

Laboratory Advisory Committee (LAC) Meeting

September 12, 2011

Sheraton Wall Centre Hotel, Vancouver, BC, Canada

1. LAC meeting called to order by Chairman, Jere High at 4:14 p.m.
2. It was moved, seconded and passed to approved the minutes from the 2010 LAC meeting as printed and distributed.
3. Jere High appointed Steven Sievert to take minutes for the 2011 meeting.
4. Lab QC Program presentation (attached to minutes) by Steven Sievert, QCS Program Manager
 - a. Current auditing schedule distributed and discussed.
 - b. Report on the late data submission by laboratories.
 - c. Discussion on data entry errors in the Samples Unknown program.
5. Requirements for water testing were brought back from the table and discussed. This topic was brought to the floor by Dixie Stauffer (Dairy One Cooperative – Pennsylvania Lab) at the 2010 LAC meeting. It was concluded that while each lab should be monitor their respective water quality, no changes in the 'Auditing Guidelines for Laboratories' were needed.
6. Jackie Avery (Dairy Lab Services) asked for clarification on the range of pilot samples for SCC. After a brief discussion, it was concluded that the range in the auditing guidelines was adequate. Laboratories should make sure they are using the most current version of the 'Auditing Guidelines for Laboratories.'
7. Skip Vierra (Central Counties DHIA) asked for clarification on the acceptable range for IR calibration checks.
 - a. The current range for milk fat and protein is a MD of +/- 0.05% and SDD within 0.06% (page 12 of auditing guidelines)
 - b. Discussion related to MA tolerances in certain areas and instrument performance capabilities ensued.
 - c. It was moved and seconded to change the acceptable range for fat and protein to MD of +/- 0.04% and SDD within 0.04%.
 - d. Further discussion centered on whether the acceptable range for SCC should be adjusted.
 - e. Based on the recommendation of the QCS-contracted lab auditor, the motion was amended to include the acceptable range for SCC is a MD within 5% and SDD within 10%.
 - f. Both the amendment and the amended motion were passed.
8. There was no other new business.
9. Adjourned at 5:09 p.m.

Recorded by:

Steven Sievert
QC Program Manager
Quality Certification Services Inc.

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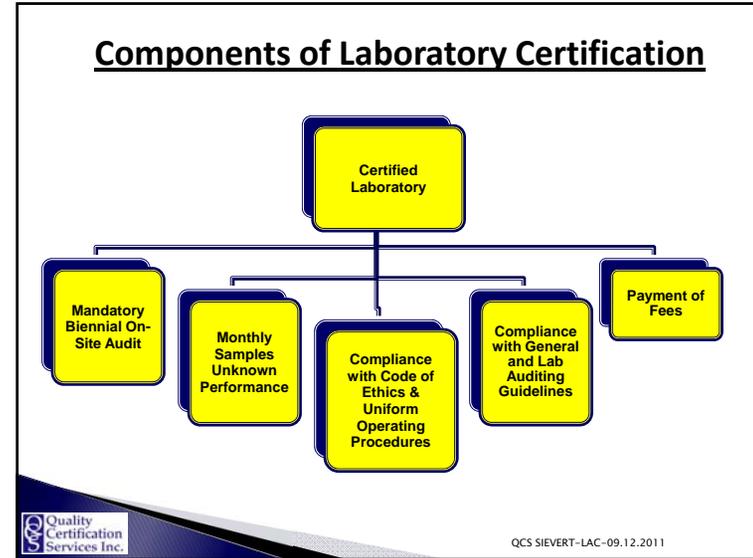
1. Call to Order – Jere High, Chair, LAC
2. Agenda Review and Repair
3. Minutes from 2010 LAC Meeting (attached)
4. QCS Laboratory Program Update – Steven Sievert, QCS
 - a. Auditing Schedule
 - b. Samples Unknown Program
 - i. Late Submission of Data
 - ii. Data Entry Errors
 - c. Questions from participating labs during last year
 - i. Water quality requirements – Dixie Burris, Dairy One Cooperative
 - ii. Pilot samples for SCC – Jackie Avery, Dairy Lab Services
 - iii. Acceptable range for IR calibration checks – Skip Vierra, Central Counties DHIA
5. New Business
6. Adjourn



