

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

January 12, 2016

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:40pm EST by teleconference on January 12, 2016. Attendance is recorded in Attachment A – there were 6 members present. Associate Member present: Carl Kircher, Jennifer Best.

2. Election of Chair and Vice Chair

A new Chair and Vice-Chair needs to be elected at the first meeting of each year. A motion was made by Deb to have Robin continue as Chair of the Microbiology Expert Committee. The motion was seconded by Patsy. All members on the call voted “For”. It will be distributed by email to missing committee members to finish the vote by email. *(Addition: Additional votes by email: For – Elizabeth, Po, Gary (2/11/16). The motion passed.)*

Robin asked for nominations for Vice-Chair. A motion was made by Deb to have Patsy continue as vice-chair of the Microbiology Expert Committee. The motion was seconded by Donna. All members on the call voted “For”. It will be distributed by email to missing committee members to finish the vote by email. *(Addition: Additional votes by email: For – Elizabeth, Po, Gary (2/11/16). The motion passed.)*

3. Charter

Robin made some basic updates to the Charter and shared them with the committee via the Webex screen.

Changes were made to Key Milestones. The Interim Standard is already done.

The EPA Cooperative Agreement was deleted.

Membership:

- Donna is resigning from the committee and recommended that Brad Stawick apply. Robin thanked Donna for her service the last 3 years.

- Brad (Lab) will be submitting an application and Jessica Atkins will be turning in an application (AB). This will provide a balanced committee.

- 4 members (Robin, Patsy, Deb and Dwayne) are up for renewal and they will be continuing their membership another 3 years.

A motion was made by Patsy to approve the Charter as amended (Attachment D). The motion was seconded by Deb. All members on the call voted “For”. It will be distributed by email to missing committee members to finish the vote by email. (*Addition: Additional votes by email: For – Elizabeth, Po, Gary (2/11/16). The motion passed.*)

4. Tulsa Meeting

It looks like Robin is the only committee member that will make it to the meeting. She will plan to provide an update on the Microbiology Expert Committee activities and open the floor for discussion on the Small Lab Handbook. It will not be an official meeting – just presentation and collection of comments. Ilona will collect comments and include them as an attachment to the February meeting minutes so they don’t get lost.

Ilona will check to see if PTPEC wants to flip meeting times so they can have extra time by meeting before afternoon break.

5. Small Lab Handbook

Robin emailed a copy of the Small Lab Handbook to the committee members and associates. Robin gave assignments on one of the last calls for specific sections people should be working on.

She reviewed the list of responsibilities:

Patsy	1.7.3.1 a-f
Robin	1.7.3.2 – 3.5 and 1.7. 4. and 1.7.5
Mary	1.7.3.6
Donna	1.7.3.7.a, b.i – ii
Karla	1.7.3.7.b.iii – iv
Dwayne	1.7.3.7.b.v-vi

Robin asked if Donna would like her assignments reassigned. She would. Deb will pick-up Donna’s assignment (1.7.3.7.a, b.i – ii).

The committee needs to be careful to not make additions to the Standard.

Mary emailed her comments to the committee. After all comments are received – a compiled section will be sent to the committee for review.

Robin will be soliciting comments from the community during the Microbiology meeting in Tulsa.

6. Interim Standard Comments

Robin reached out to Dale. He wants to review the information and get back to Robin. She presented a copy of the email she sent to him yesterday on the Webex screen.

Jennifer asked for some clarification about what is meant about a residual being required. Robin noted that her research showed that for Drinking Water residual is needed.

Jennifer noted that EPA would allow systems to not have residuals under the Ground Water Rule. This happens at the State level.

At this point the committee could draft language for a response and not wait for Dale's agreement.

Dwayne asked if anyone on the committee thinks this section needs to be rewritten. Everyone is OK to leave it as is. It expresses what the committee intends. Robin pulled up a copy of the Standard to give everyone a chance to reread the section.

No one thought any better language could be developed.

Robin thinks the response to comments would be similar to the email she sent to Dale.

Robin will work on language for a response and send it to the committee for review.

7. Best Lab Practices – Advocacy

Elizabeth, Patsy and Robin provided comments. Robin will submit these comments and her own to the Advocacy Committee.

