

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

November 13, 2018

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:30pm Eastern by teleconference on November 13, 2018. Attendance is recorded in Attachment A – there were 4 members present. Associate Members: Mary Robinson, Carl Kircher and Jody Frymire.

The minutes from May, June, September and October were distributed by email. These minutes still need to be approved.

A motion was made by Kasey to approve the 5-31-18 and 6-19-18 minutes as written. The motion was seconded by Jessica and unanimously approved.

A motion was made by Kasey to approve the 9-11-18 and 10-16-18 minutes as written. The motion was seconded by Mike. The vote will be done by email because people wanted a little more time to read them.

(Addition:

The 9/11/18 and 10/16/18 minutes were voted on by email:

Vanessa – For (12-7-18)

Brad – Abstain (12-7-18)

Dwayne – Abstain (12-7-18)

Kasey – For (12-6-18)

Patsy – For (12-6-18)

Mike – For (12-6-18)

Christabel – Abstain (12-6-18)

Robin – For

Lew – For (12/8/18)

Deb – For (12/11/18)

Gary – For (12/8/18)

The motion passed and the minutes were approved.

The 4-10-18 minutes were also voted on by email. A motion was made by Patsy to accept the 4-10-18 minutes as written. It was seconded by Mike.

Vote:

Vanessa – For (12-7-18)

Brad – Abstain (12-7-18)

Dwayne – For (12-7-18)

Lew – For (12-6-18)

Kasey – For (12-6-18)

Christabel – For (12/6/18)

Robin – For

Deb – For (12/11/18)

Mike For (12/10/18)

Gary – For (12/8/18)

The motion passed and the minutes were approved.)

2. Technical Director/Manager

Robin plans to discuss this topic in depth at the December meeting. She will provide the committee with more information prior to that call. Dwayne will provide the committee with PA information and Ilona will send a document you recently received with specific Technical Director requirements for other states.

Deb offered the following option by email:

These are the requirements for NJDEP laboratory certification for micro for the category supervisor (same concept as the technical manager for NELAP) and we enforce the college credits in all cases.

For Microbiological and Parasitology and Molecular Microbiology Testing in Categories DW01-DW02, NPW01-NPW02, or SCM01, the supervisor shall meet the requirements of at least one of the qualification levels listed below:

QUALIFICATION LEVEL	DEGREE	MICROBIOLOGY CREDITS	YEARS OF EXPERIENCE MICROBIOLOGICAL ANALYSIS ³
A	1 ≥BA/ BS	2 4	1
B	1 AA	2 4	3
C	None	2 0	5

¹Degree in a chemical, physical, biological, or environmental science from an accredited institution.

²Course from accredited college, or equivalent course from a training institute if supervisor has less than four semester hours credit in bacteriology.

³Unless the requirements of footnotes 1 and 2 are more stringent, personnel requirements for Parasitology and Molecular Microbiology shall be in accordance with all associated method requirements.

DW = Drinking Water, NPW=Non-potable water and SCM=Solid and Chemical Matrices

3. Membership

The Committee concluded their meeting with a discussion on applications for committee membership. Robin asked all the associate members to step off the call (2:22pm Eastern).

Robin shared an application she received for committee membership – Jody Frymire from IDEXX. She works for Patsy. Patsy is due to rotate off the committee in January.

Kasey would like to extend Robin's membership on the committee by one year and stay on as Chair. She will be on maternity leave the start of 2019. This gives more time for Robin to work with Kasey to prepare for the next steps towards updating the Standard.

Robin asked people to think about committee membership and extending her term. She will send all available applications prior to the next meeting so the committee can vote on new membership in December.

4. Charter

Robin will distribute the committee charter for everyone's review and discussion next month. The April 2017 charter is on the website and Ilona does not think that is the last version.

5. Action Items

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

6. New Business

None.

7. Next Meeting and Close

The next meeting will be held by teleconference on December 11, 2018 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 2:40 pm 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
Patsy Root (2019) Absent	IDEXX Laboratories, Inc	Other	patsy-root@idexx.com
Lew Denny (2021*) Absent	Flowers Chemical Laboratories – North	Lab	lewdenny@comcast.net
Jessica Hoch (2019*) Absent	TCEQ	AB	Jessica.Hoch@Tceq.Texas.Gov
Deb Waller (2019) Present	NJ DEP	AB	debra.waller@dep.nj.gov
Dwayne Burkholder (2019) Present	Pennsylvania DEP	AB	dburkholde@pa.gov
Michael Blades (2021*) Present	ERA	Other	mblades@eraqc.com
Brad Stawick (2019*) Absent		Lab	Brad.stawick@stawicklabbmgmt.com
Kasey Raley (Vice-chair) (2020*) Absent	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	eomoregie@health.nyc.gov
Christabel Monteiro (2021*) Absent	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>	
82	Send out update on Technical Director Language	Deb	11/13/18	Complete
83	Send out resumes for all applicants to the committee.	Robin	12/10/18	
84	Send out copy of Charter.	Robin/Ilona	12/10/18	

