

Laboratory Advisory Committee (LAC) Meeting

September 20, 2010

Grand Harbor, Dubuque IA

1. LAC meeting called to order by Chairman, Jere High at 4:20 p.m.
2. Requirements for water testing were added to the agenda under new business.
3. Minutes from the 2009 LAC meeting were approved as printed & distributed.
4. Steven Sievert was appointed to take minutes for the 2010 meeting.
5. Lab QC Program presentation (attached to minutes) by Steven Sievert, QCS Program Manager
 - a. Current auditing schedule distributed and discussed.
 - b. There were no proposed revisions to the Auditing Guidelines for Laboratories.
 - c. Discussion on data entry errors in the Samples Unknown program.
 - d. Follow-up report on late submission of data and effect of the changes approved in 2009.
6. Requirements for water testing was discussed as a possible requirement, possibly in the section related to records related to preparation of reagents. It was moved and second to table this discussion until the next meeting until more technical opinions may be presented. Motion passed.
7. Requirements for continuing education of laboratory managers/personnel were discussed. It was the consensus of those in attendance that a joint committee of QCS, laboratory and field service managers be designated to develop a proposal for a revised continuing education requirement for both service provider sectors. QCS will present results of committee work and potential options at the 2011 LAC and FSAC meetings.
8. Discussion on possibility of the NALMA meeting in conjunction with National DHIA annual meeting. *As the LAC meeting is a separate meeting currently held adjacent to the NALMA meeting, this is not a LAC topic. This is a NALMA actionable item, but was discussed during the LAC meeting.*
9. Opened the floor for nominations for LAC Chair. Jere High was elected by unanimous proclamation.
10. Adjourned at 5:10 p.m.

Recorded by:

Steven Sievert
QC Program Manager
Quality Certification Services Inc.



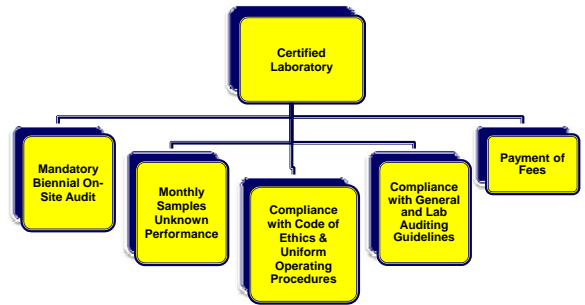
QCS Laboratory Program Update

Steven J. Sievert
Manager, Quality Certification Services, Inc.
Technical Director, National DHIA



Lab Advisory Committee
September 20, 2010

Components of Laboratory Certification



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Auditing Procedures for Laboratories

- Auditing schedule updated to reflect current participating laboratories
 - *Continuing need to balance the schedule*
 - 23 labs in even-numbered years
 - 26 labs in odd-numbered years
 - *New laboratories and consolidations/closures in the future?*
 - *QCS and Lab Auditor work cooperatively on schedule*
- No changes proposed to laboratory auditing procedures



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Auditing Procedures for Laboratories

- Availability of Samples
 - *Laboratory must have samples to run the day of the audit*
 - *If not, audit is terminated and will be rescheduled*
 - *Laboratory is responsible for all costs associated with the subsequent audit*
 - *May affect your certification status*



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General Auditing Guidelines

- Service providers are required to notify the auditor of:
 - *Changes in business name, address, phone, email, contacts*
 - *Changes in authorized personnel – i.e. lab managers*
 - *Changes in equipment/instrumentation*
- Notification within 30 days of change
- Send changes to QCS Program Manager – Steven Sievert, not to Lab Auditor
- Assures accuracy in billing, website listings, and monitoring instrument performance



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Procedure for New Instruments

- Notify QCS Program Manager of new instrument
 - *Make, Model and In-Service Date*
 - *Components to be analyzed*
 - *Instrument to be taken off-line (if applicable)*
- Add Instrument on Samples Unknown website
- Samples Unknown will create a new history file for the instrument
- Enter data as normal during the next Samples Unknown test



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Renaming of Instruments-Samples Unknown

- Notify QCS Program Manager of desire to rename instrument
 - *Has to be done by QCS to merge history files*
 - *If you only change the name on the Samples Unknown Website, it will create a new instrument and start a new history file*
 - *Please make changes prior to Samples Unknown test week, not during the week*
- QCS will link the history files and email confirmation to lab
- Enter data as normal during the next Samples Unknown test

Late Entry of Samples Unknown Results

- Laboratory Guidelines changed in 2009 – any lab submitting data late (unexcused) twice in a 12 month period – **PROVISIONAL**
- *Since the change: First eight months of 2010*
 - *18 different labs submitted data late at least once*
 - *9 were excused late submissions*
 - *2 were late more than once – now Provisional*
- What are valid excuses?
 - *Acceptable Reasons – Instrument problems; Samples out of condition; Samples arrived late*
 - *Unacceptable Reasons – Vacation; Did not get around to running the samples; Forgetting to enter the results*

Samples Unknown – Data Entry Errors

- Increase in number of data entry errors in Samples Unknown
 - *Transpositions – 3.18 instead of 3.81*
 - *Minor data entry errors – 4.30 instead of 3.30*
 - *Major data entry errors – off by a line (sample number)*
- Paul corrects the errors – but should he?
 - *Labs should be responsible for the data they submit*
 - *If QCS does not correct the labs' mistakes, more labs would be 'out of compliance.'*
- Bottom Line – Please proof your data entry for accuracy.

Samples Unknown-Batch Entry Confirmation

- Print a copy of your Batch Entry Confirmation Report
 - *Record/proof of your data entry*
 - *Check for accuracy – have noticed periodic data entry errors*

Lab Code 896

Batch 141

Batch Entry Confirmation

Alpha	Rep1	Rep2	Ph	Rep1	Rep2	SECC	Rep1	Rep2	MLN	Rep1	Rep2
1	3.180	3.180	2.800	2.870	110	110	14.00	13.70			
2	3.450	3.450	2.830	2.820	123	120	7.60	8.20			
3	3.500	3.500	2.780	2.790	237	221	15.10	15.20			
4	4.480	4.470	2.900	2.970	389	387	9.50	10.30			
5	3.870	3.870	2.800	2.810	225	234	7.40	7.90			
6	3.620	3.630	3.000	3.010	3.150	3.17	8.80	9.10			
7	4.880	4.890	3.230	3.220	574	564	12.00	12.20			
8	3.670	3.670	2.890	2.890	309	310	8.60	8.90			
9	2.900	2.910	2.900	2.910	157	151	11.50	11.60			
10	4.050	4.050	3.480	3.480	270	264	4.80	4.70			
11	3.320	3.330	2.940	2.940	274	279	6.60	7.20			
12	4.520	4.530	3.970	3.970	290	296	9.30	9.80			
Batch Totals:	45.530	45.550	35.620	35.660	4.105	4.068	115.20	118.90			

Have you checked out the QCS Website?

www.quality-certification.com

Your source for...

- *Current versions of all Auditing Guidelines*
- *Samples Unknown schedule*
- *List of Certified Providers*
- *What else would you like to see?*

Quality Certification Services Inc.

- Performance & Quality Standards
- Compliance Auditing of Providers
- Education, Training, & Development

A simple, yet vital mission....

Providing a reliable source of information to people interested in the U.S. dairy records industry.