

Quality Management System Expert Committee (QMS)
Meeting Summary

April 13, 2026

1. Roll Call/Minutes Approval:

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on April 13, 2026. Attendance is recorded in Attachment A – there were only 7 voting members present the first half of the meeting (not a quorum) but an 8th voting member joined from 1:40pm – 2pm Eastern to make a quorum during this time. Associate members present: Paul Junio, Salima Haniff, Lien Nguyen, Annmarie Beach, Lisa Parks, Isela Rodriguez Palomares, Fida Kased, Brian Eichelberger, Lee Ann Kline, Alonso Avalos, Amy Lovelace, Jeanette Hernandez, Nick Evans, Paul Mariani, Cody Tennant, Sushmitha Reddy, Alma McCammonds, Windsor Molnar, William Reeves, Debra Zeller, Shannon Swantek, Nicole Van Aken, and Katie Strothman.

The meeting agenda was approved by unanimous consent.

There was not a quorum during the first half of the meeting so previous minutes could not be voted on. Debbie decided to distribute the minutes for an email vote.

(Addition: The meeting minutes were distributed for an email vote on April 14, 2026. A motion by email was made by Nicole on April 14, 2026, to approve the March 9, 2026, meeting minutes as written. The motion was seconded by email on April 14, 2026, by Joann. A vote was conducted by email: For: 4/17/26: Debbie, Carol, Joann, Zaneta 4/18/26: Amy 4/20/26: Caitie, Carla, Nicole, Stephanie, Jessica 4/21/26: Alison Against: None. Abstain: None. The motion passed and the meeting minutes will be posted.)

Debbie invited new voting members to introduce themselves to the Committee.

- Jessica Jensen introduced herself as the head of the Laboratory and Regulatory Compliance Division for the City of Kansas City, Missouri. She shared that she is a past chair of the Quality Systems committee and is returning after approximately five years away from the committee.
- Hunter Nelson introduced himself as an implementation consultant and project manager for LabWare Global Services, focusing on LIMS implementations for water and environmental laboratories. He noted prior experience working more than 13 years in TNI-regulated laboratories and participation in several TNI conferences.

Additional new voting members include: Lauren Webb, Kim Fielder and Alison Boren.

2. Continued Review of the Standard

Annex C – Microbiology

The discussion focused on simplifying the list of acceptable college-level microbiology courses while retaining the same meaning.

The group looked at:

- Combining multiple microbiology course examples into broader wording rather than listing each individually.
- Moving the laboratory component requirement into a general statement rather than repeating “with laboratory” throughout the list.
- Using wording such as: “College-level course with laboratory component examples include, but are not limited to...”

Scope and Introduction Language

There was agreement that there was repetitive language as described in the comments sent by Carol. Since the Committee wants to keep some consistency in introductory language with other TNI standards, Ilona will review the language when she does the format clean-up on the Standard this next month when she prepares it for final review and vote.

Definitions

- Bias
It was general agreement to use “trend” instead of “skew”.
- Corrective Action
“An action taken by the laboratory to eliminate or correct the cause(s) of a nonconformity and to prevent recurrence.”
- Customer
Use “services” rather than “analysis,” recognizing that laboratories may provide services such as sampling or consulting in addition to testing.
- Demonstration of Capability
Replace “bias” with “precision and accuracy” in the definition to better align with EPA terminology and common laboratory usage.
- Findings and Nonconformity
There was an extensive discussion with general agreement that nonconformities may be beyond just external audit findings. They could include internal audits, client complaints, LIMS flags and operational events. Definition: An event that demonstrates failure to meet a requirement in a TNI standard, policy, or procedure.

- Matrix
Formatting of this section will be reviewed by Ilona when she prepares the Standard for final review and vote.
- Mobile Laboratory
Definition will be left as is since it came from another TNI standard.

(Note: Lauren added to the meeting at 1:40pm Eastern and a Voting Member quorum is now met.)

- Precision
Improved clarity: A data quality indicator that assesses the degree of variation within a set of observations or measurement of the same property obtained under similar conditions.
- Raw Data
There was general agreement to simplify the definition by removing the phrase “untabulated sample results” rather than replacing it with another potentially unclear term.
- Traceability
Update: The ability to reconstruct the history of a test item by means of records. For calibration, this is metrological traceability.

Data Integrity Section Review

There was concern that wording about needing management approval was redundant with the overall concept of document approval requirements. After discussion, there was general agreement that it reinforces management accountability and there are no implementation concerns.

In-Depth Data Monitoring

Edits were made to improve readability without changing the original intent of the language.

Organization and Formatting

The Committee discussed whether subsection headings are needed in Section 4.3. This will be left to Ilona during formatting.

Accreditation Language

LAB had asked that language located in Volume 2 be added to Module 2 since it affected laboratories. The language was reviewed and a few clarifying edits were made to use of accreditation claims, references to accreditation status, endorsements and AB assessment team access.

Note: Lauren and Hunter left the meeting – no Voting Quorum.

Quality Specialist Responsibilities

Quality Specialist responsibilities were grouped under a single subsection with sub-items.

There was also discussion on whether to keep language stating that quality personnel have authority to: manage nonconforming work, initiate corrective actions stop work when necessary. There was agreement keep all of this.

Technical Specialist

Similar restructuring of language was discussed for Technical Specialist, but the Committee decided not to make any changes.

