

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

December 16, 2014

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:30pm EST by teleconference. Attendance is recorded in Attachment A – there were 5 members present. The following associate members were also present: Karl Kircher (FL) and Steve Arms (FL).

There are a number of minutes that have not been formally approved. These minutes were distributed to the committee. Elizabeth moved that the minutes distributed by email by Ilona (5/13, 5/29, 6/10, 6/24, 7/8, 8/5, 9/16, 10/14/14) be approved. Karla seconded the motion.

Votes:

Elizabeth – For

Karla – For

Po – For

Robin will send the information out to complete the vote by email.

(Addition - Email Votes:

Patsy - For (12/22/14)

Gary - For (1/6/14)

Mary - For (12/22/14)

Deb - For (12/22/14 - From Robin)

Robin - For (12/23/14)

Colin - For (12/22/14)

Dwayne - For (12/24/14)

Donna - No vote

*The motion passed unanimously (10 – For, 0 – Against, 0 – Abstain, 1 – Missing Vote).
The minutes will be posted on the TNI Website.)*

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. Charter

Robin sent out a copy of the current committee Charter. It will be reviewed and updated at the January meeting. Colin and Elizabeth would like to continue on the committee.

3. Webinar Presentation

Robin shared her preliminary slides with the committee and discussed possible formats for presenting the information. She will be adding a little more detail to many of the slides to better summarize the changes made to the standard.

Steve made a comment that the language in general needs to be more direct in the standard. The language needs to be explicit – there needs to be no doubt. He will be making this comment formally after the Webinar. It may be appropriate to give flexibility in parts, but overall it needs to be a clear directive.

The final slides will be sent to Ilona to prepare a handout for the webinar on December 22, 2014. Comments on the MWDS will be received for 30 days after the Webinar and will be put into a table for the committee to review in Crystal City in February.

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 January 13th 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 2:23 pm 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) Absent	IDEXX Laboratories, Inc	Other	(207)556-8947	patsy-root@idexx.com
Karla Ziegelmann- Fjeld Present	Microbiologics, Inc	Other		kfjeld@microbiologics.com
Donna Ruokonen Absent	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 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) 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	
27	Notify CSDP that Elizabeth will be representative on Standards Review Council.	Robin	10/10/14	
28	Insert Colin's comments into the Comment Summary table and note status – persuasive or non-persuasive with reason.	Robin	11/13/14	
30	Prepare final update of MWDS for committee to vote on and for Jan to clean-up for final TNI posting.	Robin	11/18/14	Complete
31	Send out information for Email vote on MWDS.	Ilona	11/20/14	Complete
32	Send approved version of MWDS to TNI Web Administrator for posting.	Ilona	11/21/14	Complete
33	Complete presentation and send to Ilona to prepare handout for Webinar.	Robin	12/19/14	

