

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

August 5, 2014

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 1:40pm EST by teleconference. Attendance is recorded in Attachment A – there were 8 members present. The following associate members were also present: Jennifer Best (EPA), Karl Kircher .

The minutes will be reviewed at a future 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. Working Draft Standard – Presentation

The discussion today is intended to be the presentation to the public. A webinar was also held to allow those who could not attend in DC to participate. The committee prepared a PowerPoint (Att D) to review the standard and changes made to the Working Draft Standard. Robin also went through a copy of the Working Draft Standard to point out all of the changes made. There was much discussion to refine the standard. All participants were asked to formally submit comments to Robin and Ilona. A posting will be added to the TNI site to let people know there is a 30 day window to comment on the standard.

3. Action Items

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

4. New Business

None.

5. Next Meeting and Close

The next meeting will be September 16th 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 2:10 pm EST. Patsy move to adjourn. Dwayne second. Unanimously approve.

**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 Present - Phone	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 Present	NJ DEP	AB	(609)984-7732	debra.waller@dep.state.nj.us
Dwayne Burkholder Present Phone	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 – After 10:30	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

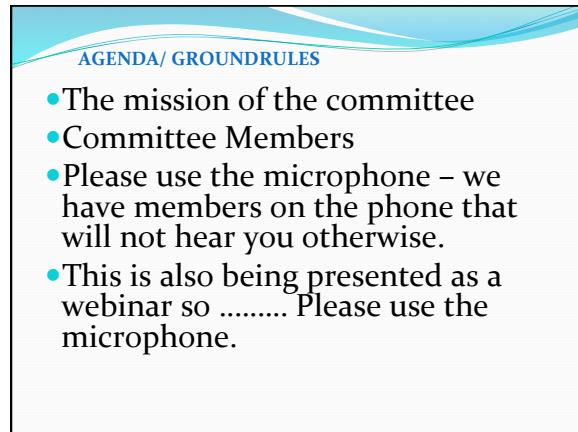
Attachment B

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	
25	Prepare email vote on WDS and send to Committee Members.	Robin Ilona	7/1/14	Complete

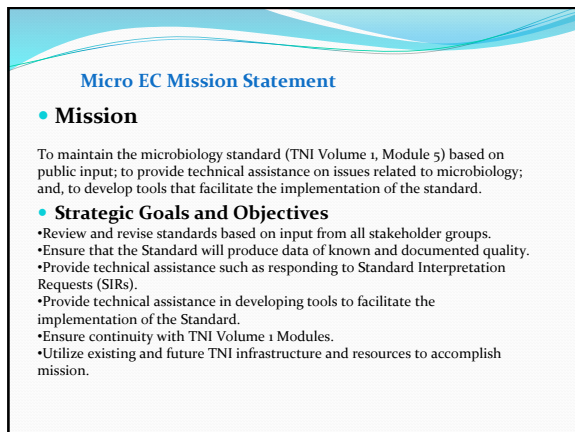


Microbiology Expert Committee
August 5, 2014
Washington D.C.



AGENDA/ GROUND RULES

- The mission of the committee
- Committee Members
- Please use the microphone – we have members on the phone that will not hear you otherwise.
- This is also being presented as a webinar so Please use the microphone.



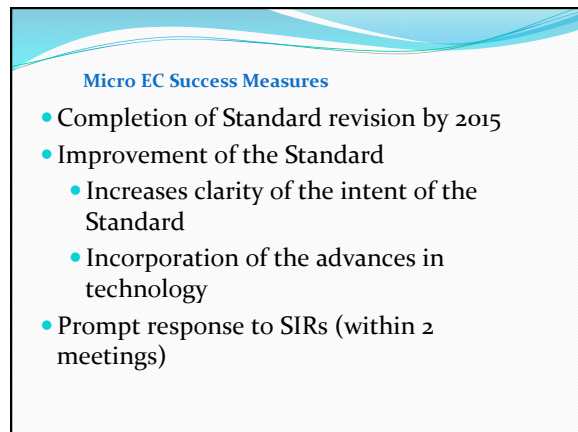
Micro EC Mission Statement

- **Mission**

To maintain the microbiology standard (TNI Volume 1, Module 5) based on public input; to provide technical assistance on issues related to microbiology; and, to develop tools that facilitate the implementation of the standard.

- **Strategic Goals and Objectives**

- Review and revise standards based on input from all stakeholder groups.
- Ensure that the Standard will produce data of known and documented quality.
- Provide technical assistance such as responding to Standard Interpretation Requests (SIRs).
- Provide technical assistance in developing tools to facilitate the implementation of the Standard.
- Ensure continuity with TNI Volume 1 Modules.
- Utilize existing and future TNI infrastructure and resources to accomplish mission.



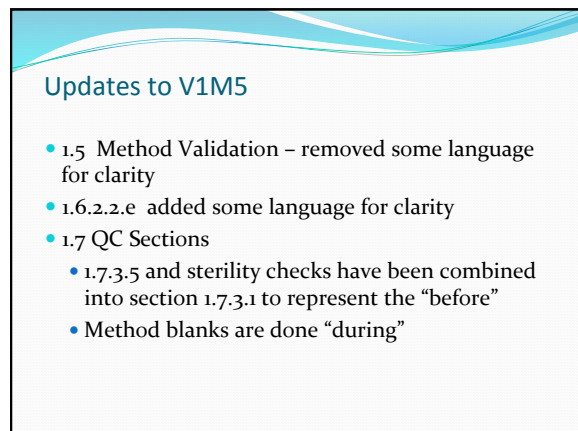
Micro EC Success Measures

- Completion of Standard revision by 2015
- Improvement of the Standard
 - Increases clarity of the intent of the Standard
 - Incorporation of the advances in technology
- Prompt response to SIRs (within 2 meetings)



Committee Members

- Cook, Robin; Chair – Lab
- Root, Patsy; Vice Chair - Other
- Colin Fricker - Lab
- Deb Waller - AB
- Donna Ruokonen - Lab
- Dwayne Burckholder - AB
- Elizabeth Turner - Lab
- Karla Ziegelmann-Fjeld - Other
- Mary Robinson - AB
- Po Chang – AB
- Gary Yakub - Other



Updates to V1M5

- 1.5 Method Validation – removed some language for clarity
- 1.6.2.2.e added some language for clarity
- 1.7 QC Sections
 - 1.7.3.5 and sterility checks have been combined into section 1.7.3.1 to represent the “before”
 - Method blanks are done “during”

Updates to V1M5

- 1.7.3.6 Selectivity – added phrases to improve clarity and flexibility
- 1.7.3.7.b.ii – changes to sterilization equipment so that ovens and autoclaves are in the same section. THIS STILL NEEDS WORK
- Added 1.7.3.7.b.iii.4 – Added acceptance criteria for the volumetric check
- 1.7.3.7.b.v – changed this as a result of an SIR regarding frequency of temp readings

Updates to V1M5

- 1.7.5 Sample Handling – changes addressing the temperature at receipt. Intent is to allow some reasonable latitude in the process
- 1.7.5.b – REMOVE THE MONTHLY Cl₂ CHECK

Questions ?

Thank you

Contact: Robin Cook
CookR@codb.us