8. Action Items

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

9. New Business

- None.

10. Next Meeting and Close

The next meeting will be held on February 9, 2016 at 1:30pm Eastern. (*Addition: Meeting date changed to 2/11/16.*)

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

Robin adjourned the meeting at 2:38 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 Present	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 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 - Recorded	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	
55	Ask Carl Kircher to prepare a table to list positive and negative organisms for specific tests.	Robin	12/31/15	
56	Prepare Draft or outline of assigned Handbook section. Email to committee.	All	12/7/15	
57	Prepare comments to Best Lab Practices document. Send email to committee.	All	12/7/15	
58	Prepare DRAFT response to comments on the Standard and send to committee members.	Robin	2/9/16	

Microbiology Expert Committee

(MEC)

2016 Charter

(DRAFT Revised: 2-xx-16-v0)

Mission:

To maintain the microbiology standard (TNI Volume 1, Module 5) based on public input; to provide technical assistance on issues related to microbiology; and, to develop tools that facilitate the implementation of the standard.

Strategic Goals and Objectives:

1. Review and revise standards based on input from all stakeholder groups.
2. Review and revise a standard consistent with relevant national and international standards and guidelines where appropriate.
3. Improve the quality and consistency of environmental data by establishing standards for activities related to microbiology testing.
4. Provide technical assistance such as responding to Standard Interpretation Requests (SIRs).
5. Provide technical assistance in developing tools to facilitate the implementation of the Standard.
6. Ensure continuity with TNI Volume 1 Modules.
7. Utilize existing and future TNI infrastructure and resources to accomplish mission.

Success Measures:

- Completion of Standard revision process by Spring 2016.
- Improvement of the Standard:
 - ✓ Increased clarity of the intent of the Standard
 - ✓ Incorporation of advances in technology
- Prompt response to SIRs (responses issued within 2 meetings)

Key Milestones for 2016:

- Maintenance of balanced Committee representation
- Completion of Interim Draft Standard
- Forwarding Final Standard to LASEC, NELAP AC and CSDP EC
- Develop white paper on differences between 2009 and new version of Module 5
- Identify and work on tools needed for labs and assessors during implementation
 - ✓ Develop Module 5 Audit Checklist
 - ✓ Develop training on new Module 5 for labs and assessors
 - ✓ Provide input to Handbook

Considerations:

- Volunteer member organization with time constraints.
- Limited funding.
- Committee must maintain a balance representation from among accreditation bodies, accredited laboratories and “others”.

Available Resources:

- Volunteer committee members
- Existing national and international consensus-based standards
- TNI Website and other TNI support services (administrative, technical editing, etc.)
- Teleconference and web-based services
- Industry experts

Additional Resources Required:

- Travel funding

Anticipated Meeting Schedule:

- Monthly Committee Teleconferences (open to all Full and Associate Members)
- Additional committee teleconferences as needed
- Committee meetings (face-to-face) during semiannual TNI Forums (Winter and Summer)

Committee Membership

Proposed Members	Organization	Term Expires January	Representation	Subgroup
Robin Cook, Chair	City of Daytona Beach Utilities	2019	LAB	
Patsy Root, Vice Chair	IDEXX Laboratories, INC	2019	Other	
Deb Waller	NJ Department of Environmental Protection	2019	AB	

Proposed Members	Organization	Term Expires January	Representation	Subgroup
OPEN			LAB	
Elizabeth Turner	North Texas Municipal Water District	2018	LAB	
Po Chang	Microbiology Consultant	2017	Other	
Karla Ziegelmann-Fjeld	Microbiologics, INC	2017	Other	
Mary Robinson	Indiana State, DOH	2017	AB	
Colin Fricker	Analytical Services, INC	2018	LAB	
Dwayne Burkholder	Pennsylvania, Department of Environmental Protection	2019	AB	
Gary Yakub	Environmental Standards, INC.	2017*	Other	
OPEN			AB	
* - Renewable for 3 years.				

Balance:

- 3 Lab
- 4 Other
- 3 AB

Subcommittees:

- None

Program Administrator: Ilona Verrips Taunton