

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

November 10, 2015

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:35pm EST by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associate Member present: Randi McCuin.

The minutes for the September and October meetings were voted on by email: A motion was made by Elizabeth to approve the September 8, 2015 and October 20, 2015 minutes as distributed by Ilona on 10/22/15. The motion was seconded by Donna.

Vote:

Patsy – For (10/23/15)

Robin – For (10/23/15)

Gary – For (10/23/15)

Donna – For (10/23/15)

Karla – For (10/28/15)

Dwayne – For (11/2/15)

No vote: Colin, Deb, Mary, Po, Elizabeth.

The motion passed and the minutes will be posted on the TNI website.

2. Interim Standard Status

No committee members have voted yet. Everyone needs to vote by December 6, 2015. Our next meeting will be on December 8, 2015 and we will review the voting results.

3. Best Lab Practices – Advocacy

The Advocacy Committee has been working on the update to a very old document regarding best lab practices. The microbiology chapter has been passed along to this committee to do a high level review. They don't want the committee to edit the document. The Advocacy Committee wants to be sure there are no conflicts with the Microbiology Standard and that it does not create any new requirements. If there is something that really is a problem, they want to know about it. The Microbiology Committee is only being asked to review the document – not write or do major edits to it.

The time frame for review is 6 weeks. Robin pulled the document up on Webex so the committee could see it. Robin will send the document out to everyone after the call – Chapter 12.

The format for commenting on the document is similar to what someone would do to review the Standard – alternative wording needs to be included with the comment. Comments should be sent to the entire committee so everyone can start working on this. Robin asked everyone to begin reviewing this document for discussion and finalization of comments at the next meeting in December.

4. Small Laboratory Handbook

Robin pulled up a copy of the Table of Contents (TOC) for the Small Laboratory Handbook. She will distribute this to the committee – along with a copy of the DRAFT Introduction and clean copy of our Interim Standard.

The Quality Systems Expert Committee is expanding the current version of the Handbook. This can be seen when you compare the new TOC with the old.

Robin suggested that the committee begin looking at the Standard – section by section – and search for topics that should be included in the Handbook.

Robin suggested starting with Section 1.5 – Method Validation:

Patsy noted that there is a lot of information for a small lab to undertake. Robin commented that this section is not applicable to most small labs. She thinks this section is the least straight forward. The committee decided to table this section and come back to it.

Section 1.6 - DOCs:

Robin thinks this is the only module that has an example for DOCs. The first 4 bullets are relevant to initial and on-going DOCs.

Patsy would like to see specific examples – here are a set of results ... here is how to calculate the results. The calculations are explained and shown. Robin has some examples that she can provide. Dwayne noted that operator training does often go over calculations in Pennsylvania. There was agreement to put this in the Handbook.

Dwayne said labs often ask how the known concentration is determined if they are making up their own solution. Robin noted that the Standard does not state this has to be done. Dwayne noted that he directs people to Standard Methods. Robin noted that it is difficult to prepare a sample with known concentration and she recommended the lab purchase a QC sample. After further discussion, the group agreed that the recommendation should be to purchase a QC sample.

Robin asked if a list that indicates the positive and negative organisms for specific tests would be helpful. She noted that sometimes lists can be a problem because people think they are all inclusive. The Cert manual has a list of positive and negative controls – is this enough or does it help for the lab to not have to search for the information. There was general agreement to include this, but it needs a disclaimer. Robin will ask Carl Kircher to prepare this.

In ongoing, e) is not great. Doesn't really work for Micro. This should be stated.

General

Patsy asked if it is possible to have a “Things to Remember” section – Tribal knowledge. This might be very helpful to a new person. There was agreement to doing this.

Robin wants to be sure the committee is not adding a layer to the Standard. The Handbook is only there to help labs meet the Standard.

Robin broke down the Standard and asked for volunteers to pick-up sections of the Standard. She will talk to the people missing today and add them too. Everyone should prepare what should go into the Handbook for the section assigned – do something similar to what the committee just did with Section 1.6, but suggest language too.

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 reminded everyone that the minutes are current on the website. These minutes include suggestions for the Handbook too.

Robin would like to see some ideas on paper before the next call on December 8th.

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 December 8, 2015 at 1:30pm Eastern by teleconference. The focus will be the Small Laboratory Handbook.

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. (Motion: Patsy Second: Mary Unanimously approved.)

**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 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.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	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	
53	Finalize vote to post Interim Standard.	Ilona	10/23/15	Complete
54	Review previous minutes and pull out topics for the Handbook.	Robin	11/9/15	Canceled – Each committee member will do this for their section.
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	

