

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

September 16, 2014

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:30 pm EST by teleconference. Attendance is recorded in Attachment A – there were 7 members present. The following associate members were also present: None.

The minutes will be reviewed at a future meeting.

Associate members need to let Robin and Ilona know they own a copy of ISO 17025 so they can be included in distributions of the draft working standard updates.

2. Review of Working Draft Standard Comments

Robin sent a copy of the WDS comments to committee members. Colin also sent comments, but they need to be added to the table. He put his comments directly into the standard.

The committee will review all comments and decide if they think the comment is persuasive or not persuasive. This is not required by the SOP Governing Standard's Development, but Robin thinks it would be useful to do something similar to what is done with the VDS when reviewing comments. Committee members will not be formally voting on whether it is persuasive or non-persuasive – this happens at the Voting Draft Standard review phase. She will only be looking for general agreement. Changes will be made directly in the standard as the information is discussed.

Though it is not required at this stage, Robin would like to get back to each commenter to let them know what was done with their comments.

Robin noted that the Quality Systems Expert Committee is working on updating the Lab Handbook. This should be kept in mind when the comments are reviewed. Perhaps some comments are things that should be added to the handbook.

Comment 1 – Sect 1.6.2.2

Determination: Non-Persuasive

Robin believes it should say single blind sample “sets”. Mary agrees that a set would be required for DW. Elizabeth commented that allowing for a single blind is already included in the standard. This is only a suggestion.

Other alternatives are allowable – so this covered.

Robin: Clarify that program requirements must be met. The comment is non-persuasive.

Comment 2 – 1.6.2.2 a)

Determination: Non-Persuasive

The committee felt the language was sufficient to allow this.

There is no requirement for the lab to do 4. It is one example.

Comment 3 – 1.6.2.2 b)

Determination: Persuasive

“Period” will be stricken and section edited accordingly: At least four (4) aliquots shall be prepared and analyzed concurrently to the method.

Comment 4 – 1.6.2.2 d)

Determination: Persuasive

Comment 5 (Colin addition) – 1.6.2.2.d)

Colin sent some comments to Robin.

Determination: Persuasive

Colin suggested the following change: For qualitative tests, acceptable performance in a blind study, either internally or externally generated, may be used to meet this Standard, provided that the study consists of a minimum of a blank, a negative culture, and a positive culture for each target organism or ~~metabolite~~ indicator enzyme (e.g. b-glucuronidase in E. coli.).

It will be edited accordingly.

Comment 5 – 1.7.3.1 b) i) and ii)

Determination: Persuasive

The language will be added.

Comment 6 – 1.7.3.6 a)

Determination: Persuasive

It was asked how often it shall be checked? The following language will be added: Each lot or batch.

Comment 7 – 1.7.3.6 d)

Determination: Persuasive

1.7.3.6 d) ii) 2) will be changed to: ... known pure positive culture control (i.e. target organism).

Comment 8 – 1.7.3.7 a)

Determination: Non Persuasive

Pets are not allowed in the lab area. What about WET testing? There could be confusion.

Comment 9 – 1.7.3.7 b) ii) 2)

Determination: Persuasive

There is a typo. Should be: Equipment such as filter funnels, bottles, non-Class A glassware, and other containers with volumetric markings (including sample analysis vessels) shall be verified once per lot prior to use.

Comment 10 – 1.7.5 a) i)

Determination: Persuasive

There is a typo. Extra period deleted.

Comment 11 – 1.6.2

Determination: Non-Persuasive

Robin will make contact with the commenter because the committee does not believe the commenter understands. There is sufficient flexibility to allow for other procedures including PTs.

Comment 12 – 1.7.3.7 v)

Determination: Persuasive

Wording change: The uniformity of temperature distribution in incubators and water baths shall be established prior to first use. The language needs to be edited accordingly to include after install or service.

Dwayne noted that if a lab is moved, the first time it is used in the new location would be a first use.

Doing it annually only falls under a specific method or program requirement.