QCS Laboratory Program Update

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

Lab Advisory Committee Meeting
 September 12, 2011

Auditing Procedures for Laboratories

- Auditing schedule is periodically updated to reflect the current participating laboratories
 - *Continuing need to balance the schedule*
 - 23 labs in even-numbered years
 - 24 labs in odd-numbered years
 - *New laboratories and consolidations/closures in the future?*
 - *QCS and Lab Auditor work cooperatively on schedule*

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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)*
- Laboratory then adds instrument on Samples Unknown website
- Samples Unknown website will create a new history file for the instrument
- Enter data as normal during the next Samples Unknown trial



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Renaming of Instruments/Line Identification

- 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 trial



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Late Entry of Samples Unknown Results

- Laboratory Guidelines changed in 2009 – any lab submitting data late (unexcused) twice in a 12 month period will have certification status changed to **PROVISIONAL**
 - *2 Labs were made provisional, 13 labs have 'one strike'*
- 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*



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Late Entry of Samples Unknown Results

Month	Laboratories Submitting Late	Laboratories Excused	Laboratories Unexcused
September 2010	1	0	1
October 2010	4	2	2
November 2010	3	1	2
December 2010	5	4	1
January 2011	4	3	1
February 2011	0	0	0
March 2011	6	4	2
April 2011	5	4	1
May 2011	1	0	1
June 2011	1	1	0
July 2011	11	7	4
August 2011	2	2	0



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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*
 - *Switching rows & results*
 - *Major data entry errors – entered the wrong data set*

- 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 may potentially be 'out of compliance.'*

- Bottom Line – Please proof your data entry for accuracy.



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Samples Unknown Data Entry Errors by Month

Month	Laboratories With Data Entry Errors	Number of Data Points Corrected
September 2010	0	0
October 2010	3	25
November 2010	1	40
December 2010	3	12
January 2011	2	3
February 2011	0	0
March 2011	0	0
April 2011	3	22
May 2011	2	2
June 2011	2	22
July 2011	1	2
August 2011	2	49



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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 Options

- Select Batch
- Change Lab Info
- Manage Email Accounts
- Test Instrument Identification
- Sample Unknown Entry
- OffLine Sample Unknown Entry
- Batch Entry Confirmation
- Batch Certification Report
- Email Batch Certification Report
- Batch Comparison Report
- Test Instrument History
- LogOff

Batch 141
Lab Code 896

Batch Entry Confirmation

Altera Comb/Pass FT Plus	Fat		Pro		SCC		MUN	
	Rep1	Rep2	Rep1	Rep2	Rep1	Rep2	Rep1	Rep2
1	3.180	3.180	2.850	2.870	119	115	14.00	13.70
2	3.450	3.450	2.830	2.830	125	120	7.60	8.20
3	3.590	3.590	2.780	2.790	237	221	15.10	15.20
4	4.480	4.470	2.960	2.970	389	387	9.50	10.30
5	3.870	3.870	2.800	2.810	225	234	7.40	7.50
6	3.620	3.630	3.000	3.010	1,138	1,117	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	7.30
12	4.520	4.510	2.950	2.950	290	306	9.30	9.90
Hash Totals	45.530	45.530	35.620	35.660	4,105	4,008	115.20	118.90



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Have you checked out the QCS Website?

www.quality-certification.com

Your source for...

- *Current versions of all Auditing Guidelines*
 - *includes periodic schedule updates*
 - *Laboratories are responsible for having the most current version*
- *Samples Unknown schedule*
- *List of Certified Providers*



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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.



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