

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

May 12, 2015

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:30pm EST by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associate Members: Kristin Greenwood, Carl Kircher, Mike Antoin and Jennifer Best.

There was no meeting in April.

2. Voting Draft Standard (VDS)

The Draft VDS was sent to the Standards Review Committee (SRC) and resulting suggestions were reviewed by email. Robin distributed the SRC comments on 4/28/15. Colin, Patsy and Dwayne had a few more editorial comments that were shared with the committee for inclusion in the Final Draft VDS distributed by Robin on 4/28/15.

On 4/30/15, Robin asked for a vote from the committee membership to:

- Agree that the comments made by the SRC are editorial and should be made in the Final Draft VDS previously distributed.
- Agree the comments made by Colin, Patsy and Dwayne are editorial in nature and should have been included in the Final Draft VDS, but were missed. She will also make these additions.

(Addition: The following votes were received by email:

Patsy (4/30/15)

Elizabeth (4/30/15)

Donna (4/30/15)

Colin (4/30/15)

Gary (4/30/15)

Dwayne (4/30/15 – With editorial changes)

Robin (4/30/15) – With Dwayne's editorial changes)

Mary (5/1/15 – With Dwayne's editorial changes)

Karla (5/4/15 – With Dwayne's editorial changes)

*On May 6, 2015 Robin sent the following message to the committee to summarize:
I have received yes votes (Once the editorial changes were done) for making a Voting
Draft Std. from*

Patsy

Colin

Elizabeth
Donna
Gary
Dwayne
Mary
Karla

I have been in contact with Deb about the changes but have not received a final vote up or down. I have not heard from Po. At this point we have a consensus and can therefore move the std for release to the membership.

An additional affirmative vote was received from Colin on 5/6/15 after an additional review of the Standard with the editorial changes incorporated and from Po on 5/7/15.)

Ilona commented that no motion or second was made during the voting process. Robin asked for a motion to approve the VDS.

A motion was made by Elizabeth to approve the Voting Draft Standard as sent by email by Robin with the inclusion of the editorial changes recommended by the SRC, Colin, Dwayne and Patsy. The motion was seconded by Patsy and there was no further discussion. Vote:

Dwayne - For
Mary - For
Robin - For
Elizabeth - For
Donna – For
Patsy – For

(Addition: There were no further votes collected by email. Ken Jackson noted that the Chair has flexibility on how a vote is done and it is not imperative that a motion and second be provided. The VDS was approved through the votes summarized by Robin on 5/6, Colin on 5/6, Po on 5/7 and the vote taken during the 5/12/15 meeting. Each committee member had only one vote that could be considered. The final voting results were: For – Dwayne, Mary, Robin, Elizabeth, Donna, Patsy, Colin, Po, Gary, and Karla. Against – None Abstention: None. Deb did not vote. The VDS will be posted on the TNI website for a vote.)

The VDS will be posted for TNI membership vote after it is cleaned up by Jan. It will be up for 45 days and the vote will be completed before the Chicago meeting.

Robin encouraged everyone to vote when the VDS is posted. If committee members do not vote, the VDS cannot be approved even if the TNI membership votes favorably on the Standard.

The next meeting will be Chicago. SIR #285 needs to be finalized and the committee will review VDS comments.

3. Action Items

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

4. New Business

- None.

5. Next Meeting and Close

The next meeting will be confirmed by email.

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

Robin adjourned the meeting (Motion: Elizabeth Second: Donna Unanimously approved). The meeting ended at 1:54 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 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.
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	
41	Prepare Draft Response to SIR for committee review.	Robin	3/10/15	Extended to April meeting.
43	Update Standard with changes made during the 3/10 meeting.	Robin	3/17/15	Complete
44	Send Draft VDS to SRC for comment.	Robin	3/17/15	Complete
45	Send VDS for final clean-up to Jan.	Ilona	ASAP	
46	Send VDS to William for posting on the TNI website for vote.	Ilona	ASAP	