Comment 13 – 1.7.5 a) i)

Determination: Persuasive.

Edit will be done.

”In these cases, the samples shall be considered acceptable if the samples were received nestled in ice and evidence the cooling process has begun and the temperature of the sample.....is less than the *temperature recorded at the time of sampling.*”

Comment 17 – 1.7.3.7 b)

Determination: Persuasive

Edit – add “and 1.7.3.1 b) i) 3)”.

Comment 18 – 1.7.3.7 b) iii) 2)

Determination: Persuasive

This is a typo that will be repaired: Equipment such as filter funnels, bottles, non-Class A glassware, and other containers with volumetric markings (including sample analysis vessels) shall be verified once per lot prior to first use.

Comment 19 and 21 – 1.7.3.7 b) v)

Determination: Persuasive (both)

ABs all agree that data loggers are acceptable. They can't be required.

Dwayne's comment is similar to 21. All portions about weekends and holidays will be removed.

Examples can sometimes be a problem, because not all examples can be included.

The following language changes were made:

For tests where samples are under test, ~~during weekends or holidays~~, the laboratory must have a system in place to ensure that the temperature monitoring requirements are met for the entire incubation period.

NOTE: There is no intent to take the temperature of incubation units during periods when there are no samples under test. For example if samples are placed into the incubator at 11 AM on day 1 and incubation ends at 11 AM on day 2 then an acceptable system would have readings taken the morning on day one, the afternoon on day one and the morning on day 2.

Comment 14 – 1.7.3.1 a) and 1.7.3.1 a) iii)

Determination: Non-Persuasive.

It is required by EPA and ABs.

Even if it were taken out of the standard – it would still need to be done for drinking water. It does not make sense to fight this battle.

Comment 15 – 1.7.3.1 d)

Determination: Persuasive

The following language will be included. May need some more editing:

The laboratory must define the criteria and ensure the water fits that criteria. Results of the above analyses shall meet the specifications of the required method and records of analyses shall be maintained for five (5) years.

Comment 16 – 1.7.3.1 a

Determination: Persuasive

Colin also had some language suggestions in this section:

- i) A sterility check shall be performed for each lot of prepared ready to use media and for each batch of media prepared in the laboratory
 - (1) For chromo/fluorogenic media, add media to sterile DI water and incubate at the appropriate temperature and time.
 - (2) For all other media incubate uninoculated at the appropriate temperature and time. Where media are made as concentrates (e.g. double strength, then the medium shall be diluted to working strength with sterile deionized water before testing.

Dwayne and Colin's language changes will be made to the standard.

Robin reviewed the comments reviewed today and confirmed everyone's agreement on what was persuasive and what was not persuasive.

Robin will be using Colin's copy of the standard with his mark-ups to add the changes discussed above. This way everyone can see the proposed changes and see what was changed today. She will send this out for comment by email and discussion on the next call.

Still need to address comments 20, 22 and 23.

3. Action Items

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

4. New Business

- The CSDP has asked that the committee select a member of the committee to represent this committee on the Standards Review Council. Robin asked for a volunteer. Elizabeth is willing to do this. Robin will provide this information to Bob Wyeth.

5. Next Meeting and Close

The next meeting will be October 14th at 1:30pm EST.

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

Robin adjourned the meeting. The meeting ended at 2:10 pm EST. Patsy move to adjourn. Dwayne second. Unanimously approve.

**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 – 2pm	IDEXX Laboratories, Inc	Other	(207)556-8947	patsy-root@idexx.com
Karla Ziegelmann- Fjeld Present	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 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 Present	Texas Commission on Environmental Quality	AB	(512)239-4876	Po.chang@tceq.texas.gov
Gary Yakub Absent	Environmental Standards, Inc.	Other	(610)935-5577	gyakub@envstd.com
Ilona Taunton (Program Administrator) 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	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	
26	Update Standard with changes and distribute.	Robin	10/10/14	
27	Notify CSDP that Elizabeth will be representative on Standards Review Council.	Robin	10/10/14	
28				

