

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

March 9, 2026

1. Roll Call/Minutes Approval:

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on March 9, 2026. Attendance is recorded in Attachment A – there were 10 voting members present as noted. Associate members present: Fida Kased, Lauren Gamel, Lisa Parks, Theresa Johnson, Jasmina Kuljanac, Annmarie Beach, Amy Lovelace, Paul Junio, Homer Youngblood, Salima Haniff, Debra Zeller, Paul Mariani, Sean Hayes, Nicole Van Aken, Sumy Cherukara, William Reeves, Nick Evans, Katie Strothman, Nicholas Johnson, Isela Rodriguez Palomares, and Windsor Molnar.

Voting for Chair and Vice-Chair was moved to the top of the agenda, but there were no changes made to the content of the agenda. The agenda was approved by unanimous consent.

2. Committee Leadership

Debbie Bond expressed her willingness to continue serving as Chair, but also noted that she did not expect to serve her complete third term on the Committee. She commented that Jessica Jensen indicated interest in serving as Chair in the future and suggested that she be considered for the Vice-Chair role to prepare for the Chair role. Carla provided support for this change given her current schedule.

Carla motioned Jessica for Vice Chair and the motion was seconded by Hunter. Vote: For: 9 Against: 0 Abstain: 1 (Jessica). The motion passed.

Amy Schreader nominated Debbie for Chair and the motion was seconded by Hunter. The motion was unanimously approved and Debbie accepted the Chair position for one more year.

Appreciation was expressed to Carla for her contributions as Vice-Chair these past years.

3. Houston Summer Conference

The Committee is scheduled for two sessions in Houston. The first session will focus on updates to include Standard changes, training ideas and implementation guidance. The second session will be a working session to start reviewing comments on the DRAFT Standard.

4. Continued Review of the Standard

Formatting and follow-up comments from LAB were left in the document pending further information. Additional items to look at during formatting include: use of full Committee name when noted, standardizing capitalization (e.g., “voting member”), and any formatting inconsistencies.

Section 4.1.6 – Data Integrity: The section was restructured for clarity and auditability. This included separating training, procedure and documentation requirements, clarifying training content and removing redundancy.

Data monitoring and investigation was divided into clearer subsections to address review, frequency and scheduling.

Introduction Section

- Consider moving any requirement language to the body of the Standard.
- Remove the word “competence”.
- Consider whether duplicate language in preface and introduction is needed.
- General review of language.

Ilona will review this looking for consistency in language in other TNI Standards.

Definitions:

Ilona noted that she will fix the format of this section. All ISO/IEC definitions will be listed first in the order as presented in ISO/IEC 17025:2017 and then TNI definitions will be listed below in alphabetical order continuing the number sequence started by ISO/IEC.

A few definitions were looked at more closely:

- Batch: Nicole raised concerns about the requirement that preparation batches be completed within 24 hours, noting that some preparation processes span multiple days. Discussion clarified that the requirement refers to the start of processing for all samples in the batch occurring within 24 hours, not completion of all steps. No changes were made.
- Calibration: The definition was simplified by removing “of quantities” and use of “calibration of analytical equipment” rather than “according to methods”. Punctuation consistency was also corrected.
- Document: Format changed.
- Demonstration of Capability: Nicole recommended broadening the definition to reflect not just analytical measurement but also preparation and extraction processes. The following was removed:
 - “analytical” before “results”
 - “measurement” before “quality objectives”

Annex C

The language provided by Radiochemistry and Microbiology for course suggestions was reviewed.

- Radiochemistry provided a list of potential courses that the Committee agreed to include in the annex.
- The Committee will address Radiochemistry's concern that it needs to be clear that if someone has already covered the course requirement in their education requirement, the need for an additional Radiochemistry course is not further required. The Committee will work on language within the Standard to make this clear rather than this being stated in Annex C.
- Microbiology language is pending and inputs will be incorporated after their upcoming meeting.

Radiochemistry also made some suggestions for additional examples of how radiochemistry technical specialists can be incorporated into a lab. Though good examples, the Committee was uncertain about whether adding more examples beyond those already incorporated would add value. Feedback will be sought from Radiochemistry.

Section 6.2.2

The committee discussed clarifying language regarding required coursework for microbiology and radiochemistry.

The intent is:

- If relevant coursework is already included in a person's degree, no additional course is required
- If not, an appropriate technical course must be completed

Current wording may incorrectly imply that an additional course is always required. Draft wording will be worked on at the next meeting.

Continuing the review of the Standard looking at individual comments could be time consuming. It was suggested that a table be developed to capture all comments at one time since some comments might be duplicated.

Debbie will confirm by email if the language workgroup will meet in two weeks to continue work on language to bring back to the Committee for review. She will distribute the Microbiology course info prior to that meeting.

(Addition:

The workgroup did meet on March 23, 2026 at 1pm Eastern for 90 minutes. Voting members present included: Debbie Bond, Caitie Van Sciver, Amy Schraeder, Alison Boren, Hunter Nelson, Carol Gebhart, Lauren Webb, and Kim Fielder. Associate members present included: Bina Kapoor, Linda Odonnell, Theresa Johnson, William Reeves, Debra

Zeller, Alsonso Avalos, Tony Francis, Tammy Kreutzer, Lisa Parks, Lauren Gamel, Sean Hayes, Lee Ann Kline, Katie Strothman, Alexander Chieh, Annmarie Beach, Homer Youngblood, Sumy Cherukara, Isela Rodriguez Palomares, Lisa Parks, Jasmina Kuljanac, Lien Nguyen, Nicole Van Aken, Nicholas Johnson, and Alma McCammond.

