

## **Individual Statement of Qualifications for Third Party Assessor Contracts**

Name: Michelle L. Wade                      Doing Business as: Wade Consulting & Solutions  
Contact information: [michelle@michellefromks.com](mailto:michelle@michellefromks.com); 913-449-5223

### **Degree(s) Held:**

Master Pharmaceutical Science, Forensic Science – University of Florida, 2007  
Bachelor of Science, Forensic Science, Cum Laude – University of Central Oklahoma, 2002

**Years Experience in an Analytical Laboratory:** 7 (see attached resume for specifics)

**Years Experience as an Environmental Laboratory Assessor:** 4

**Total Number of Environmental Laboratory Assessments Completed:** 100+

**Number of the Total That Were NELAP Assessments:** 100+

**Number of the Total that Were ISO/IEC Assessments:** 0

### **Experience Related to Conducting Assessments for State Accrediting Bodies:**

Planned and managed the Kansas Department of Health and Environment NELAP Lab Accreditation program for 4.5 years – including completing over 2 rounds of assessments for over 60 NELAP laboratories.

### **Training Courses Completed:**

**Non-NELAP Assessor Training:** Completed A2LA ISO 17025 Assessor Training, 5/2013

**NELAP Assessor Training:** Completed ISO 17025/NELAP Assessor Training 11/2012

**USEPA Drinking Water Certification:** Completed Microbiology, Inorganic and Organic Chemistry Drinking Water Certification Training in 9/2009

**Technical Training (specify field(s)):** Microbiology, Organic Chemistry, and Inorganic Chemistry

**Other Specialized Training:** NELAP Evaluator Training

**Refresher/Continuing Training:** Annual refresher training via attendance at conferences including Kansas Laboratory Education Association, Florida Society of Environmental Analysts, and TNI Forums

### **Specialized Program Knowledge:**

ISO/IEC and TNI

**Specialized Technical Knowledge:** Performed bench analysis for semi-volatile organics; inorganic, organic and micro training

**Computer Software Expertise:** Microsoft Office; several instrument software suites and LIMS systems

### **Current and Past Membership in TNI Committees, Councils and Boards:**

The NELAC Institute – NELAP Accreditation Council Kansas Representative, since 2011

The NELAC Institute – NELAP Accreditation Council Kansas Alternate, 2010

The NELAC Institute – Quality Systems Expert Committee Member, since 2010

**Memberships in Other Trade/Professional Organizations:**

Vice Chair of A2LA Forensic Examination Advirosry Committee	2013
Vice Chair of Environmental Laboratory Advisory Board; FACA for EPA	2012
Environmental Laboratory Advisory Board; FACA for EPA	since 2010
The NELAC Institute	since 2009
American Chemical Society	2008 to 2010

**Presentations Made:**

*Internal Audits and Corrective Actions* - Presented at 2013 KRWA Conference  
*KDHE NELAP Program Update* - Presented at 2013 KLEA Conference  
*The NELAC Institute Standard Interpretation Request Review* – Presented at Jan 2013 TNI Conference  
*Present and Future Role of 3<sup>rd</sup> Parties* – Presented at 2012 FSEA Fall Conference  
*The EPA MUR impacts on Kansas Laboratories* - Presented at 2012 KRWA Conference  
*KDHE NELAP Program Update* - Presented at 2012 KLEA Conference  
*Data Integrity & Ethics* – Presented at 2011 KRWA Conference  
*Field Laboratory Certification for pH* – Presented for Johnson County Kansas Industrial Pretreatment Program March 2010  
*The Drinking Water Certification Manual* – Presented at 2011 KLEA Conference  
*Data Integrity & Ethics* – Presented at 2010 KLEA Conference  
*TNI National Environmental Laboratory Accreditation Program (NELAP); Changing from the 2003 NELAC Standard* - Presented at 2010 KRWA Conference with John E. Farrell III of Analytical Excellence, Inc.  
*Field Laboratory and In-Line pH Measurements* – Presented at the City of Wichita Industrial Pretreatment Workshop November 2009  
*Basics of SOP's & QA/QC* – Presented at 2009 KRWA Conference

**Publications Authored:**

Oklahoma Water Resources Board, 2002, Water quality evaluation of the Eucha/Spavinaw Lake System: Oklahoma Water Resources Board, 145 p.

