

Microbiology Expert Committee (MEC) Meeting Summary

July 13, 2021

1. Roll Call:

Kasey, Chair, called the meeting to order at 1:35pm Eastern on July 13, 2021 by teleconference. Attendance is recorded in Attachment A – there were 12 members present. Associates present: Amy Hackman, Christopher Fuller, Debbie Bond, Farid Ramezanzadeh, Jessica Jensen, Joe Guzman, Paul Junio (assisted with minutes during Program Administrator absence), Stephanie Atkins, Thekkekalathil Chandrasekhar, Tiffany Carey and Tina Buttermore.

The June minutes were not available prior to the call. They will be voted on via e-mail.

2. Committee Membership Update

This will be Kasey's last meeting on the Committee. She has taken a new job outside of the industry. Kasey asked if anyone had interest in serving as the Chair. Hearing none, she nominated Cody. Hunter seconded the nomination. Following no further discussion, Cody was unanimously elected Chair. She will assume Chair responsibilities after this meeting. Kasey asked Robin if she would accept a nomination as Vice Chair. When Robin indicated she would accept, Christabel seconded the nomination. Robin was unanimously elected Vice Chair, with Robin herself abstaining. *(Addition: The Committee chair cannot make a motion, so the votes were redone on September 14, 2021. A motion was missed during the Vice Chair voting, so it was also repeated on September 14, 2021.)*

3. Virtual Meeting Attendance

4 members of the Committee will be in attendance for the virtual meeting, including new Chair Cody. There was a discussion regarding whether or not the Committee should take questions at the virtual conference due to the low number of members scheduled to be in attendance. When it was pointed out that the members present could take and answer questions while cautioning that the full committee hadn't offer an opinion, and thus answers were subject to committee review, it was determined that questions would be taken.

4. Committee Training

Paul Junio, Consensus Standards Development Executive Committee Chair, told those present that the training session had been recorded, but due to the upcoming Conference, a link had not yet been provided. When that link is available, it will be shared with all of the Expert Committee Chairs, who will then share it with their committees. Committee

Members are to inform their Chair when they have reviewed the training. Associate members are welcome to take the training, but it is not mandatory. If they DO take the training, they are asked to let the Chair know for recordkeeping purposes.

5. Update to the Working Draft Standard

Discussion regarding ‘before first use’ in 1.7.3.6. Should it be ‘at a minimum before first use’? Suggestion was to use ‘prior to or at a minimum in conjunction with first use’. The section with these comments has been moved and is being verified that all submitted comments are captured. The Committee reached consensus on the language and Cody included it in the document she was working with.

Working on section b) Laboratory Equipment

Ilona commented that you shouldn’t have to put references that are in Module 2 in Module 5 unless the reference is specifically used in Module 5. You have to already follow Module 2 in order to do Module 5.

Paul noted it could be put in the summary document that it was removed because it was redundant.

Kasey scrolled through the document to review changes one last time so Cody could make sure all the changes are included in the Summary document.

Flourogenic, un-inoculated - spelling corrections.

Mary did a great job going through the document and finding final errors.

Cody will put final copy with no track changes out to the group for one final review before voting.

(Addition: A special meeting was held on July 26, 2021 that started at 1pm Eastern to review and approve the DRAFT Standard for posting on the TNI website for comment. The meeting was chaired by Cody Danielson. The following voting members were present on the call: Hunter Adams, Robin Cook, Cody Danielson, Jody Frymire, Ashley Larssen, Christabel Monteiro, Enoma Omoregie, Mary Robinson and Elisa Snyder. The only associate member present was Paul Junio.

The DRAFT standard was reviewed. Needed changes were updated directly into the Standard document prior to voting:

- *1.7.3.1 b – changed to clarify the requirements to test for selectivity by copying language used for sterility and applying it to selectivity*
- *1.7.3.1 b ii a – deleted “analysis”; changed “are” to “shall be”.*
- *1.7.3.1 b ii b iii – added “(s)” to culture control in two instances; added “or” to “one (1) or more known pure positive control(s)”.*
- *1.7.3.6 b i – 2nd paragraph – language that is redundant with Module 2 removed.*

- *1.7.3.6 b ii b – inserted “to sterilize”.*
- *“Selectivity” was moved from standalone section 1.7.3.6 into section 1.7.3.1 and the language was edited as appropriate to make this move.*
- *The title of 1.7.3.1 changed (“Selectivity” was added), as did the numbering for what was formerly 1.7.3.7.*

A motion was made by Robin and seconded by Ashley to approve the DRAFT Module 5 as edited during the meeting. A roll call vote was performed:

Hunter Adams - For

Robin Cook - For

Cody Danielson - For

Jody Frymire - For

Ashley Larssen - For

Christabel Monteiro - For

Enoma Omoregie - For

Mary Robinson - For

Elisa Snyder - For

The following members will be contacted by email for their votes:

Vanessa Sota Contreras (For – 7-28-21 – by email)

Lily Giles (For – 7-28-21 – by email)

Jessica Hoch (For – 7-28-21 – by email)

Patrick Roundhill (For – 7-26-21 – by email)

The motion was unanimously approved by all voting Committee members.

