Microbiology Expert Committee (MEC)
Meeting Summary

July 14, 2020

1. Roll Call:

   Kasey, Chair, called the meeting to order at 1:30pm Eastern on June 9, 2020 by teleconference. Attendance is recorded in Attachment A – there were 9 members present. Associate: Carl Kircher.

   The May and June meeting minutes were reviewed on Webex. A motion was made by Cody to approve both the May 12, 2020 and June 9, 2020 minutes as written. The motion was seconded by Enoma and unanimously approved.

   Kasey asked that Committee members let her know if they have taken the recorded Committee training. She will be following up by email. The link was attached with the agenda.

   Kasey reviewed the agenda for the meeting and no changes were made.

2. SIR 379

   Kasey requested to have SIR 379 reconsidered. The Committee did not think it was an SIR, but did provide some comments to help prepare guidance. LASEC took the guidance response and sent it out for vote to the NELAP AC as a final SIR. Kasey will follow-up with Lynn on this.

3. Review of SIRs for Standard Update

   SIRs that are found not to be SIRs are saved and sent to the chairs for review. Some of these may be worth looking at for the Standard update. Kasey pulled the list up on Webex for review with the Committee.

   She added SIR 379 to the table for review (Section 1.7.3.3) (see attachment D).

   SIR 379 - The Committee re-read the question and Kasey pulled up the Standard to help with the review. After discussion, the group agreed to add it to the Change Summary form and get comment during the Public Webinar. Robin noted that maybe this is an item for the Small Laboratory Handbook.

   SIR 349 – No need to address. It is an implementation question.

SIR 359 – No need to address. Standard is clear.

SIR 360 – No need to address. Standard is clear.

SIR 361 – Not a Micro SIR

SIR 369 – It was left in the passive voice because some ABs will take them and some will not. No need to address. Leave as is.

There is nothing to add to the table except for SIR 379 (see Attachment D).

Ilona sent example language for the TNI website and email announcement regarding the Public Webinar. Kasey and Cody will update the language in the example and send it back to Ilona.

Kasey and Cody will begin working on a PowerPoint presentation for the Public Webinar.

4. Action Items

See Attachments B and C for updates to action items.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be held by teleconference on August 11, 2020 at 1:30pm Eastern. The TNI NEMC virtual conference will be happening that same day, so the meeting may be canceled depending on the need for a meeting. A Webex invite will be distributed earlier that day if the committee will be meeting. *(Addition: Meetings for August, September and October 2020 were canceled.)*

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

Kasey adjourned the meeting at 2:30 pm Eastern.

Attachment A

Participants
Microbiology Expert Committee (MEC)

Members	Affiliation	Balance	Contact Information
Kasey Raley (Chair) (2023) **Present**	Eurofins Eaton Analytical, Inc.	Lab	KaseyRaley@eurofinsUS.com
Michael Carpinona (2022*) **Absent**	NJ DEP	AB	Michael.Carpinona@dep.nj.gov
Cody Danielson (Vice-Chair). (2022*) **Present**	Oklahoma	AB	Cody.Danielson@deq.ok.gov
Jessica Hoch (2022) **Absent**	TCEQ	Other	Jessica.Hoch@Tceq.Texas.Gov
Lily Giles (2022*) **Present**	Louisiana	AB	Lily.Giles@LA.GOV
Mary Robinson (2022*) **Present**	Indiana	AB	mrobinson@isdh.IN.gov
Michael Blades (2021*) **Absent**	ERA	Other	mblades@eraqc.com
Jody Frymire (2022*) **Present**	IDEXX	Other	Jody-Frymire@idexx.com
Vanessa Soto Contreras (2023) **Absent**	Florida DOH	AB	Vanessa.SotoContreras@flhealth.gov
Elisa Snyder (2023*) **Present**	City of Austin – Austin Water Division	Lab	elisa.snyder@austintexas.gov
Hunter Adams (2023*) **Absent**	City of Wichita Falls – Water Purification	Lab	hunter.adams@wichitafallstx.gov
Enoma Omoregie (2021*) **Present**	NYCDEP	Other	eomoregie@health.nyc.gov
Christabel Monteiro (2021*) **Present**	ESC	Lab	cmonteiro@esclabsciences.com
Patrick Roundhill (2023*) **Present**	New Leaf Management, LLC	Lab	patrickroundhill@gmail.com
Ilona Taunton (Program Administrator) **Present**	The NELAC Institute	n/a	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	6/9/20: Waiting for EPA. Move to backburner.
76	Provide an update on what has been done with the method codes and database after Jennifer's review and internal EPA meetings.	Jennifer	4/10/18	6/9/20: Ask Jennifer for a follow-up.
98	Send SIR #371 response to LASEC.	Kasey	4/30/20	6/9/20 – Follow-up with Lynn to ensure response is correct.
99	Clean-up Summary table and send to group.	Kasey/Cody	6/30/20	Complete
100	Check with Bob Wyeth about any timing issues for Public Webinar.	Ilona	6/30/20	Complete
101	Work on Public announcement for TNI website and email to Stakeholders.	Cody, Kasey	8/11/20	
102	Start working on public webinar presentation.	Kasey, Cody	TBD (Late August or September)	