**Geographic Area Covered:** United States with availability for international travel.

**Contracts Maintained and Duration:**

Florida Department of Health – Approved Assessor July 2013 – July 2016  
A2LA Assessor – Current Contract June 2013

**Insurances Maintained Amounts:**

Liability: 1,000,000  
Errors & Omissions: 1,000,000

## **MICHELLE L. WADE, M.S.**

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990 E 1587 Rd. ▪ Lawrence, KS 66046 ▪ (913) 449-5223 ▪ mwade2006@gmail.com

### **SUMMARY**

Quality-oriented professional committed to providing laboratory data of known and documented quality by employing my abilities and expertise in quality systems. Accomplished analytical chemist with experienced in quality systems in multiple laboratory settings. Intimately familiar with implementation of ISO 17025 requirements in environmental laboratories via the 2003 NELAC Standard the 2009 TNI Standard, including: laboratory assessment, accreditation body evaluations, and training requirements including NELAP Basic Assessor Training. Has successful completion of EPA drinking water certification officer training for both microbiology and organic/inorganic chemistry. In addition has eight years experience in development, validation, and implementation of analytical methods using chromatography and spectroscopy techniques in as well as technical writing and effective communication and the ability to provide training to diverse audiences.

### **EDUCATION**

**Master Pharmaceutical Science, Forensic Science** – University of Florida, 2007

**Bachelor of Science, Forensic Science, Cum Laude** – University of Central Oklahoma, 2002

### **PROFESSIONAL EXPERIENCE**

**WADE CONSULTING & SOLUTIONS, Lawrence, KS**

**Current**

#### **PRINCIPAL**

Principal consultant providing assistance to accredited and/or regulated laboratories in the environmental industry in producing data of known and documented quality.

Some of the services provided include: assessments, data review and validation, and personalized training.

**KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT, Topeka, KS**

**Current**

#### **LABORATORY IMPROVEMENT SPECIALIST**

Plans and manages the environmental laboratory accreditation program under the 2009 TNI Standard program policies.

- Participates in various TNI committees and boards including the NELAP Accreditation Council, the Quality Systems Expert Committee; as well as participating in the Environmental Laboratory Advisory Board (an EPA Federal Advisory Committee).
- Reviews new and renewal applications for environmental laboratory accreditations.
- Tracks proficiency tests results from environmental laboratories; including follow-up and review of corrective actions for failures.
- Plans and conducts on-site assessments of environmental laboratories for compliance with regulations.
- Enforces requirements of State Regulations, including requiring effective implementation of standards.
- Provides customer service and assistance to environmental laboratories experiencing difficulties with procedures or problems associated with the accreditation policies.
- Participates in writing regulations for laboratory certification for the state of Kansas.
- Development of program policies and SOPs.
- Maintaining current awareness of existing and emerging state and federal regulations in the areas of drinking water, wastewater solids and hazardous waste and air.

- Participates in the development and maintenance of program database.

**MIDWEST RESEARCH INSTITUTE,** Kansas City, MO **2007 to 2008**  
Independent, not-for-profit, contract research organization

**ASSOCIATE CHEMIST, SPECIAL PROGRAMS DIVISION**

Served as an analytical chemist providing method development, validation and reach-back support for field laboratory performing analysis of environmental forensic samples. Acted as project safety coordinator providing training for field personnel, performing safety audits, and document control/revision of safety documentation. Project Leader for community outreach project providing tutoring and mentoring to at-risk high school students.

- Developed and validated analytical method for analysis of anions and cations utilizing an ICS 3000 with Thermo Finnegan MSQ Plus detector (IC/MS).
- Provided technical support and training to field staff on IC/MS instrumentation.
- Performed data review for GC/MS and IC/MS data from field laboratory.
- Developed standard operating procedures and hazard analysis documents for field laboratory operations.
- Provided safety training and reach-back support for field personnel.
- Provided open lines of communication between project and corporate safety staff in regards to field laboratory operations and management.
- Obtained Secret security clearance.
- Prepared proposal and budget for community outreach project.
- Supervised Staff participating in community outreach project for staffing and time reporting purposes.
- Prior to being laid off had been named as supervising chemist for laboratory containing a large variety of instrumentation and approximately 20 rotating staff members.

**B.F. ASCHER AND COMPANY, INC.,** Lenexa, KS **2004 to 2007**  
Pharmaceuticals

**SENIOR CHEMIST, QUALITY CONTROL DIVISION**

Performed analysis of final product pharmaceuticals for active ingredients and physical characteristics; including use, maintenance, calibration and troubleshooting of HPLC with UV/Vis detector, GC/FID, and UV/Vis Spectrophotometer. Senior chemist in laboratory for last year of service providing scheduling and supervision of additional laboratory staff.