The Committee worked on the Annex C course language for Radiochemistry and Microbiology, clarification of course requirements in Section 6.2.2, LAB language in Section 4.5, accreditation status change requirements, record requirements, formatting and editorial changes. Discussion included:

Annex C and Course requirement in Section 6.2.2:

- The group discussed whether the shorter microbiology training course (Understanding Microbiology) is sufficient compared to the previously referenced 30-hour (3 CEU) vendor course expectation. While this appears inconsistent, it was noted that the Microbiology Expert Committee already reviewed and approved the shorter course format as acceptable, particularly when paired with laboratory experience. The general consensus was to respect the subject matter committees' decision and if concerns are raised during the comment period, they will be addressed.*
- The group agreed not to alter the intent of the expert committee input but to only refine wording for readability and consistency.*
 - Simplify introductory text.*
 - Align Microbiology and Radiochemistry sections stylistically.*
 - Remove incorrect or unnecessary course examples (e.g., "cell biology with laboratory").*
- Revised wording in Section 6.2.2 to make it clear a required technical course may or may not be part of existing educational qualifications.*

LAB Language:

- Discussion focused on whether to explicitly state that accreditation can be denied, suspended, or revoked.*
- The group agreed this type of language could be useful but may belong in the introductory section rather than Section 4.5.*
- Remove unnecessary word "applicable"*
- Delete redundant sentences about access to facilities and records*
- Improve wording for client-site assessment requirement*
- Final wording will depend on input from LAB.*

Client Notification Requirements:

- The group discussed how laboratories should notify clients when accreditation status changes:*
- "Timely manner" was considered too vague.*
- The group decided requiring laboratories to define their own timelines in procedures was more appropriate (e.g., "within laboratory-defined timelines").*

Sampling and Records Requirements:

- *Requirements for retaining sampling records, especially if the sampling was not done by the laboratory, were clarified.*
- *Formatting was improved.*
- *Redundancy was addressed by consolidating matrix-related requirements into a general statement.*

Formatting

- *There was discussion about document organization:*
 - *Prefer breaking requirements into smaller, clearly numbered sections rather than combining them.*
 - *Agreement to maintain ISO-required lettering structure but adapt TNI numbering where possible.*
 - *It was proposed to introduce a general clause requiring inclusion of sample matrix in all relevant sample descriptions to avoid duplication.*

Additional Edits

- *Simplified wording for sample receipt procedures (e.g., “verification of sufficient quantity”).*
- *Updates to quality manual structure and document control language.*
- *Addition of requirements for risk management documentation and annual review.*

Everyone was encouraged to review the Summary of Changes document prior to the next QMS meeting on April 13, 2026)

5. New Business

None.

6. Action Items

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

7. Next Meeting and Close

The next Committee meeting will be on April 13, 2026, at 1pm Eastern. There may be a language workgroup meeting on April 27, 2026, at 1pm Eastern that will be confirmed by Debbie.

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	2029	Lab	dbond@southernco.com
Carla McCord Present	Virginia	2028	Accrediting Body	carla.mccord@dgs.virginia.gov
Nicole Cairns Present	NYSDOH	2027	Lab	nicole.cairns@health.ny.gov
Alison Boren Present	Vermont	2029*	Accrediting Body	alison.boren@vermont.gov
Jessica Jensen Present	KCMO	2029*	Lab	jessica.jensen@kcmo.org
Carol Gebhart Present	ALS Global	2027*	Lab	Carol.gebhart@alsglobal.com
Stephanie Atkins Present	Pace Analytical	2027	Lab	stephanie.atkins@pacelabs.com
Lauren Webb Absent	A2LA	2026	Accrediting Body	lwebb@a2la.orgK
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 Absent	ANAB	2028	Accrediting Body	zpopovska@anab.org
Kim Felder Absent	HRSD	2029*	Lab	kfielder@hrsd.com.gov
Amy Schreader Present	UC Laboratory	2027	Lab	amy@uclaboratory.net
Rebecca Pierrot Absent	ASQ CQM/OE	2029*	Other	rebecca@labhandler.com
Hunter Nelson Present	Labware	2029*	Other	hunter.nelson@labware.com
Ilona Taunton (Program Admin) Present	The NELAC Institute	n/a	n/a	Ilona.taunton@nelac-institute.org

Lab/FSMO: 7 AB: 6 Other: 2

Attachment B: QSM Action Item Summary – 2026

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. 3/9: The Committee is now doing a final review of the Standard prior to final formatting and vote.
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			Ongoing	Ongoing	Ongoing	NELAP EC	No SIRs received yet in 2026.
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.

Item	Task Description	Document Number	Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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. LANGUAGE INCORPORATED INTO STANDARD and presented in Boston - Closed
15	Summary of Changes Document							3/9/26: The first DRAFT of the document was presented in Boston and the Committee is now reviewing it for publication with the DRAFT Standard.