

Microbiology Expert Committee (MEC) Meeting Summary

April 9, 2013

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:30pm EST. Attendance is recorded in Attachment A – there were 7 members present. Associate members present: Brad Stawick and Shawn Kassner.

The minutes from December, January and February were reviewed. A motion was made by Patsy to approve the minutes with typo corrections made by Robin. The motion was seconded by Donna and unanimously approved.

2. Small Laboratory Handbook

The Quality Systems Expert Committee is taking on the responsibility to review the Handbook for adherence to the new standard.

There were clarifications made to the Microbiology portion of the new standard that need to be reviewed in the Handbook. Paul Junio wants to have the handbook reviewed by San Antonio.

We can make suggestions on the guidance document because it is not a standard. It is difficult to put examples in the standard because they are often mistaken as requirements. This is not an issue in a guidance document.

Robin would like committee members to start reading through the document and be prepared to start discussing it next meeting. Ilona will distribute the most recent copy of the standard.

3. Qualification of Technical Manager

This topic came up during the Quality Systems call yesterday. Robin is reluctant to add additional requirements to the standard. They are supposed to be the minimum requirements. The method may require additional requirements.

The main concern is regarding how many hours of chemistry someone must have to be a Technical Manager. Experience verses Education. The committee agreed that the methods have specific requirements and the standard should only include minimum

requirements. The language about following the method may need to be strengthened. This can also be emphasized in the Handbook.

4. Dropping Reciprocity

Robin got a notification that Wisconsin is terminating their reciprocity agreement with a handful of states. The states that are no longer going to be recognized are not NELAP ABs. There are states that do "TNI Plus". This needs to be taken into consideration as we work on the Microbiology standard update.

5. PT

There have not been any further meetings. There will be a Microbiology PT meeting on Friday.

6. TNI Method Codes

We now have the most current list of method codes. Robin's perspective is that the method is the method. What a lab is certified for is irrelevant. Using Standard Methods as an example: Total Coliform by membrane filtration. How you perform it is the same in the 18th version and forward. The only difference between the versions is Quality Control. She feels the code should stay the same and it is the responsibility of the AB to see if the proper QC is being followed.

Patsy said the ABs don't want to remember which ones are promulgated under which rule.

A comment was made that we shouldn't have the version on the method code. The version numbers are not included in the scope – only the method number is used.

Shawn noted there were some changes to the wet chemistry methods for some methods, but on Microbiology there are only QC changes. They are doing a survey to understand what states are currently putting on the lab certificates and what is being maintained in their database. He can share this information when it is complete.

Patsy noted 9020 is currently being updated.

Robin can resend the original e-mail regarding method codes that Dan Hickman sent last November. Committee members should start looking at this and be prepared to discuss this on the next call.

7. Action Items

A summary of action items can be found in Attachment C.

8. New Business

- Ilona asked about status for Cryptosporidium. Robin has some notes about the current standard that Carrie Miller made (Attachment B). This does need to be addressed in the standard as the Committee makes its update. Currently, the thought is that the standard does cover most of the needs and the specifics in the methods cover most of the needs too.
- The associate members asked that any documents discussed on the call could be forwarded to the Associate members.

9. Next Meeting and Close

The next meeting is scheduled for Tuesday, May 7th. Robin thinks this may be a two hour meeting.

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

A motion to dismiss the meeting was made by Patsy. The motion was seconded by Elizabeth and unanimously approved. The meeting ended at 2:20pm 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 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.state.nj.us |
| Dwayne Burkholder Absent | 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 Present | Texas Commission on Environmental Quality | AB | (512)239-4876 | Po.chang@tceq.texas.gov |
| Ilona Taunton (Program Administrator) Present | The NELAC Institute | n/a | (828)712-9242 | ilona.taunton@nelac-institute.org |

Attachment B

Notes and Comments on TNI Standards and Application to *Cryptosporidium* PT Program

Volume 1: Management and technical requirements for laboratories performing environmental analysis

- **Module 1: Proficiency Testing**
 - 1.3.3: “Where there is an Appendix to this Volume that describes the proficiency testing requirements for a specific FoPT, the requirements of such an Appendix supersedes this module.”
 - So any specific changes could be added to Standards as an Appendix
 - 4.1.1: “To obtain initial accreditation, the laboratory shall successfully analyze two unique TNI compliant PT samples for each accreditation FoPT that correspond to the fields of accreditation for which it seeks accreditation”
 - I think for this “PT samples” refers to what we have called PT testing events (4.2.1.a) because labs shall “analyze at least 2 TNI-compliant PT samples per calendar year”
 - Our testing events each include 3 individual PT samples, but the labs are evaluated on the average recovery of those 3 samples.
 - 4.2.1b: This states that labs shall “maintain a history of at least 2 successful performances out of the most recent three attempts for each accreditation FoPT”
 - This agrees with the EPA standards published in the Federal Register
- **Module 2: Quality Systems General Requirements**
 - 5.2.6.1.c: Technical Manager Qualifications. This person equivalent to our Principal Analyst. TM requires a bachelor’s and 2 years experience with environmental analysis for the analyte.
 - A person with an associates degree can only serve as a TM if the lab is only engaged in plate count microbiology
 - The Methods are specific as to the experience levels of the types of analysts. Should this be referenced in the TNI standard. i.e. The TM meets these requirements and those listed in the Method...
- **Module 5: Quality Systems for Microbiological Testing**
 - Method 1623 has its’ own specifications. All of these Quality systems listed are specified and defined in the Method.

Volume 2: General Requirements for Accreditation Bodies Accrediting Environmental Laboratories

- **Module 1: General Requirements**
 - There is a Federal Register Notice describing many of these processes. i.e. suspension of labs and provisional status etc.

- Question for TNI: Is TNI suspension for 6 months or 60 days? Is there a “provisional status” or an actual “suspension”?
- **Module 3: On-site Assessment:**
 - 4.2.4: Lists technical disciplines applicable to the environmental sector for auditors
 - Add Protozoa

Attachment C

Action Items – MEC

| | Action Item | Who | Expected Completion | Actual Completion |
|----|--------------------------------------------------------------------------|------------|----------------------------|--------------------------|
| 1 | Review Method Codes and send comments to Robin for Dan Hickman. | Deb | TBD | |
| 2 | Forward memo from Lem Walker regarding updates to all committee members. | Deb | 2/5/13 | Sent by Robin Completed |
| 3 | Ilona will forward Charter to CSDP. New members were added. | Ilona | 4/30/13 | Complete |
| 4 | Review Handbook and Method Codes before next meeting. | ALL | 5/7/13 | |
| 5 | Distribute Standard to Committee members. | Ilona | 4/25/13 | |
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