

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

July 13, 2026

1. Roll Call/Minutes Approval

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on July 13, 2026. Attendance is recorded in Attachment A – there were 12 voting members present. Associate members present: Linda Odonnell, Jeremy Roughton, Christian Abalos, Salima Haniff, Sheela Agrawal, Sushmitha Reddy, Brian Eichelberger, Jeanette Hernandez, Homer Youngblood, Tammy Kreutzer, Amy Lovelace, Bina Kapoor, Lisa Parks, William Reeves, Debra Zeller, Nick Evans, Ty Atkins, Paul Mariani, Sumy Cherukara, Nicole Van Aken, Nicholas Johnson, Carion Smith, Anagha Chitre and Isela Rodriguez Palomares.

The agenda was reviewed and approved by unanimous consent.

The June minutes were distributed by email for review. A motion was made by Carla to approve the June 8, 2026, minutes as written with two editorial changes (next meeting date and typo). The motion was seconded by Lauren and unanimously approved.

The Committee welcomed new Associate member Carion Smith who is the QA/QC Officer for the City of Tallahassee Water Quality Lab.

2. Response to Comments Review

The primary focus of the meeting was beginning the Committee's review and response to comments received on the Draft Standard. There are currently 33 comments that have been placed into the Response to Comments table for review. The Committee agreed that decisions should generally be made with a voting quorum present so that the Committee's final vote on the completed response table is supported by good participation. Completed items will be shaded light gray for tracking purposes.

Formatting Comment

The font needs to be Arial 10. This was an editorial comment and was marked as such in the table.

Definition of "Record"

The Committee noted that the Standard already notes that forms and templates used to record laboratory activities are documents, while a completed form becomes a record. Based on this existing language, the Committee was inclined not to add a separate definition for "record." This will be revisited as more comments are received.

Initial Activities and Initial Accreditation

This comment concerned when activities with annual or quarterly frequencies must first be performed in relation to initial accreditation. The Committee discussed whether activities such as internal audits and management reviews would need to be completed before initial accreditation or could occur during the first applicable interval after accreditation.

Members questioned whether this issue belonged in a laboratory standard or was more appropriately addressed through accreditation body requirements and procedures. The Committee noted that accreditation bodies may have different requirements for initial accreditation. The Committee agreed that additional input from accreditation bodies would be useful. Ilona will get feedback from the NELAP AC.

Quality Management System Definition

The Committee discussed the broader TNI effort to develop a consistent glossary of definitions across Committees and standards.

An editorial change was made to improve the wording and remove redundant use of "e.g." and "etc." where appropriate. The Committee also discussed the use of examples in definitions and agreed that unnecessary lists should generally be avoided unless they provide meaningful clarification.

Definition of "Document"

The Committee considered the use of the word "written" and whether additional examples should be included. It noted that the Standard already contains notes explaining the distinction between documents and records and providing examples of documents in various media. No change to the definition was made. The response will reference the existing notes to explain the rationale for leaving the definition unchanged.

Annual and Quarterly Intervals

Concern was expressed that defining annual and quarterly requirements using narrow day-based intervals could create unnecessary administrative burdens and could unintentionally restrict laboratories from performing activities more frequently.

The Committee generally agreed that the existing language would be kept and that the proposed definitions were unnecessarily restrictive.

Data Integrity Requirements

The Committee discussed comments related to Section 4.1.6 and data integrity. One commenter proposed substantial revisions addressing the purpose of a data integrity system and adding language concerning reliable data, appropriate behavior, and detection or prevention of improper actions.

The Committee agreed that the underlying issue raised by the commenter may warrant consideration, particularly the concept that data integrity encompasses more than preventing intentional misconduct. This will need further consideration in a future meeting as more related comments are received.

Data Integrity Training Frequency

The comment involved the frequency of data integrity training. One section requires the laboratory's procedure to address the frequency of training, while another section already establishes annual training for current employees and training as part of new employee orientation.

The suggestion to define a specific orientation period for new employees was also discussed. Members expressed concern that a fixed orientation period would not necessarily work for all laboratories or employees and could create unintended requirements. It was also noted that "laboratory activities" could encompass a very broad range of tasks.

There was support for removing the redundant requirement concerning frequency rather than adding a defined orientation period or new restriction.

Incorrect Section Reference

The Committee reviewed a comment that appeared to reference Section 4.5.4, although the substance of the comment appeared to concern Section 4.3.4. The Committee agreed that the Committee's response table could correct the section reference while leaving the commenter's original text unchanged. This approach preserves the submitted comment while making clear which section the Committee believes the commenter intended to address.

Responsibilities for Critical Laboratory Operations

The Committee reviewed a comment concerning the phrase "responsible for the laboratory" and the possibility that the wording could be interpreted to include individuals who have organizational or financial authority but are not directly involved in laboratory operations.

The proposed revision would address roles associated with activities such as review and release of analytical data and the quality management system. The Committee found the proposed clarification useful and agreed to treat this comment as persuasive.

Quality Manager vs. Quality Specialist

The Committee discussed a comment questioning the decision to use the title "quality specialist" rather than "quality manager". It was noted that the Standard uses "however named" language and that the actual authority and responsibilities of a position are established through the laboratory's organizational structure, job descriptions, and documented responsibilities rather than solely through the individual's job title. No change was made.

3. Preparation for the Houston Meeting

Committee members were encouraged to finish their reviews of the Draft Standard and submit comments before the Houston meeting. A week before the conference will help Debbie identify sections with more substantive issues so she can prioritize those sections in Houston.

The Committee will be continuing the comment-response process at the next meeting and during the Houston meeting.

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 in person in Houston on August 6, 2026, at 9am Central.

Debbie adjourned the meeting at 2:37 pm Eastern.

(Addition: The Committee did not meet in August outside of the in person meeting in Houston, TX. The Houston Meeting Summary is an attachment in the September 14, 2026, minutes.)

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 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 Present	Pace Analytical	2027	Lab	stephanie.atkins@pacelabs.com
Lauren Webb Present	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 Absent	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	CLOSED – Standard Posted for Comment	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 Table			6/8/26	7/13/26			6/8/26: Comments to the Draft Standard will be tracked in this spreadsheet. 7/13/26: The Committee started reviewing comments in the table.