

Laboratory Advisory Committee (LAC) Meeting

October 12, 2009

Lancaster Host, Lancaster, PA

1. LAC meeting called to order by Chairman, Jere High at 4:15 p.m.
2. There were no minutes from the previous LAC meeting provided. Steven Sievert was appointed to take minutes for the 2009 meeting.
3. Lab QC Program presentation (attached to minutes) by Steven Sievert, QCS Program Manager
 - a. Discussion on the penalties for late submission of Samples Unknown data
 - i. Motion to increase the penalty from \$20 per component to \$100 per component for those labs submitting data late with a valid reason and prior approval from QC program manager. Motion died without a second.
 - ii. Motion to exclude late data from all labs with the exception of those labs with a valid reason and prior approval from the QC program manager. Seconded. Amended to state that any lab submitting data late twice in the previous 12-month period will have its certification status changed to provisional. Seconded.
 - iii. Amendment passed by voice vote.
 - iv. Amended motion passed by voice vote.
4. Other business – none presented.
5. Presentation and distribution of revised auditing schedule by Steven Sievert.
6. Adjourned at 5:12 p.m.

Recorded by:

Steven Sievert
QC Program Manager
Quality Certification Services Inc.

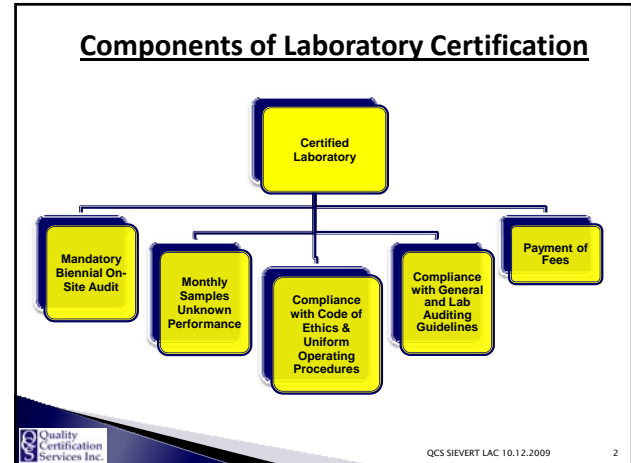


QCS Laboratory Program Update

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

Quality Certification Services Inc.

Lab Advisory Committee
October 12, 2009



Auditing Procedures for Laboratories

- Auditing schedule updated to reflect current participating laboratories
- No changes proposed to laboratory auditing procedures
- May need to look at balancing the schedule in 2010
 - 26 Labs in even-numbered years
 - 21 Labs in odd-numbered years
 - QCS and Lab Auditor will work cooperatively on schedule

Quality Certification Services Inc.

QCS SIEVERT LAC 10.12.2009 3

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

Quality Certification Services Inc.

QCS SIEVERT LAC 10.12.2009 4

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

Quality Certification Services Inc.

QCS SIEVERT LAC 10.12.2009 5

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

Quality Certification Services Inc.

QCS SIEVERT LAC 10.12.2009 6

Late Entry of Samples Unknown Results

- QCS has observed an increase in labs submitting data past the deadline
- \$20 per component late fee for manual data entry by QCS
 - *Deadline is midnight on Friday of test week*
 - *Fee may be waived if lab email QCS before data entry deadline with valid reason for late entry and date of expected results*
 - *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*
- Email all concerns and late results to QCS Program Manager – Steven Sievert at sjsievert@dhia.org with copy to Paul Sauve



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*

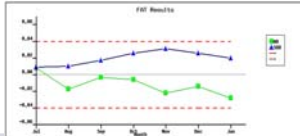
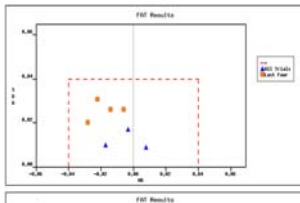


Lab Code 896									
Batch 141									
Batch Entry Confirmation									
Alpaca									
Cumbria PT Plus									
	Fat		Pro		SCC		MUN		
	Rep1	Rep2	Rep1	Rep2	Rep1	Rep2	Rep1	Rep2	
1	3.388	3.182	2.802	2.870	1197	1117	14700	13700	
2	3.450	3.450	2.830	2.830	123	120	760	820	
3	3.590	3.590	2.780	2.790	237	221	1510	1520	
4	4.480	4.470	2.960	2.970	389	387	950	1030	
5	3.870	3.870	2.800	2.810	225	234	740	790	
6	3.620	3.630	3.000	3.010	3,138	3,117	880	910	
7	4.880	4.890	3.250	3.220	574	564	1290	1220	
8	3.470	3.470	2.890	2.890	309	310	800	800	
9	2.900	2.910	2.900	2.910	157	151	1150	1160	
10	4.050	4.050	3.460	3.480	270	264	490	470	
11	3.520	3.530	2.940	2.940	274	270	640	720	
12	4.520	4.510	2.950	2.950	290	306	930	990	
Batch Totals 45.530 45.550 35.620 35.680 4,101 4,008 115,20 118,90									



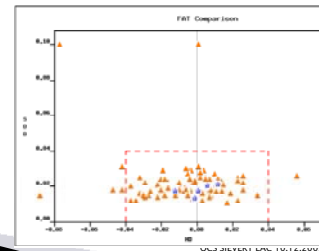
Samples Unknown–Batch Certification Report

- Your historical record of instrument performance



Samples Unknown–Batch Comparison Report

- Allows you to compare performance with other labs
 - *Only know the identity of your lab*
 - *Identify trends by looking at all instruments in your lab*
 - *Build value in DHI programs and use as sales tool*



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.

