

Quality Management System Expert Committee (QMS)
Meeting Summary

May 11, 2026

1. Roll Call/Minutes Approval:

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on May 11, 2026. Attendance is recorded in Attachment A – there were 13 voting members present. Associate members present: Lauren Gamel, Megan Rothgerber, Tammy Kreutzer, Jeanette Hernandez, Fida Kased, Alexander Chieh, Cheyenne Lewis, Salima Haniff, Katie Strothman, Alma McCammond, Debra Zeller, Ty Atkins, Paul Junio, Carl Kircher (by phone), Jasmina Kuljanac, Nicole Van Aken, Nick Evans, Sumy Cherukara, and Nicholas Johnson.

Review of minutes was added to the agenda and it was approved by unanimous consent.

The April minutes were distributed by email for review. A motion was made by Hunter to approve the April 13, 2026, minutes as written. The motion was seconded by Jessica and unanimously approved.

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

- Kim Fielder: HRSD. TNI member for 4 years. QA Manager for 2 years.
- Alison Boren: Vermont's only DW certification officer.
- Lauren Webb: Senior accreditation officer with A2LA. Also working with TNI's Field program.
- Jessica and Hunter introduced themselves last month.

2. Summary of Changes Table Review

The Change Summary was sent by email last week for review by the Committee. Debbie summarized changes made since the Committee last saw this document.

Discussion:

- Debbie asked about how to present sections where procedures are no longer explicitly required by ISO/IEC 17025:2017. There was agreement that listing the four relevant sections individually was clearer than maintaining a generalized row.
- Section 3.48 was removed since this source section was not necessary.
- The table was the Standard was labeled a, b, c, etc ... not i, ii, iii.
- There were a number of additions made to the data integrity section. The Committee decided to include the entire section as an attachment to make it easier to complete the table. The table will reference this attachment instead of adding all the information to the table.

- The Committee also discussed and agreed there was a need for a second attachment covering Technical Specialist qualifications and exemptions.
- Additional editorial changes were made as needed.

A motion was made by Carol and seconded by Hunter to approve the Summary of Changes table with the following conditions:

- All rows will be numbered.
- Attachments will be included for:
 - Data integrity (current vs. draft language)
 - Technical manager qualifications and exemptions

A roll call vote was conducted: For: Debbie, Jessica, Nicole, Alison, Carol, Stephanie, Lauren, Joann, Caitie, Zaneta, Kim, Amy, and Hunter. Against: None. Abstain: None.

Debbie will make the updates and send the Summary to Ilona for posting.

It was identified later in the discussion of the Standard that updates to definitions—including removals and revisions—had not been captured in the Summary of Changes table. The Committee agreed that this omission must be corrected. It was decided that Debbie would draft the necessary updates and circulate them via email for review and formal vote. This will give people time to review the added changes.

(Addition: Email Vote

A motion was made by Lauren by email on May 12, 2026 to approve the Summary of Changes Document as sent on May 11, 2026. The motion was seconded by Jessica by email on May 12, 2026. There was no further discussion.

Vote:

Carla - For (5/14/26)

Debbie – For (5/13/26)

Carol - For (5/13/26)

JoAnn – For (5/13/26)

Kim – For (5/13/26)

Zaneta – For (5/13/26)

Jessica - For (5/13/26)

Hunter - For (5/13/26)

Amy – For (5/13/26)

Nicole – For (5/13/26)

Caitie – For (5/13/26)

Alison For (5/13/26)

The motion passed and th Summary of Change document is approved for posting with the DRAFT Standard on the TNI Website.)

3. Review of the Standard

The committee reviewed the draft standard in detail.

- Introductory language was simplified for clarity and consistency.
- Redundant or overlapping paragraphs were consolidated into clearer summaries.
- Certain explanatory sections were reclassified as notes where appropriate.
- Definitions were reviewed, and references to source documents were removed to maintain consistency with other Modules and reduce maintenance.
- Minor grammatical and formatting corrections were identified and addressed throughout the document.

A discussion on terminology related to National Metrology Institutes (NMI) and NIST confirmed that current wording—referencing “recognized National Metrology Institute such as NIST”—was appropriate.

The formatting work done by Ilona helped improve the readability for finalization.

There was general agreement the Draft Standard was ready for a vote to approve it. Ilona will make final updates to the Table of Content, confirm all ISO/IEC 17025:2017 language is italicized and check for any editorial/formatting issues.

A motion was made by Jessica to approve the DRAFT Standard as sent on May 6, 2026, with the deletion of Section 3.48. The motion was seconded by Lauren. A roll call vote was conducted: For: Debbie, Jessica, Nicole, Alison, Carol, Stephanie, Lauren, Joann, Caitie, Zaneta, Kim, Amy, and Hunter. Against: None. Abstain: None.

All voting members must vote on the Standard for the vote will be final after Carla and Rebecca vote by email.

4. New Business

None.

5. Action Items

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

6. Next Meeting and Close

The next Committee meeting will be on June 8, 2026, 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	2029	Lab	dbond@southernco.com
Jessica Jensen (Vice Chair) Present	KCMO	2029*	Lab	jessica.jensen@kcmo.org
Carla McCord Absent	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
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	A2LA	2029*	Accrediting Body	lwebb@a2la.orgK
Joann Slavin Present	Wadsworth Center/Environmental Laboratory Approval Program	2027*	Accrediting Body	joann.slavin@health.ny.gov
Caitie Van Sciver Present – 1:10pm	NJDEP	2027*	Accrediting Body	Caitie.vansciver@dep.nj.gov
Zaneta Popovska Present	ANAB	2028	Accrediting Body	zpopovska@anab.org
Kim Fielder Present	HRSD	2029*	Lab	kfielder@hrsd.com.gov
Amy Schreader Present	UC Laboratory	2027	Lab	amy@uclaboratory.net
Rebecca Pierrot Absent	ASQ CQM/OE	2028*	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

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								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. 5/11/26: Vote on Draft Standard started and will be completed by email.
4	Defining Technology (Analytical Disciplines)	Various TNI Standards	Paul Junio Tony Francis Debbie Bond	January 2023	12/11/23		CLOSED	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. 5/11/27: Completed and being voted on by Committee by email.