry, metal, air in which we approve our technical managers/specialists	Technology WG is trying to define this.

18	5.2.6.1 b) ii. 2) one (1) year of experience in representative technologies for which the technical specialist will be responsible. An earned bachelor's, master's, or doctoral degree in one of the above disciplines may be substituted for six (6) months of experience	Since b)ii. Criteria is an associates degree the person probably does not have an advanced degree because if they did they would qualify under b)i. Do we need "An earned bachelor's, masters...of experience" if the criteria is for an "associate's degree" Same comment for C)Microbiological Testing ii. 1)	MNELAP	Delete 5.2.6.1 b) ii 2)	Consider changing 5.2.6.1b)ii.1) to an associates degree or two years of successful college education in the degrees listed. 2) can stay the same since it's adding education to reduce experience.
19	5.2.6.1 c) ii. 1) an earned associate's degree, or equivalent college education, in an appropriate field of the sciences or applied sciences;	What does appropriate field of the science or applied sciences mean? Propose to use the same language as chemistry module to define equivalent.	MNELAP	An earned associate's degree, or equivalent college education, in chemistry, environmental sciences, biological sciences, physical sciences, chemical engineering, or equivalent scientific discipline	Remove 5.2.6.1 c) ii 1) and update 3) to reference the disciplines listed in i.

Attachment C: QSM Action Item Summary – 2024

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
1	Update V1M2	V1M2		Ongoing	Ongoing	Ongoing		<p>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. 1/8/23: Edited Data Integrity Section.</p>
2	Develop Workgroups to work on language in specific section of the Standard.	V1M2		Ongoing	Ongoing	Ongoing		<p>Language Workgroup tasks:</p> <ul style="list-style-type: none"> – 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 <p>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.</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
								<p>4/11/23: Committee sending ideas for records retention language to Workgroup for consideration.</p> <p>7/10/23: Language formulated is now being added to the DRAFT Standard.</p> <p>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).</p> <p>9/11/23: A number of new workgroups have been formed to continue work on the standard. Workgroups now include:</p> <ul style="list-style-type: none"> - Definitions (presenting 9/11/23) - Language (present Oct) – on Oct agenda - Data Integrity (present Oct) – delayed to Nov - Subcontracted Work (present Dec) - Measurement Traceability (present Dec) - Calibration Requirements (not started) - Handling Test Items (not started) <p>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.</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
								<p>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.</p> <p>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.</p>

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
3	Technical Specialist Language	V1M2		Ongoing	Ongoing	Ongoing		<p>1/11/23: Worked on Exceptions.</p> <p>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.</p> <p>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.</p> <p>12/10/23: Received a batch of recommended changes from NELAP AC. Debbie plans to talk to the NELAP AC about the changes.</p> <p>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.</p>
4	Defining Technology	Various TNI Standards	Paul Junio Tony Francis Debbie Bond	January 2023	12/11/23			<p>1/11/23: Will work with Paul Junio's group to define Technology. PT, AB, QSM, etc.</p> <p>12/11/23: Paul has started email communication on this topic, but the Workgroup has not met yet.</p>