Technical Specialist qualification updates were made to:

- Experience
Clarified that experience must relate to the area of responsibility for the technical specialist.
- Facility Qualification
Discussed wording changes regarding qualification at a specific facility and recognized the need to ensure language still allows equivalency for similar facilities. The language was flagged in Comments and this will be further discussed in a future meeting.
- Exemption Record Retention
Clarified that records of exemptions must be retained for the same duration required for retention of data generated during the technical specialist's employment.

A language workgroup meeting will be planned for the 4th Friday of the meeting to continue review.

(Addition: A workgroup meeting was planned for 4/27/26, but there were only 2 voting members available for the meeting: Debbie Bond and Lauren Webb. Debbie decided to share the remaining questions she had about the Standard with Lauren and the

associate members on the call, but decided to send an email on April 27, 2026, for input from the Committee in order to do additional clean-up prior to submitting the DRAFT document to Ilona for clean-up prior to final Committee review and voting:

We are sooo close!! Ideally, we'll meet on May 11 and vote on posting the Draft. To work towards that goal, here are NEXT STEPS:

- *If we have consensus on the 8 (9?) proposed items below, I'll make the changes and provide the draft to Ilona after noon on Friday*
- *Ilona will format (and check on introductory language, etc.) and provide us with a clean draft by May 7 or 8*
- *We will meet on May 11 and look over the Summary of Changes Table and formatted Draft M2*
- *If we cannot vote on May 11, we may continue with an email vote OR we'll schedule another meeting in May to vote*

Please review the Draft M2 and the Summary of Changes Table for our meeting on May 11.

*Here are proposed resolutions to the items in my previous email (below). Please let me know if any of these resolutions will cause problems **by noon on Friday**:*

1. *Add language from LAB (about ABs having the option to revoke, suspend or not grant accreditation) into section 1.1*
2. *Keep Technology definition*
3. *6.4.1.2 – remove “(testing)” after analytical equipment*
4. *6.4.6.1 – move the last sentence to the end of 6.4.6.2*
5. *6.4.6.2 – remove “at least annually” since we list the correct frequencies in the table.*
6. *Table XX – add annual balance calibration to the table*
7. *6.6.2 b) ii. – add highlighted words to “and other sampling documents as required (i.e., sampling plans...”*
8. *No need to include equipment maintenance in test method documents since 6.4.3 requires a procedure for planned maintenance of equipment. No need to remove flexibility by requiring labs to include it or reference it in their SOPs.*
9. **ADDITIONAL item** – *We had a comment that NIST is now CAISI (Central for AI Standards and Innovation), but when I go to NIST.gov, it says CAISI is an entity within NIST. AI standards are not what we need with metrological traceability. I'm thinking maybe NIST is correct in 6.4.6.2. If we really do need to reference CAISI, we'll need to define it. From NIST.gov on CAISI: Primary point of contact within the US government to facilitate testing and collaborative research related to harnessing and securing the potential of commercial AI systems.*
 - a. *If someone can explain why we should include CAISI as an example of an NMI instead of NIST, I'm very interested in hearing it.*

Comments Received:

Nicole – Voting Member (4/27): I am in agreement with Items 1-8 and do not think NIST needs to be changed to CAISI in item 9.

Carla (4/28) – Voting Member: I also agree with items 1-8 and that NIST does not need to be changed.

Bill Ray (4/28) – Associate: I, like others, agree on 1-9 as stated. I will point out that this standard will demand AB training in that ISO 17025-2017 moved to a risk-based approach where this industry has been, “tell me what to do” based. If this standard does not clearly state when the lab cannot argue a risk-based approach, then ABs will not understand why the lab’s approach is not in keeping with prior positions. I also, as I argued before, that ABs need to be instructed as to when the first event in a series of events is to happen. As we currently state for data integrity training, the first event is when we hire someone, but when is the first event when the lab, as a whole, adopts the standard. If not done here, then it needs to be part of V2.

Caitie (4/29) – Voting Member - I am also in agreement with items 1-8 and not changing the term NIST.

Ilona provided Marlene’s response regarding changing the term NIST to the Committee on 5/6:

Sorry for not getting back to you sooner

*National Metrology Institute (NMI) is the correct term
NIST is the NMI for the US - there is one NMI per economy but not all economies meet the requirements of the BIPM or the enduring traceability to the SI.*

The [General Conference on Weights and Measures \(CGPM\)](#) is one conference that recognized the BIPM along with the International Committee for Weights and Measures (CIPM)

The CAISI is a dept within NIST that is developing controls and measure for AI and cybersecurity

*As Debbie has indicated it is not appropriate to use CAISI for NIST
with all the name changes in the Fed it is best to indicate traceability to the NMI*

Also Not ILAC and IAF have not merged to the Global Accreditation Cooperation Institute (GlobalACI) here is the website <https://global-aci.org/en/home/>)

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 Absent	NYSDOH	2027	Lab	nicole.cairns@health.ny.gov
Alison Boren Absent	Vermont	2029*	Accrediting Body	alison.boren@vermont.gov
Jessica Jensen (Vice Chair) Present	KCMO	2029*	Lab	jessica.jensen@kcmo.org
Carol Gebhart Present	ALS Global	2027*	Lab	Carol.gebhart@alsglobal.com
Stephanie Atkins Absent	Pace Analytical	2027	Lab	stephanie.atkins@pacelabs.com
Lauren Webb Present – joined 1:40 to 2pm Eastern	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 Absent	NJDEP	2027*	Accrediting Body	Caitie.vansciver@dep.nj.gov
Zaneta Popovska Present	ANAB	2028	Accrediting Body	zpopovska@anab.org
Kim Fielder 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 - until 2pm Eastern	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.