

**Microbiology Expert Committee (MEC)
Meeting Summary**

October 20, 2015

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:38pm EST by teleconference. Attendance is recorded in Attachment A – there were 4 members present. Associate Member present: None.

Addition: Minutes will be reviewed and approved by email given the low meeting attendance.

2. Interim Standard

There were no comments received from the SRC after their review of the Draft Interim Standard. The Standard is ready to post for voting.

Patsy made a motion to accept the Interim Standard for posting. The motion was seconded by Donna. The vote will be taken by email.

(Addition: Votes (11 members):

Robin - For (Email 10/22)

Patsy – For (Email 10/22)

Karla – For (Email 10/22)

Donna – For (Email 10/22)

Colin – For (Email 10/22)

Deb – For (Email 10/22)

Dwayne – For (Email 10/22)

Mary – For (Email 10/22)

Elizabeth – (Email 10/21)

Po – For (Email 10/22)

Gary - For (Email 10/22)

The motion passed on 10/22/15 and the Interim Standard will be posted for voting. We are still on schedule to finish the Standard before the end of the year.)

3. Small Laboratory Handbook

The next focus for the committee is the Small Laboratory Handbook. Robin asked if people have been working on examples. She will check-in with Jennifer Best to see what

she would like to see in the Handbook given a number of topics that she raised during the update of the Standard.

Donna noted that labs struggle with documentation and traceability. How do you keep it from getting messy? Many LIMS are built for chemistry and not microbiology. Much of microbiology is maintained in notebooks. Robin has books she uses to track a lot of micro. She has two books that cover 85% of what needs to be tracked. She will share the format and information with Donna. She has gotten lots of positive feedback from assessors through the years. Perhaps the committee could use this as a starting point and develop pages that can be shared in the Handbook. Robin is not sure she can share her actual pages.

Dwayne commented that giving example sheets can sometimes make people feel they have to use them. Donna noted it would need to be clearly labeled as an example that can be modified.

Dwayne noted Demonstrations of Capability can be a problem for a lab. How is this set up for a new method or analyst? Robin noted there are two people working on a section on how to become accredited. This will be covered in this section.

PT tracking would be another good topic. Robin is sitting in on a PT class during FSEA, so she may get some examples at this meeting.

Patsy noted that tips on Internal Auditing would be helpful to small labs. How do you do an internal audit in a one person lab? This may be more relevant to QS Expert.

Robin will review previous minutes and develop a list of possible topics for the committee to look at.

4. Action Items

A summary of action items can be found in Attachment B. The action items were reviewed and updated.

5. New Business

- None.

6. Next Meeting and Close

The next meeting will be held November 10, 2015 at 1:30pm Eastern by teleconference. The focus will be the Small Laboratory Handbook.

A summary of action items and backburner/reminder items can be found in Attachment B and C.

Robin adjourned the meeting at 2:00 pm Eastern.

**Attachment A
Participants
Microbiology Expert Committee (MEC)**

Members	Affiliation	Balance	Contact Information	
Robin Cook (Chair) Present	City of Daytona Beach EML	Lab	(386)671-8885	cookr@codb.us
Patsy Root (Vice-chair) Present	IDEXX Laboratories, Inc	Other	(207)556-8947	patsy-root@idexx.com
Karla Ziegelmann- Fjeld Absent	Microbiologics, Inc	Other		kfjeld@microbiologics.com
Donna Ruokonen Present	Microbac Laboratories, Inc	Lab	(219)769-8378 Ext 110	druokonen@microbac.com
Colin Fricker Absent	Analytical Services, Inc	Lab		colinfricker@aol.com
Deb Waller Absent	NJ DEP	AB	(609)984-7732	debra.waller@dep.nj.gov
Dwayne Burkholder Present	Pennsylvania DEP	AB	(717)346-8213	dburkholde@pa.gov
Mary Robinson Absent	Indiana State DOH	AB	(317)921-5523	mrobinson@isdh.in.gov
Elizabeth Turner Absent	North Texas Municipal Water District	Lab	(972)442-5405 Ext 535	eturner@ntmwd.com
Po Chang Absent		Other		Dr.PoChang@yahoo.com
Gary Yakub Absent	Environmental Standards, Inc.	Other	(610)935-5577	gyakub@envstd.com
Ilona Taunton (Program Administrator) Present	The NELAC Institute	n/a	(828)712-9242	Ilona.taunton@nelac-institute.org

Attachment B

Action Items – MEC

	Action Item	Who	Expected Completion	Actual Completion
1	Review Method Codes and send comments to Robin for Dan Hickman.	Deb	TBD	
4	Review Handbook and Method Codes before next meeting.	ALL	5/7/13	Handbook Complete.
12	Research possible effects of using bromine and whether it needs to somehow be included in the standard. Does not look like it.	Deb	November 2013 Meeting	
19	Provide EPA interpretation on temperature readings to Ilona. She will have it posted on the website.	Robin	1/31/14	
51	Complete vote to agree changes to the standard are not substantial and the standard should be moved on to an Interim Standard.	Robin		Complete
52	Send Interim Standard to SRC for comment.	Robin		Complete
53	Finalize vote to post Interim Standard.	Ilona	10/23/15	
54	Review previous minutes and pull out topics for the Handbook.	Robin	11/9/15	
55				

