

Quality Assurance Advisory Committee Meeting Minutes
March 23, 2004
Pt. Reyes National Seashore

Attendees: Bob Brunette, Jane Rothert, Chris Lehmann, Nataile Latysh, John Sherwell, Michael Kolian, David Gay, Scott Faller, and Greg Wetherbee (via phone)

1. Meeting came to order at 12:30 p.m. PST.
2. Minutes from the fall meeting on October 20, 2004 in Washington, D.C. were approved.
3. QA Plan: DQOs are need for the NADP networks, and the DQOs need to be merged into the Quality Assurance Plan. In the fall of 2004, USGS has offered to host a meeting in Denver to establish DQOs. The following QAAG members indicated that they might/could attend: Lehmann, Latysh, Wetherbee, Rothert, and Brunette.
4. Quality System Reviews: Few people had reviewed the draft document. Chris wants comments by the end of meeting or emailed shortly. The Program Office, ATS, USGS, and other programs within the NADP have never been reviewed. The QMP mandates that reviews occur every 3 years. The QAAG supported Van's proposal in NOS to hold an informal external QSR in summer 2004, before the formal review. Chris Lehmann suggested a committee to develop the QSR Worksheets for auditing the NADP Quality Systems. John Sherwell and Greg Wetherbee will work to put together QS Review template by the end of June in time for the Executive Committee Meeting.
5. Laboratory Reviews: Guidelines for laboratory system reviews were discussed along with Laboratory Review Worksheet and Laboratory Data Review Worksheet. Comments on the laboratory review worksheet format are due to Chris before the fall meeting.
6. USGS Programs: Natalie Latysh presented some changes to the USGS QA programs. The USGS is proposing to eliminate printed reports, which was supported by the QAAG. USGS also proposes elimination of the Sample Handling Evaluation (SHE) program and expansion of the Field Audit, which was generally supported by the QAAG. The USGS will obviously drop the Intersite Comparison Program if field is discontinued network wide. Mercury labs for MDN Interlaboratory Comparison have been hard to find, and more are needed. USGS is looking for other labs. John Sherwell asked about Brooks Rand, but Bob Brunette indicated that he/they is/are not available. Collocated-Sampler program is being changed to long-term baseline sites at WI98 and another snow-dominated site. Requested input from group on additional site.

7. Meeting adjourned at about 1:10 p.m. PST.

Submitted by Greg Wetherbee, appointed secretary