Jody, Christabel and Paul volunteered to help with Q&A during the virtual meeting.

A motion was made by Robin and second was made by Hunter to adjourn the meeting at 2:31pm Eastern.)

6. Compilation of SIRs

Cody compiled the SIRs that needed to be considered in conjunction with the revised Standard. There were only three of them, which was confirmed by Lynn Bradley. The compilation included how each was addressed in the proposed modified Standard. Following a brief discussion, Ashley motioned and Cody seconded that the document be forwarded to LASEC as required. This was a vote of confidence. The committee unanimously approved.

7. Summary Change Document

Cody indicated that she had captured any changes discussed during the meeting and will add them to the Summary of Changes document. When that is completed, she will share it with the Committee by email.

The Summary Document will need to be voted on once the Standard is ready to be voted on.

Send out everything (DRAFT Module 5 Standard and Summary of Changes Document) for review so a vote can be taken on July 26th at 1 pm Eastern.

8. Next Meeting and Close

The next meeting is scheduled to be the at the Conference and will be held virtually on August 10 at 9am ET. Following discussion that the Standard was close to being ready for approval, a teleconference was scheduled for July 26 at 1:30 ET. At least two-thirds of the Committee is needed at this meeting in order to meet voting requirements to advance the Standard to the Draft stage. If this happens, it could be presented at the Conference.

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

Kasey adjourned the meeting at 2:48 pm Eastern, wishing everyone well.

Attachment A

**Participants
Microbiology Expert Committee (MEC)**

Members	Affiliation	Balance	Contact Information
Kasey Raley (Chair) (2023) Present	Pace Labs	Lab	kasey.raley@pacelabs.com
Cody Danielson (Vice-Chair). (2022*) Present	Oklahoma	AB	Cody.Danielson@deq.ok.gov
Jessica Hoch (2022) Present (about 2pm Eastern)	TCEQ	Other	Jessica.Hoch@Tceq.Texas.Gov
Lily Giles (2022*) Present	Louisiana	AB	Lily.Giles@LA.GOV
Mary Robinson (2022*) Present	Indiana	AB	mrobinson@isdh.IN.gov
Robin Cook (2024*) Present	City of Daytona Beach, EML	Lab	cookr@codb.us
Ashley Larssen (2024*) Present	KC Water	Lab	ashley.larssen@kcmo.org
Jody Frymire (2022*) Present	IDEXX	Other	Jody-Frymire@idexx.com
Vanessa Soto Contreras (2023) Absent	Florida DOH	AB	Vanessa.SotoContreras@flhealth.gov
Elisa Snyder (2023*) Present	City of Austin – Austin Water Division	Lab	elisa.snyder@austintexas.gov
Hunter Adams (2023*) Present	City of Wichita Falls – Water Purification	Lab	hunter.adams@wichitafallstx.gov
Enoma Omoregie (2024) Present	NYCDEP	Other	eomoregie@health.nyc.gov
Christabel Monteiro (2024) Present	Pace National, Analytical	Lab	christabel.monteiro@pacelabs.com
Patrick Roundhill (2023*) Absent	New Leaf Management, LLC	Lab	patrickroundhill@gmail.com
Ilona Taunton (Program Administrator) Present at 2:09 Eastern	The NELAC Institute	n/a	Ilona.taunton@nelac-institute.org

**Attachment B
Action Items – MEC**

	Action Item	Who	Expected Completion	Actual Completion
104	Implementation Guidance for Equilibrium.	Committee	TBD	See note in 5/11/21 minutes.
105	Discuss definition of Lot with Chair of CSDP EC.	Kasey Paul Junio	2/11/21	Started, but ongoing. 7/13/21: Remove
107	Move sections of Standard into new places.	Robin	3/8/21	Complete Moved during 5/11/21 meeting. 7/13/21: Completed
108	Prepare SIR information for LASEC as part of the process to post a DRAFT Standard.	TBD		Added 5/11/21 7/13/21: Completed
109	Update Change Summary table for posting with the DRAFT Standard.	TBD		Added 5/11/21 7/31/21: Completed
110	Complete Summary of Changes of document for posting on the website.	Cody	7/26/21	
111	Send final copy of DRAFT Standard and Summary of Changes to Ilona for posting.	Cody	7/30/21	
112				

Attachment C

Backburner / Reminders – MEC

	Item	Meeting Reference	Comments
1	Update charter (if needed) in November 2019. Every 5 years.	n/a	Ongoing
2	Review Method codes and send comments to Robin for Dan Hickman.		Moved to back-burner on 6/9/20.
3	Provide an update on what has been done with the method codes and database after Jennifer's review and internal EPA meetings.		This was moved from the Action Items table. Notes: 6/9/20: Ask Jennifer for a follow-up. 11/9/20 – Not available for a follow-up.