

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

June 8, 2026

1. Roll Call/Minutes Approval

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on June 8, 2026. Attendance is recorded in Attachment A – there were 10 voting members present. Associate members present: Christina Pottios, Jasmina Kuljanac, Linda Odonnell, Brian Eichelberger, Salima Haniff, Annmarie Beach, Homer Youngblood, Nick Evans, Fida Kased, Amy Lovelace, Cheyenne Lewis, Ty Atkins, Bina Kapoor, Sean Hayes, Paul Junio, Windsor Molnar, Lien Nguyen, Jeanette Hernandez, Alonso Avalos, Sushmitha Reddy, Alma McDonald and Isela Rodriguez Palomares.

The agenda was reviewed and approved by unanimous consent.

The May minutes were distributed by email for review. A motion was made by Nicole to approve the May 11, 2026, minutes as written but with removal of a couple of double periods. The motion was seconded by Amy and unanimously approved.

2. Prioritization of Upcoming Committee Work

The Committee discussed the major tasks that will need to be completed as the revised Module 2 Standard moves through the review process. After considering several options, there was general agreement that updating the crosswalk between the 2016 Standard and the current Draft Standard should be the highest priority.

The current version of the crosswalk is a strong starting point but more work is needed. The Committee identified several areas needing attention, including ensuring that each row links a single 2016 requirement to a corresponding Draft requirement, separating combined requirements where appropriate, confirming that all Draft language has been captured accurately, and verifying that every new requirement is represented.

It was noted that completing the the crosswalk will provide the foundation for later tasks, including the development of guidance documents and training materials.

3. Draft Standard Comments

Comments have been received from three individuals on the Draft Standard. Only one commenter used the requested comment form, while the remaining submissions contained broader feedback and philosophical observations.

The comments will need to be entered into the Response to Comments spreadsheet. Some lengthy comments may need to be summarized while preserving language in an

attachment, particularly where introductory discussion is not tied to a specific section of the Standard. The Committee also noted the importance of linking each comment to the appropriate section of the Draft before responses are developed.

Ilona explained that preparation of the Response to Comments spreadsheet is typically shared between the Committee Chair, Vice Chair, and Program Administrator. There was agreement that having the spreadsheet prepared before the July meeting would allow members to begin reviewing comments in a consistent format as additional comments are received.

4. Review Next Steps

Training and Guidance Planning

The Committee discussed future training needs once the new Standard is finalized. Ilona commented that rather than limiting the training to a summary of changes as done last time, consider offering a complete training covering both the new organization of the standard and implementation. This might be a series of trainings. The Committee also discussed combining self-paced instructional material with live webinar sessions. The committee agreed that the completed crosswalk will serve as the basis for both training materials and implementation guidance.

Crosswalk

The Committee reviewed the current crosswalk format and generally agreed that it is more useful than previous versions because it allows users to directly compare individual requirements between the existing and proposed standards. Although older crosswalks exist in different formats, members felt the current spreadsheet provides better traceability.

Several formatting improvements were identified, including removing unnecessary prefixes from requirement numbers, standardizing numbering conventions, ensuring proper use of italics where required, and confirming that every Draft section is accurately mapped since changes were made to the Draft Standard language since the current version of the crosswalk was prepared. Most of these changes were in Sections 4 and 5.

It was decided to form a Workgroup to complete the update to the crosswalk rather than during full committee meetings. Kim and Carla volunteered and Debbie will continue to look for more volunteers so the work can be distributed among several members.

Work on the crosswalk can continue alongside comment resolution throughout the remainder of the year.

Guidance Documents and Future Resources

The Committee began identifying topics that may require implementation guidance or future training materials.

- Developing qualifications for designated backup Technical Specialists.
- Combining Technical Specialist and Quality Specialist responsibilities within smaller laboratories.
- Internal auditing under the revised standard, particularly reflecting the reorganization of audit requirements.
- Risk management concepts.

Some of these topics may be better training classes rather than formal guidance documents.

The Committee also discussed updates to the Small Laboratory Handbook. This update will span multiple modules and will require coordination with other committees. Coordination is usually handled by TNI staff. Guidance related to Technical Specialist responsibilities may fit in this resource.

Existing Guidance Documents

Ilona raised the need to review existing implementation guidance documents and guidance resources after the new Standard is adopted and being implemented. Several currently posted guidance documents date back to implementation of earlier versions of the Standard and may require revision or retirement.

The Committee discussed the distinction between formal guidance documents and implementation guidance documents created in response to frequently asked Standard Interpretation Requests (SIRs).

Timing

The July meeting will focus primarily on reviewing submitted comments and beginning work within the Response to Comments spreadsheet. The crosswalk Workgroup will begin its activities independently while the Committee continues work on comment resolution.

5. Houston Conference Planning

The Committee discussed plans for the upcoming August conference. The working session will primarily focus on reviewing and discussing comments received during the public comment period, along with providing Committee updates since the Boston meeting.

Although the crosswalk will not be presented in detail, the Committee may provide a brief status update on its progress.

6. New Business

None.

7. Action Items

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

8. Next Meeting and Close

The next Committee meeting will be on July 9, 2026, at 1pm Eastern.

Debbie adjourned the meeting at 2:15 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) Absent	KCMO	2029*	Lab	jessica.jensen@kcmo.org
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
Carol Gebhart Present	ALS Global	2027*	Lab	Carol.gebhart@alsglobal.com
Stephanie Atkins Absent	Pace Analytical	2027	Lab	stephanie.atkins@pacelabs.com
Lauren Webb Absent	A2LA	2029*	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 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 – 1:54pm 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. 5/11/26: Vote on Draft Standard started and will be completed by email. 6/8/26: Draft Standard completed and posted. Comments being received.
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. 6/8/26: Workgroup formed to complete Draft crosswalk.

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. 6/8/26: Completed and posted with Draft Standard.
16	Response to Comments Spreadsheet			6/8/26				6/8/26: Comments to the Draft Standard will be tracked in this spreadsheet.