

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

**September 12, 2022**

1. Roll Call:

Debbie Bond, Chair, called the meeting to order at 1pm Eastern by teleconference on September 12, 2022. Attendance is recorded in Attachment A – there were 9 voting members present. Associate members present: Cindy Redmond, Brian Hulme, Douglas Kablik, Tiffany Shaw, Linda Odonnell, Karna Holquist, Thomas Fritz, John Gumpfer, Jeanette Hernandez, Ty Atkins, Karina Blanton, Kelvin Yuen, Eric Davis, Tammy Kreutzer, Alexander Chieh, Nicole Van Aken, Robert Waite, Lizbeth Garcia, Carol Barrick, and Rachel Van Exel.

The agenda was changed to delete a report from the Language Workgroup.

There was a problem with the email with the minutes, so the minutes will be voted on by electronically after the meeting.

2. Virginia Conference Info – Technical Specialist and Internal Audits

Debbie reviewed the changes that were made during the conference to the Technical Specialist language. She asked for feedback as she read the change. If there was no comment ... she accepted the change.

There was quite a bit of discussion on course work. There were questions about whether they have to pass the coursework. In TNI, a quiz will be given and they will need to pass it in order to get a Certificate of Completion. Other courses may not work this way so it may be appropriate to make it clear the class must be passed and they have a record.

Editorial changes were suggested that Debbie changed in the document.

Earl raised the issue of whether the Technical Specialist needs to be someone with theoretical background or someone just good at trouble shooting? What are you looking for? There was general agreement that it needs to be someone with more background than just trouble shooting.

Language was added to make it clear that the course must be passed and that equivalency to any requirement is demonstrated.

The module numbers were added to each section. The language was put in the order of the modules.

It was suggested that the Committee consider rewording the sections so they have a similar format. The format is the same for Microbiology, Radiochemistry, etc. Perhaps bullet the specific requirements.

Debbie will gather questions for each of the technical modules and Ilona will distribute them to the Chairs of the expert committee responsible for the module.

Need to look at the last section in Radiochemistry that should be considered in all sections. It was added to the exceptions section and the last line was made specific to Radiochemistry since people at the conference did not agree with this last line being applicable to all sections.

Need to look at the comment regarding a lab having a training plan and records for training Technical Specialists. Michelle Wade commented that it would need to be in Volume 2 also if the Committee decides to pursue this. Debbie will reach out to Kristin Brown (Chair, NELAP AC) and Lynn Bradley (Program Administrator) to get feedback on this. Would the NELAP AC support something like this? If so, we can look at talking to the LAB Expert Committee about a change to their module.

5.2.6.2 – What does 5.2.6.2.d mean? Go back to Chair and Lynn to find out. Is it “In Lieu of” instead of “Notwithstanding”? If so, it needs to be clear the credential has an education and experience component.

The action item that came up at the conference will be given to Advocacy: Investigate working with universities for internships for students going into chemistry, micro, radio fields. This way we can partner with schools to provide experience-type learning while schools help students ‘learn how to learn.’

The Committee looked briefly at Internal Audit language in Crystal City since it was a “hot” topic during the Assessor Forum. There was lots of feedback that points towards the need to clearly define Technology. The LAM definition does not work. The Committee will brainstorm this at the next meeting and by email. Debbie will send this information out via email. There will be two separate email threads – Technical Specialist and Internal Audits.

### 3. New Business

No new business.

### 4. Next Meeting and Close

The next meeting will be October 10, 2022 by teleconference at 1pm Eastern. *(Addition: The meeting was changed to October 17, 2022 due to the holiday.)*

Debbie adjourned the meeting at 2:34pm Eastern.

## Attachment A

**Participants**  
**Quality Systems Expert Committee (QS)**

Member	Organization	Expiration	Representation	Email
Debbie Bond (Chair) <b>Present</b>	Alabama Power	2023*	Lab	dbond@southernco.com
Kathi Gumpper (Vice-Chair) <b>Absent</b>	ChemVal Consulting	2024	Other	kgumpper@chemval.com
Nicole Cairns  <b>Absent</b>	NYSDOH	2024	Lab	nicole.cairns@health.ny.gov
Michael Demarais  <b>Present</b>	SVL Analytical	2023*	Lab	michael@svl.net
Tony Francis  <b>Present</b>	SAW Environmental	2023*	Other	tfrancis@sawenviro.com
Carla McCord  <b>Present</b>	Virginia	2025*	AB	carla.mccord@dgs.virginia.gov
Stephanie Atkins  <b>Absent</b>	Pace Analytical	2024*	Lab	<a href="mailto:stephanie.atkins@pacelabs.com">stephanie.atkins@pacelabs.com</a>
Nicholas Slawson  <b>Absent</b>	A2LA	2023*	Accrediting Body	nslawson@a2la.org
Earl Hansen  <b>Present</b>	Retired	2024	Other	papaearl41@hotmail.com
Jenna Majchrzak  <b>Present</b>	NJ DEP	2024	Accrediting Body	Jenna.Majchrzak@dep.nj.gov
Zaneta Popovska  <b>Present</b>	ANAB	2025*	AB	zpopovska@anab.org
Amber Ross  <b>Absent</b>	PA DEP/Bureau of Laboratories	2025	AB	ambross@pa.gov
Amy Schreader  <b>Present</b>	UC Laboratory	2024*	Lab	amy@uclaboratory.net
Alyssa Wingard  <b>Present</b>	NAVSEA LQAO	2024	Other	<a href="mailto:alyssa.wingard@navy.mil">alyssa.wingard@navy.mil</a>
Ashley Larssen  <b>Absent</b>	KC Water	2024*	Lab	ashley.larssen@kcmo.org
Ilona Taunton (Program Admin) <b>Present</b>	The NELAC Institute	n/a	(828)712-9242	<a href="mailto:Ilona.taunton@nelac-institute.org">Ilona.taunton@nelac-institute.org</a>