- Performed routine testing of pharmaceutical products to include the extraction and analysis of assay samples, dissolutions; disintegration tests, viscosity, and additional physical testing as required.
- Inspection and sampling of products and packaging for initial lots, as well as release of final product for shipping.
- Updated and maintained records of inventory, standards, MSDS and maintenance files for laboratory.
- Conducted method development for GC and HPLC analysis, and updated analytical methods.
- Reviewed laboratory notebooks of additional staff.
- Trained new employees in laboratory practices and the use of methods and instrumentation.
- Maintained testing schedule of laboratory analysis.
- Completed monthly ordering of supplies.

**PACE ANALYTICAL SERVICES, INC.,**

Lenexa, KS

**2002 to 2004**

Full service testing and analytical services firm

**ANALYST I, SEMI VOLATILE GROUP**

Analyzed environmental samples for semi volatile organics; including the use, maintenance and troubleshooting of HPLC, GC/FID and GC/MS. Provided method development and validation support. Wrote SOPs and QAPPs for various methods of analysis.

- Provided method development and validation for MO-DRO analytical method for analysis of diesel range organics by GC/MS SW486-8270 EPA method.
- Assisted with development of a method for analysis of poly aromatic hydrocarbons by GC/MS selected ion monitoring.
- Trained others in the use of HPLC and GC instruments, as well as with data handling and quality procedures.
- Provided review of CLP data packages for organic chemistry department.
- Actively participated in several quality audits by state government and clients.

**OFFICE OF THE CHIEF MEDICAL EXAMINER.,**

Oklahoma City, OK

**2002**

**STUDENT INTERN, TOXICOLOGY LAB**

Assisted with research and method development for analysis of various drugs in biological samples. Performed drug screening of blood and tissue samples with both GC and GC/MS.

- Worked with staff toxicologist on method development for analysis of 2-CT-7 in body tissues and blood.
- Trained with laboratory staff on multiple methods of drug testing in biological samples, including BAC, GC/MS drug screens, and wet chemistry techniques.
- Logged samples upon receipt and worked with chain of custody reports.

**OKLAHOMA WATER RESOURCES BOARD,**

Oklahoma City, OK

**2000 to 2001**

**STUDENT ASSISTANT, CLEAN LAKES PROGRAMS**

Aided in report writing, statistical analysis of water quality data, designed an informational brochure for an educational campaign, GIS work with Arc View, field sampling of lakes and streams, bathymetric mapping, and general office duties as assigned.

## PROFESSIONAL ADDENDUM

### PROFESSIONAL AFFILIATIONS & SERVICES

Vice Chair of Environmental Laboratory Advisory Board; FACA for EPA	2012
The NELAC Institute – NELAP Accreditation Council Kansas Representative	since 2011
The NELAC Institute – NELAP Accreditation Council Kansas Alternate	2010
The NELAC Institute – Quality Systems Expert Committee Member	since 2010
Environmental Laboratory Advisory Board; FACA for EPA	since 2010
The NELAC Institute	since 2009
American Chemical Society	2008 to 2010

### SUPPLEMENTAL EDUCATION

A2LA ISO 17025 Assessor Training	A2LA, 2013
2009 TNI Basic Assessor Training	ASI, 2012
TNI Evaluator Training	ASI/TNI, 2011
Mentoring Session on Determination of Detection and Quantitation Limits	TNI, 2010
The NEW TNI Laboratory Accreditation Standards	TNI, 2010
USEPA Certification of Drinking Water Laboratories Chemistry (Organic & Inorganic) and Microbiology Assessments for ISO/IEC 17025 and NELAC Basic Assessor Training	USEPA, 2009
Testing Requirements of EPA Regulations	ASI, 2009
World of Water Analysis	TNI, 2009
ICS 3000: Operation, Maintenance & Troubleshooting	Dionex, 2008
Interpretation of Mass Spectra, O. David Sparkman	Dionex, 2008
XDS Safety Certification	2008
Hazardous Waste Generator Workshop	MRI, 2007
Comprehensive Gas Chromatography	KDHE, 2006
Basic HazMat Training	Restek, 2005
	DOT, 2004

### HONORS & AWARDS

Crystal Crucible Recognition; Kansas Water Environment Association	2010
Certificate in Drug Chemistry, University of Florida	2007
Alpha Chi Honor Society	2001-2002
UCO Merit Scholarship	2001-2002
College of Arts and Science Honors Program, Kansas State University	1998-1999
Kansas State University's Foundation Scholarship	1998-1999
National Dean's List	1998-1999
Little Apple Chapter Golden Apple Award for Academic Excellence	1998
Golden Key National Honor Society Award for Academic Excellence	1998

## **HONORS & AWARDS (CONTINUED)**

International Baccalaureate Diploma

1998

## **PRESENTATIONS**

KDHE NELAP Program Update - Presented at 2013 KLEA Conference

The NELAC Institute Standard Interpretation Request Review – Presented at Jan 2013 TNI Conference

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