Attachment C

Backburner / Reminders – MEC

	Item	Meeting Reference	Comments
1	Update charter (if needed) in November 2019.	n/a	Ongoing

Attachment D – Microbiology Recommended Changes Summary

	Original Text	Suggested Change	Justification
	Include reference and language.	*Don't need to work on specific language - just summarize change needed.*	*Why does this need to be changed/updated?*
1	**1.7.3.2.a**. - ...At a minimum, the filtration series shall include a beginning and ending blank. The filtration series may include single or multiple filtration units, which have been sterilized prior to beginning the series.**1.7.3.2.b** - ...In addition, laboratories shall insert a method blank after every ten (10) samples or sanitize filtration units by UV light (254-nm) after sample filtration.	Specify filtration series blanks for serial dilutions and multiple unit manifolds. Language should match language in new guidance document	Needs clarification- Guidance Doc written – will need to include some reference to this in the new revision
2	**1.7.3.1.d.ii** - The laboratory shall monitor the quality of the water for disinfectant residual, specific conductance…	Specific Conductance vs Conductivity	Need to update language to harmonize with other standards
3	**1.7.3.1 a** - Sterility Checks – All materials and supplies that are needed to process the sample and are required to be sterile prior to use (whether sterilized in the laboratory or purchased as sterilized) must be checked by the laboratory once per purchased or prepared lot using non-selective growth media as appropriate.	Need to specify QC checks in parent vs. sister laboratories	Need to clarify QC checks in parent vs. sister laboratories- SIR 331 - want to include some clarifying language in this section
4	**1.7.3.6.c** - ...Microorganisms may be single-use preparations or cultures maintained for their intended use by documented procedures that demonstrate the continued purity and viability of the organism.	Viability Checks-Possible move to 1.7.3.2 (from 1.7.3.6) and shift .2 .3 .4 and .5 down one number	Improve flow of standard information

	Original Text	Suggested Change	Justification
5	**1.7.5.2** - Microbiological samples from known chlorinated sources (such as wastewater effluent), unknownsources where disinfectant (e.g. chlorine) usage is suspected (such as a new client or a new source), and all potable water supplies (including source water) shall be checked for absence of disinfectant residual in the laboratory unless all of the following conditions are met:	"Microbiological samples from known chlorinated sources (such as wastewater effluent), unknown sources where disinfectant (e.g. chlorine) usage is suspected (such as a new client or a new source), and all potable water supplies (including source water) shall be checked for absence of disinfectant residual in the laboratory. Alternatively, the laboratory does not need to test as above if all the below exemptions are met:"	Exemptions section - Seeking public comment on how we can make this section better and if it needs to be updated at this time
6	**1.7.3.1.ii**. The laboratory shall perform a sterility check on one (1) funnel per lot of pre-sterilized single use funnels using non-selective growth media. The laboratory shall perform a sterility check on one (1) funnel per batch of laboratory-sterilized funnels, using non-selective growth media.	1.7.3.1.ii. The laboratory shall perform a sterility check on one (1) funnel per lot of pre-sterilized single use funnels using non-selective growth media. The laboratory shall perform a sterility check on one (1) funnel/object per sterilization batch sterilized in the laboratory with nonselective growth media.	Clarification on filter funnel sterility checks and creating operational flexibility
7	**1.7.3.3** Test Variability/Reproducibility - For methods that specify counts (i.e. cfu/100mL or MPN/100mL), such as membrane filter, plated media or other methods which specify a quantitative result, duplicate counts shall be performed monthly on one (1) positive sample for each month that the test is performed. If the laboratory has two (2) or more analysts, each analyst shall count typical results on the same sample. Counts shall be within ten percent (10%) difference to be acceptable. In a laboratory with only one (1) microbiology analyst, the same sample shall be counted twice by the analyst, with no more than a five percent (5%) difference between the counts.		Clarification needed? SIR 379