

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

August 2, 2022

1. Roll Call:

Debbie Bond, Chair, called the meeting to order at 9am Eastern in Crystal City, VA on August 2, 2022. Voting Committee members in attendance were: Debbie Bond, Kathi Gumper, Michael Demarias, Nicholas Slawson, and Alyssa Wingard. No official Committee business could be done because there was no quorum.

2. Morning – 9-12pm

Debbie summarized the progress made on the Standard (see Attachment 1).

SIRs were reviewed (see Attachment 1).

Nick Slawson reported for the Language Workgroup. See summary of items covered in Attachment 1.

Paul reported on Definitions Workgroup. See summary of items covered in Attachment 1.

Discussion: Verification and validation – The Chemistry Expert Committee is working on this too and will share their discussions with QMS.

They will continue to review the glossary to make sure it says what it needs to say.

Technical Specialist

Debbie shared the language for Option 3 on the overhead and inserted changes to language as suggested or inserted comments for the QMS Expert Committee to consider at their next meeting September. Language changes and comments can be found in Attachment 3.

Discussion:

Jerry Parr talked about Option 1, 2 and 3. Option 3 is most similar to the current language, but there is some flexibility built in.

MICROBIOLOGY

There were no comments for changes to Microbiology. There was a request to ensure education and experience requirements were not inadvertently increased for labs with limited micro testing.

GENERAL

Comments:

- Have documented training for the specialists.
- Alyssa noted that DoD is removing the technical specialist qualifications completely from the Standard. It will be published towards the end of 2023.
- Second paragraph - ABs do need someone to point to as the responsible person and need to be able to check qualifications. If this doesn't exist, accreditation could be pulled at assessment if there is not a qualified person.
- 90% of labs are accredited for the tests in the second paragraph. The first paragraph is for labs that do more testing.
- Debbie asked for shorter comments on allowing labs full responsibility over qualifying a TS because that has already been investigated by the Competency Task Force. This will allow sharing the other expert committee sections.
- How can we get ABs to follow exceptions? ABs are not following these exceptions.
- Don't disregard the education angle of how to learn and not how to do.
- Include a table for this section because it would be easier to read.
- Jerry commented that this section is not in the Standard today. This is still DRAFT. People still have to meet credit hour requirements.
- On the job training should be considered.

RADIOCHEMISTRY

Comments:

- Equivalent technical training - change should be ok with Radiochemistry Expert Committee.
- Jerry thinks the last paragraph on how to bring up a new technology could be used for all expert committees. Strike the last sentence for other technologies. Look into whether Radiochemistry would like to strike it too.

Put the paragraph at the top so it is not repeated in each section.

- Does a candidate have to pass the class for it to be accepted as a qualification? Need to make it clear that they have to pass the courses that are on their transcript.
- Vendors don't give paperwork when they train someone on an instrument. Maybe DOCs are sufficient. No course exam.

ASBESTOS

Comments:

- Bob Wyeth (Program Administrator) noted that accredited institution is probably not critical. It is a hold over.
- "Under supervision" is noted in this section. Bob noted that supervision was discussed by the committee and it could be changed to "training". Debbie will send a question to the Committee about changing to "training".
- Analysts for asbestos get training at McChrome - Debbie will send this question to the committee also.

WET

Comments:

- Make sure this section is specific about referring to WET.
- Sediment Toxicity is also part of Module 7. Debbie asked if this is right. He said it does cover Sediment and Whole Effluent.

It was suggested to include the module number in parentheses when discussing these sections so people know where to go in the Standard.

There were no other comments.

EXCEPTIONS

There were no comments.

3. Afternoon: 1-3pm

SIRs

The Committee originally went through all the SIRs to evaluate whether a change was needed in the Standard back when work began on the Standard. Since that time, SIRs have been implemented that also need to be evaluated for inclusion in the Standard. The list of SIRs reviewed is included in Attachment 3.

Debbie started with SIR 308 because of discussion of the SIR in the Assessor Forum this week. She reviewed the SIR and showed where it was considered in the DRAFT Standard. Debbie added notes in the DRAFT Standard:

- An assessor had commented that the Committee should consider including a requirement to audit a different method in each technology.
- LAMS technologies are too specific and this is not necessary for Auditing. Technology is defined in the terms. Maybe that is sufficient?
- Should a definition for technology be added to the Technical Specialist section?
- If auditing technologies is acceptable ... remove "methods".

Debbie looked at the definition for Technology in the current Standard. It was decided that this would be passed on to Paul Junio to have the Definitions Workgroup look at it and recommend any update that might be needed.

It was asked whether there is a better frequency than 24 months?

Why not have a tiered system based on how many methods the labs runs? Could be unfair if looking at labs running 10 methods vs a lab running 100 methods. Why is the lab running 10 methods required to review them more frequently? The risk for the lab is not dependent on the number of methods the lab runs.

Debbie then turned the focus to the document in Attachment 3. The document has an additional column where Debbie summarized the Committee's initial thoughts on how the SIR may affect the Standard.

The work done today in reviewing SIRs will be shared with the rest of the Committee for any additional input since there was not a quorum. Comments will be finalized by the entire Committee.

4. New Business

No new business.

5. Next Meeting and Close

The next meeting will be September 12, 2022 by teleconference at 1pm Eastern.

Debbie adjourned the meeting at 2:55pm Eastern.