

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

March 11, 2014

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:40pm EST by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associates: Jennifer Best.

Associate members need to let Robin and Ilona know they own a copy of ISO 17025 so they can be included in distributions of the draft working standard updates.

2. Standard Interpretation Request (SIRs)

After review of the final language distributed by e-mail, the conclusions below were reached. The voting process to approve these responses was started on the conference call, but will be concluded by email.

SIR #133:

The Microbiology Expert Committee reviewed Standard Interpretation Request 133 and is of the opinion that this inquiry is not appropriate to be handled through the SIR process. The cited section of the standard is clear, in that it clearly states that the temperature of the incubator or water bath must be recorded twice a day.

A motion was made by Elizabeth to accept the response for SIR #133. The motion was seconded by Patsy.

(Update: Result of vote (3/11-14 to 3/13/14) – For – 7 (Elizabeth, Patsy, Dwayne, Mary, Karla, Donna, Gary) Against – 0 Abstain - 3 (No Vote – Po, Colin, Deb) The motion has passed.)

SIR #98 and #132:

Under the current standard, the requirement is to check the purchased water once per lot and, in addition, once per month when using a bottle that lasts longer than one month. If the water is to be used for preparation of media, reagents or as a diluent, which will put it in contact with microorganisms, then the requirements of verification as stated in 1.7.3.5 9 (c) are needed along with the verification of sterility.

A motion was made by Dwayne to accept the response for SIR #98 and 132. The motion was seconded by Patsy.

(Update: Result of vote (3/11/14 to 3/13/14) – For – 7 (Elizabeth, Patsy, Dwayne, Mary, Karla, Donna, Gary) Against – 0 Abstain - 3 (No Vote – Po, Colin, Deb) The motion has passed.)

Robin will provide the final language back to LASEC after the vote is completed.

3. Standard Review

Robin asked everyone to pull their copy of the standard with the modifications that have already been made. She walked through the standard – section by section.

Section 1:

1.1: No changes.

1.2: No changes.

1.3-Intro: No Changes

1.3.1: Consistency of language needs to be verified – Highlight. Elizabeth and Jennifer Best forwarded links to the committee to define Source Water.

1.3.2: No changes.

1.4: No changes. This is ISO language and cannot be changed.

1.5 – Method Validation:

There were 5 sections (a,b,c,d,e). a) and b) were deleted and three sections were left (old c, d and e). Old c) stated what the committee discussed and thus there is no need for a) and b) – promulgated methods don't need to be validated.

Dwayne asked about the definition of Reference Method and Robin pulled up the definition in Module 2.

There were some grammatical changes made, the reference to Sections 5.4.5.1, 5.4.5.2 and 5.4.5.3 was removed in old d) and the last sentence in d) was replaced with “as per PT module.” The correct reference to the PT module needs to be checked and added.

This section was changed to:

- a) For methods other than reference methods, validation must comply with Volume 1, Module 2. . This validation must include the minimum requirements outlined in Sections 1.5.1, 1.5.2, and 1.5.3 of this module.
- b) For both reference and non-standard methods, laboratories shall participate in proficiency testing programs as per PT module (check this).

c) The laboratory shall maintain documentation of the validation procedure for as long as the method is in use and for at least five (5) years past the date of last use.

Robin reminded everyone that labs do work that does not fall under the TNI Standard. If it doesn't fall under the Standard and it is not stated that the lab is accredited for the work being performed, the TNI Standard does not apply.

We will start review at 1.5.1, 1.5.2, and 1.5.3 on the next call. Then on to 1.6 – Documentation of Capability.

Robin asked that everyone to continue to review the standard in detail and be prepared to make comments as we continue to review it together on the next call.

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 April 8th at 1:30pm EST.

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

Robin adjourned the meeting. The meeting ended at 2:52 pm EST.

**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 Present	Microbiologics, Inc	Other		kfjeld@microbiologics.com
Donna Ruokonen Absent	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.state.nj.us
Dwayne Burkholder Present	Pennsylvania DEP	AB	(717)346-8213	dburkholde@pa.gov
Mary Robinson Present	Indiana State DOH	AB	(317)921-5523	mrobinson@isdh.in.gov
Elizabeth Turner Present	North Texas Municipal Water District	Lab	(972)442-5405 Ext 535	eturner@ntmwd.com
Po Chang Absent	Texas Commission on Environmental Quality	AB	(512)239-4876	Po.chang@tceq.texas.gov
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.
11	The issue of how to recertify media will be looked at by Colin.	Colin	January Meeting	He will be working on it during the holidays and getting input.
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 Meeting	
17	Expand on Patsy's email response to SIR #133 and distribute to committee for review.	Robin	2/10/14	Complete
19	Provide EPA interpretation on temperature readings to Ilona. She will have it posted on the website.	Robin	1/31/14	
20	Forward standard with revised language to Ilona for distribution to the committee.	Robin	3/10/14	Complete
21	Email vote on final language of the SIRs.	All	3/18/14	
22	Provide final response on SIRs to LASEC.	Robin	3/18/14	

