

Minutes -- Quality Assurance Advisory Group
NADP Spring Subcommittee Meeting; Burlington, Vermont
April 10, 2007

- 1) Appointed Greg Wetherbee (Branch of Quality Systems, USGS) as acting coordinator of the Quality Assurance Advisory Group (QAAG) until a new QA manager can be hired at the Program Office.
- 2) Approve 2005 HAL QA Report with editorial changes. (Report is posted at <http://nadp.sws.uiuc.edu/dl/QAAG/QAAGMeetingSp07/> Please forward any final comments to Bob Brunette, bobb@frontiergeosciences.com and Gerard, gerardj@frontiergeosciences.com, by April 30th.)
- 3) Put together a proposal on how samples with concentrations below minimum reporting levels (MRLs) and minimum detection limits (MDLs) should be flagged in the Program Office database for data distribution. Proposal should also address data censoring. (Committee includes Bob B., Gerard vdJ, Greg W., Jane R.)
- 4) The QAAG should revisit "Guidelines for Laboratory Reviews" to specify that the review team's report should categorize issues into (1) findings, (2) recommendations, and (3) observations.
- 5) Recommend documentation of the resolution of all issues, at the agreement of the CAL/HAL QA specialists, laboratory directors, and QA Manager. An addition of a 2-year follow-up review may be beneficial.
- 6) Recommend that the Quality Systems review occur by the end of 2007, and that it be a paper review. (Current guidelines allow 2 people on site, one remote.) Tentative review team: Marty Risch (leader), Marcus Stewart (MACTEC/CASTNet), Bob Brunette (HAL/Frontier Geosciences).