

Microbiology Expert Committee (MEC) Meeting Summary

July 9, 2013

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:30pm EST. Attendance is recorded in Attachment A – there were 5 members present. Associate Members present: Carl Kircher.

Information has been submitted for the website update.

Ken Jackson forwarded a name to Robin for an associate member with a lot of Cryptosporidium background. She will contact that person and invite them to join the calls.

2. Small Laboratory Handbook

The Quality Systems Expert Committee took on the responsibility to review the Handbook for adherence to the new standard. Our committee was asked to review the Microbiology information. The committee continued to review this document on screen and make changes directly into the document as changes were made. Robin will send this document out to the committee after the call for final review and discussion in San Antonio.

The following topics were reviewed and decisions are recorded directly in the Handbook Draft file:

Duplicates

Matrix Spikes

Matrix Spike Duplicates

Dilution

Reagent Water

New Water Source

Autoclave and Oven Checks

Inhibitory Residue Test

Volumetric Equipment

Glassware and Plastic

Sample Handling

Comments:

Carl commented that it is important to make an addition to the handbook about noting which version of standard methods is used and referenced. There are differences in QC. Robin added this.

Section 1.7.3.7. Question about checking temperatures of incubators. If the incubator is at the correct temp when you remove your samples, do you really need to check it every 4 hours? The standard does currently require it. Robin commented that these are the types of things the committee needs to look for as it begins updating the standard.

Carl also commented that this could have something to do with the EPA Drinking Water Manual, so they should be consulted before making any changes. It was confirmed that the DW manual does contain the same language, so changing this will take a lot of work. We could work with ELAB to get this changed.

Under Volumetric Equipment:

Equipment needs to be checked prior to first use, but how is criteria for check determined?

A statement was added as number 1 and the other listed items became 2, 3 and 4 - Tolerance on volumetric equipment must be established and documented.

Lab glassware and plastic ware: #6 – Why must this be tested?

Looked at DRAFT standard (Page 11 - Section 1.7.3.7 vi) Labware and Glassware. Nothing like #6 is included in the standard – so where did it come from? The committee determined that it should be stricken.

1.7.5 Sample Handling

Elizabeth suggested some changes that matched the standard language better (4 bullets) regarding chlorine checks. This is an option that prevents the need to check every sample.

Robin thinks the only thing that might be able to be deleted will be the section starting with : “Laboratories that receive samples from potable water sources ... may (use language from the 2003 standard).

Robin saved the document and will send it to committee members. She would like comments back by 7/19/13. She will ask Paul if it should be discussed during the Microbiology meeting or Quality Systems meeting in San Antonio.

3. Action Items

A summary of action items can be found in Attachment B.

4. New Business

We will begin work on the standard in the San Antonio meeting. Start looking for changes that you would like to make to the standard. Send them to Robin so she can plan them in for discussion.

5. Next Meeting and Close

The next meeting is scheduled in San Antonio on August 7, 2013.

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

A motion to dismiss the meeting was made by Dwayne. The motion was seconded by Patsy and unanimously approved. The meeting ended at 2:57pm EST.

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.state.nj.us
Dwayne Burkholder Present	Pennsylvania DEP	AB	(717)346-8213	dburkholde@pa.gov
Mary Robinson Absent	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
Ilona Taunton (Program Administrator) Present / Recording	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	Continue to July meeting.
6	Distribute PPT to committee members for their personal use. Not to be shared.	Robin	6/3/13	Complete
7	Assignments were given to update the Handbook.	All	6/4/13	Complete
8	Send updated DRAFT Handbook to Committee members for final review.	Robin	7/10/13	
9	Comment on DRAFT Handbook and send comments to Robin.	ALL	7/19/13	
10				

