

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

September 9, 2019

1. Roll Call:

Robin Cook, Chair, called the meeting to order at 1:30pm Eastern on September 9, 2019 by teleconference. Attendance is recorded in Attachment A – there were 12 members present. Associate: Carl Kircher, Elisa Snyder, Laura Higgins, Hunter Adams and Jennifer Best.

The Jacksonville meeting minutes were distributed by email for review. A motion was made by Kasey to approve the August 5, 2019 minutes as written. The motion was seconded by Cody and unanimously approved. They will be posted on the TNI website.

2. Technical Manager

Robin was on the Quality Systems call yesterday. They have a better idea of what the NELAP AC can and cannot adopt. There are liability issues that NELAP ABs need to deal with and bullet vi. causes issues. They would have to defend each of their decisions.

Robin shared the language that Quality Systems is working on. They will be sharing it with the NELAP AC for formal comment. Micro needs to give language to QS to share with the NELAP AC already.

We know that one section (bullet vi.) will likely be shot down but is important to get this comment formally ... so it will still be submitted.

Robin shared the Radiochemistry language.

People already have the ability to petition or appeal to a state, so perhaps “vi.” is not needed. Apparently, some states have worked with labs on special appeals regarding Technical Managers. If this is called out in the Standard, states have commented that they would have to say no to everyone.

Comments were received in the QS meeting in Jacksonville that Microbiology should require a microbiology and biology class. It was commented that you can't take a microbiology class without having had a biology class. Has this been added because they want to be sure 8 hours is education and not experience?

Robin noted that “vi.” could be added to the exemption section instead of in the qualifications section. Patsy noted in Jacksonville that 1,2 and 3 are the requirements and 4, 5 and 6 are exceptions.

Chemistry and Radiochemistry only allow substitution of half of the hours by experience.

Carl noted that LAB is seeking input on what qualifications assessors should have. You still have to be knowledgeable to use a checklist.

Robin asked if the language needs to change anymore before it is sent to the NELAP AC for comment. Ron asked if it should be clarified if the experience needs to be recent. All the language was reviewed and the following will be sent to QS to pass along to the NELAP AC for comment:

Any technical manager of an accredited environmental laboratory engaged in microbiological/biological analysis shall be a person:

- i. with a bachelor's degree; and
- ii. with sixteen (16) college semester credit hours of biological science to include at least one 4 credit hour course in general microbiology; and
- iii. with two (2) or more years of experience in the analysis of microbiological environmental samples representative of the analyses for which the lab seeks and maintains accreditation,
- iv. A master's or doctoral degree may be substituted for one (1) year experience.
- v. 1 year experience working in an ~~environmental~~ **microbiological** laboratory may be substituted for 4 credit hours.
 - a. **Multiple years of substitution may be utilized, but each year substituted must be related to the learning of and proficiency across the scope of accreditation for analytical method/technique or instrumentation type. This will help ensure an increasing level of knowledge in environmental analyses (preparation and/or instrumentation) during that time period.**
 - b. The 4 credit hour general microbiology **and a 4 credit hour biological science** course cannot be substituted with experience.
- vi. In lieu of any of the above, the laboratory may petition all applicable accrediting bodies, presenting the candidate's qualifications to document competency.

NOTE: Experience should be recent. How do we say that so it is auditable?

There was quite a bit of discussion about making sure the requirements hold up the Standard.

Robin checked to see if most of the group is in favor of the language and it was unanimous with the members on the call to send this for input. The NELAP AC input may not come back until January.

3. SIR 301

Robin spoke with Judy and they agreed that guidance language should be provided for SIR #301.

LASEC has asked the committee to prepare a few paragraphs of guidance. The LASEC does not need any further response on the SIR.

4. Proposal to Modify the Standard

Kasey shared some work she did on the forms needed to start the Standard update. She will add some general language and put all of it on one form that will be looked at next month for approval and submission.

5. Committee Member Training

If you haven't done the committee member training – please do so (<http://nelac-institute.org/eds/download/ChairTraining.php>).

6. Action Items

See Attachments B and C for updates to action items. Ilona and Robin will review the action items before the next meeting to make updates for review.

7. New Business

None.

8. Next Meeting and Close

The next meeting will be held by teleconference on September 10, 2019 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 2:30pm Eastern. Motion: Kasey Second: Mike Blades Unanimous

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
Michael Carpinona (2022*) Present	NJ DEP	AB	Michael.Carpinona@dep.nj.gov
Ron Coss (2022*) Present	Orange County Sanitation District	Lab	RCoss@OCSD.COM
Cody Danielson (2022*) Present	Oklahoma	AB	Cody.Danielson@deq.ok.gov
Lew Denny (2021*) Absent	Flowers Chemical Laboratories – North	Lab	lewdenney@comcast.net
Jessica Hoch (2019*) Present	TCEQ	Other	Jessica.Hoch@Tceq.Texas.Gov
Lily Giles (2022*) Absent	Louisiana	AB	Lily.Giles@LA.GOV
Mary Robinson (2022*) Present	Indiana	AB	mrobinson@isdh.IN.gov
Michael Blades (2021*) Present	ERA	Other	mblades@eraqc.com
Jody Frymire (2022*) Present	IDEXX	Other	Jody-Frymire@idexx.com
Kasey Raley (Vice-chair) (2020*) Present	Eurofins Eaton Analytical, Inc.	Lab	KaseyRaley@eurofinsUS.com
Vanessa Soto Contreras (2020*) Present	Florida DOH	AB	Vanessa.SotoContreras@flhealth.gov
Gary Yakub (2020) Absent	Environmental Standards, Inc.	Other	gyakub@envstd.com
Enoma Omoregie (2021*) Present	NYCDEP	Other	eomoregie@health.nyc.gov
Christabel Monteiro (2021*) Present	ESC	Lab	cmonteiro@esclabsciences.com

Members	Affiliation	Balance	Contact Information
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>	
83	Send out resumes for all applicants to the committee.	Robin	12/10/18	Send before 1/8/19.
84	Send out copy of Charter.	Robin/Ilona	12/10/18	
87	Contact Pennsylvania, New York and New Jersey about Technical Manager requirements.	Robin	5/14/19	
89	Robin will update the Technical Manager language and send it to the Committee for comment by email. She would like something to present to QS by their 6/10/19 meeting.	Robin All	6/10/19	Still in progress.
91	Send final DRAFT of Technical Manager requirements to Quality Systems.	Robin	9/30/19	
92	Complete Standard Change Form and send to Committee for review at next meeting.	Kasey	10/4/19	
93	Prepare guidance language for SIR 301 and submit to LASEC.	TBD	TBD	

