

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

June 24, 2014

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:40pm Eastern by teleconference. Attendance is recorded in Attachment A – there were 5 members present. The following associate members were also present: Jennifer Best (EPA) and Amy Hekmen (Pennsylvania – stepping in for Dwayne).

The minutes were not reviewed due to low attendance at the meeting. The minutes will be reviewed by email or at the next 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. Next Steps

Ilona described the next steps. The Standard will be completed today and then Robin and Ilona will prepare it to go to Jan (TNI) for any format and typo cleanups. The committee will then vote to approve the standard as a Working Draft Standard. This all needs to be done before July 3rd so it can be posted in time to use the Washington, DC meeting as the public presentation of the Standard. We will also set-up a Webinar for that meeting so people who cannot be in DC can still hear the review. The Standard needs to be publically posted for at least 30 days before this meeting.

3. Standard Review

All of the sections have now been reviewed. Robin wanted review a few controversial sections before the Standard is finalized.

Section 1.7.3.7 b) i) Temperature Measuring Devices:

Robin clarified that the section discusses thermometers. It is not talking about incubators. There was agreement to leave the language as it is. Robin commented that additional information could be included in the handbook that the Quality Systems Expert Committee is working on.

Section 1.7.3.7 b) ii):

Robin reviewed the language after Autoclave maintenance. She cleaned up a few grammatical issues, but left the basic language as it has been.

She did add some language to b) that was captured in the DRAFT Standard.

Section 1.7.3.7 b) iii):

Delete the last line regarding DW requirements. It is not appropriate to include this in the standard. It might be appropriate to include this in the handbook instead.

1.7.5 a) i):

Concerns were raised about putting in two hours. It was changed to something along the lines of sufficient cooling time rather than specifying a time. It must be nestled in ice.

Surface Water rules would not allow an exception to temperature. This could be included in the handbook.

1.7.3.7 b) v):

There were no additional comments given. Green language will be reviewed before it is deleted to make sure nothing was accidentally deleted.

Open Discussion:

Jennifer asked if the language regarding expired media was deleted. Robin looked through the standard. Need to rewrite 1.7.3.1 b) i) – need to still remove the language and Robin will clean this up within the numbering because a section is being deleted. Additional language was added to “Any ready-to-use media ...” shall be used by the expiration date provided by the manufacturer.

Ilona asked about track changes. It looked like the changes being made were not all being tracked. Robin and Ilona will work on the standard to make sure all the changes are tracked by comparing the old and new standard.

The goal is to have the Standard ready for posting on July 3rd. Everyone was asked to watch for emails with any final comments.

The vote will be handled by email.

(Addition 7/1/14: Email Vote:

Deb Waller motioned to approve the Microbiology (EL-V1M5) Working Draft Standard as updated by Robin Cook and described in an email sent to the Expert Committee on June 30, 2014. The motion was seconded by Elizabeth Turner.

Vote:

Deb Waller – For (7/1)
Elizabeth Turner – For (7/1)
Robin Cook – For (7/1)
Mary Robinson – For (7/1)
Dwayne Burkholder – Against (7/1 – Thinks it needs a little more work.)
Colin Fricker – No Vote
Donna Ruokonen - For (7/1)
Gary Yakub – For (7/1)
Karla Ziegelmann-Fjeld – For (7/1)
Patsy Root – No Vote
Po Chang – For (7/1)

Final Vote: For - 8 Against – 1 No Vote – 2
The motion passed. The WDS will be posted on the TNI website for comment.)

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 July 8th 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 2:50 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) Present	IDEXX Laboratories, Inc	Other	(207)556-8947	patsy-root@idexx.com
Karla Ziegelmann- Fjeld Absent	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 Absent	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 Present – Left at 2:30pm	North Texas Municipal Water District	Lab	(972)442-5405 Ext 535	eturner@ntmwd.com
Po Chang Absent	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	
25	Prepare email vote on WDS and send to Committee Members.	Robin Ilona	7/1/14	

