

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

July 11, 2017

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:35pm Eastern by teleconference on July 11, 2017. Attendance is recorded in Attachment A – there were 9 members present. Associate Members: Carl Kircher.

The April minutes were originally reviewed at the June meeting, but the vote was not completed by email. Robin reviewed the minutes using Webex. It was noted that Deb's name needed to be corrected. A motion was made by Patsy to approve the April minutes with the correction. The motion was seconded by Karla and unanimously approved.

The June minutes were sent by email for review and Robin reviewed them using Webex. A motion was made by Deb to approve the June 13, 2017 minutes. The motion was seconded by Kasey and unanimously approved.

2. Standard Checklist

The vote for the Standard Checklist was not completed by email, so Robin asked for a new vote. Robin noted that a user asked that the checklist not include multiple items in one checklist item. Robin believes the committee has already broken them up and this is not an issue.

A motion was made by Patsy and seconded by Deb to approve the Standard Checklist sent by Robin on June 13, 2017. Vote: For – 8 Abstain – 1 (Jessica -hasn't had a chance to review in depth) Against – 0. The motion passed and the checklist is approved.

3. Washington, DC meeting.

The committee will be meeting on Monday (8/7/17) at 3:30 pm. The website has Micro listed as meeting on Thursday afternoon. Ilona will pass this along to Jerry so it can be corrected. Deb will be in DC.

Ilona recommended people attend the afternoon ISO update session on Thursday, 8/10/17.

4. Small Laboratory Handbook (SLH)

Iona formatted the SLH into the final format for one last review. She used the original document that still had comments from Dwayne and Jessica and then compared it to the update from Paul. She questioned whether all of Dwayne and Jessica's comments were addressed. Robin decided to review the comments and do one more final review of the SLH using Webex. Changes were made to the new formatted copy of the SLH as Robin reviewed the comments.

Robin will send a copy of the work done today to the entire committee and ask people if any additional changes are needed. She would like to finish this up by email in order to keep things progressing forward. She would like to hand it off to the Quality Systems Expert Committee before the Washington, DC meeting.

5. Action Items

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

6. New Business

None.

7. Next Meeting and Close

The next meeting will be held in Washington, DC at 3:30pm Eastern on Monday, 8/7/17.

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

Robin adjourned the meeting at 3:09 pm Eastern.

Attachment A
Participants
Microbiology Expert Committee (MEC)

Members	Affiliation	Balance	Contact Information	
Robin Cook (Chair) (2019) Present	City of Daytona Beach EML	Lab	(386)671-8885	cookr@codb.us
Patsy Root (Vice-chair) (2019) Present	IDEXX Laboratories, Inc	Other	(207)556-8947	patsy-root@idexx.com
Karla Ziegelmann- Fjeld (2018) Present	Microbiologics, Inc	Other		kfjeld@microbiologics.com
Jessica Hoch (2019*) Present	TCEQ	AB	512-239-2353	Jessica.hoch@tceq.texas.gov
Deb Waller (2019) Present	NJ DEP	AB	(609)984-7732	debra.waller@dep.nj.gov
Dwayne Burkholder (2019) Present	Pennsylvania DEP	AB	(717)346-8213	dburkholde@pa.gov
Mary Robinson (2017) Present	Indiana State DOH	AB	(317)921-5523	mrobinson@isdh.in.gov
Elizabeth Turner (2018) Absent	North Texas Municipal Water District	Lab	(972)442-5405 Ext 535	eturner@ntmwd.com
Brad Stawick (2019*) Absent	Microbac Laboratories	Lab	412-459-1058	brad.stawick@microbac.com
Kasey Raley (2020*) Present	Eurofins Eaton Analytical, Inc.	Lab	626-386-1141	KaseyRaley@eurofinsUS.com
Vanessa Soto Contreras (2020*) Present	Florida DOH	AB	904-791-1582	Vanessa.SotoContreras@flhealth.gov
Gary Yakub (2020) 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.
19	Provide EPA interpretation on temperature readings to Ilona. She will have it posted on the website.	Robin	1/31/14	
69	Complete Standard Checklist vote by email.	Robin	6/27/17	
70	Send updated SLH out for final review.	Robin	7/11/17	
71				

