

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

November 12, 2019

1. Roll Call:

Robin, Chair, called the meeting to order at 1:30pm Eastern on November 12, 2019 by teleconference. Attendance is recorded in Attachment A – there were 7 members present. Associate: None.

The October meeting minutes were distributed by email for review. A motion was made by Christabel to approve the October 8, 2019 minutes as written. The motion was seconded by Jessica and all on the call approved the minutes. The vote will be completed by email or at the next meeting.

Robin asked that Committee members let she and Kasey know if they have taken the recorded Committee training.

2. SIR #301 – Guidance Document

Kasey will prepare an initial draft of guidance language that will be reviewed in December.

3. Committee Membership

Robin and Gary will be rotating off the Committee in January. Kasey and Vanessa have the opportunity to serve another 3 years. Committee membership is currently 5 Lab, 5 Other and 5 AB.

Robin reviewed applications with the Committee. She noted that Donna was a founding member of the Committee and she filled in for Robin in the past.

Jessica asked whether it was a problem for Laura to join the Committee. Laura is from TCEQ and works in the accreditation program. It is not a problem for Jessica and Laura to be on the Committee.

Robin recommended the Committee add an AB and a Lab to replace Robin and Gary.

The Committee should also be thinking about nominating a Chair and Vice-Chair. Kasey has been training to take on Chair duties.

Robin asked that everyone review the information she sent about the candidates and be prepared to discuss them at the December meeting.

4. Action Items

See Attachments B and C for updates to action items. Ilona and Robin will review the action items before the next meeting to make updates for review.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be held by teleconference on December 10, 2019 at 1:30pm Eastern.

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

Robin adjourned the meeting at 2:08pm Eastern.

Attachment A

**Participants
Microbiology Expert Committee (MEC)**

Members	Affiliation	Balance	Contact Information
Robin Cook (Chair) (2019) Present	City of Daytona Beach EML	Lab	cookr@codb.us
Michael Carpinona (2022*) Present	NJ DEP	AB	Michael.Carpinona@dep.nj.gov
Ron Coss (2022*) Absent	Orange County Sanitation District	Lab	RCoss@OCSD.COM
Cody Danielson (2022*) Absent	Oklahoma	AB	Cody.Danielson@deq.ok.gov
Lew Denny (2021*) Absent	Flowers Chemical Laboratories – North	Lab	lewdenny@comcast.net
Jessica Hoch (2022) Present	TCEQ	Other	Jessica.Hoch@Tceq.Texas.Gov
Lily Giles (2022*) Present	Louisiana	AB	Lily.Giles@LA.GOV
Mary Robinson (2022*) Absent	Indiana	AB	mrobinson@isdh.IN.gov
Michael Blades (2021*) Present	ERA	Other	mblades@eraqc.com
Jody Frymire (2022*) Absent	IDEXX	Other	Jody-Frymire@idexx.com
Kasey Raley (Vice-chair) (2020*) Present	Eurofins Eaton Analytical, Inc.	Lab	KaseyRaley@eurofinsUS.com
Vanessa Soto Contreras (2020*) Absent	Florida DOH	AB	Vanessa.SotoContreras@flhealth.gov
Gary Yakub (2020) Absent	Environmental Standards, Inc.	Other	gyakub@envstd.com
Enoma Omoregie (2021*) Absent	NYCDEP	Other	comoregie@health.nyc.gov
Christabel Monteiro (2021*) Present	ESC	Lab	cmonteiro@esclabsciences.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	
19	Provide EPA interpretation on temperature readings to Ilona. She will have it posted on the website.	Robin	1/31/14	
74	Send questions for ABs regarding method codes to Robin.	ALL	3/15/18	
76	Provide an update on what has been done with the databases after Jennifer's review and internal EPA meetings.	Jennifer	4/10/18	
78	Forward link to PDFs on DW website with rule, method and analyte information.	Jennifer	3/31/18	
81	<i>Addition: Forward response to SIR 331 to Lynn Bradley.</i>	<i>Robin</i>	<i>11/13/18</i>	
83	Send out resumes for all applicants to the committee.	Robin	12/10/18	Send before 1/8/19.
84	Send out copy of Charter.	Robin/Ilona	12/10/18	
87	Contact Pennsylvania, New York and New Jersey about Technical Manager requirements.	Robin	5/14/19	
92	Complete Standard Change Form and send to Committee for review at next meeting.	Kasey	10/4/19	10/8/19: Still in progress.
93	Prepare guidance language for SIR 301 and submit to LASEC.	Kasey	11/12/19	10/8/19: Kasey will prepare DRAFT language.
94	Review Committee Member applications.	All	12-10-19	

