

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

March 21, 2017

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:30pm Eastern by teleconference on March 21, 2017. Attendance is recorded in Attachment A – there were 7 members present. There were no associate members present.

Note: The February meeting minutes were distributed by email, but not reviewed during the meeting. They will be reviewed with the March meeting minutes in April.

2. Charter

Robin emailed the Draft Charter to everyone prior to the meeting. She reviewed it with the committee.

There were no comments on the Mission and Objectives.

Robin reviewed committee membership. The committee now has plenty of “AB”s and could use more “Other”. The current make-up is 5 ABs, 5 Labs and 2 Others. Robin thinks the committee needs 7-15 members, but this will be confirmed.

Success Measures were reviewed and there were no updates.

Decision Making. Robin reviewed the information forwarded by Ilona that is being used by other Expert committees. Robin would like to have a 2/3 vote for SIRs since they are related to the Standard.

No changes were made to Resources.

Robin made no changes to the meeting information.

Dwayne asked if there is anything that specifically needs to be done this year. Robin reminded him that the Charter does not have this included anymore. The planning is separate from the Charter.

Robin asked that the committee begin the vote on the Charter today and complete it by email. People preferred to see a copy of the Charter prior to voting. Robin will send a copy of the Charter to Ilona for review before sending it back to the committee.

3. Checklist

Robin asked if everyone has a copy of the 2016 Standard. Robin will ask Ilona to forward a copy of the 2016 Standard. The copy can only be used for Committee business.

Robin shared a copy of the Microbiology section of the current 2009 Standard checklist. This template can be used to prepare the new checklist. There will be lots of changes because many sections of the 2009 Standard were rearranged. The committee agreed the best approach to finishing this task would be to assign specific sections to everyone on the committee.

Robin worked on assignments:

Jessica - Lines 1-29

Vanessa – Lines 30-63

Mary – Lines 64-84

Robin - will work on the re-ordered sections. Line 85-108

Dwayne – Line 109 – 133

Kasey – Lines 134 – 152

Brad – Lines 153 – 173

Unassigned – Lines 174 – 186

Unassigned - Lines 187-197

Robin noted that the 2009 checklist was made using the 2003 checklist. The committee added a column where the 2009 requirement could be placed next to the 2003 checklist requirement. In this case, a column could be added for the 2016 Standard to help line up the two versions of the Standard. The committee would then need to make sure nothing is missing ... add anything missing to the 2016 column and eventually delete the 2009 column. This is only a suggested approach.

Robin would like everyone to work on their sections before the next meeting. Completed sections can be reviewed by email. If everyone can get Robin their sections before the next meeting, she can compile it for possible finalization at the next meeting.

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 held on April 11, 2017 at 1:30pm Eastern. Robin asked the group if they still prefer to meet each month or whether they prefer to meet every other month once the tools are done. This will be further discussed after the tools are done.

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

Robin adjourned the meeting at 2:20 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) Absent	IDEXX Laboratories, Inc	Other	(207)556-8947	patsy-root@idexx.com
Karla Ziegelmann- Fjeld (2018) Absent	Microbiologics, Inc	Other		kfjeld@microbiologics.com
Jessica Hoch (2019*) Present-Until 2pm	TCEQ	AB	512-239-2353	Jessica.hoch@tceq.texas.gov
Deb Waller (2019) Absent	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*) Present	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.
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	
61	Send completed Handbook Sections to Robin.	All	9/9/16	Ongoing
62	Update Handbook in new format and send to committee members and associate members to discuss by email.	Robin	9/16/16	Ongoing
63	Prepare Final review comments of Small Laboratory Handbook and send to Robin.	All	3/1/17	Complete
64	Update Charter and send to Ilona for review.	Robin	4/4/17	
65	Distribute copy of 2016 Standard to Committee Members.	Ilona	4/4/17	
66	Update copy of 2009 Checklist to 2016 as assigned.	All	4/7/17	

