

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

August 7, 2017

1. Roll Call and Minutes:

Robin Cook, Chair, called the meeting to order at 3:30pm Eastern in Washington, DC. Attendance is recorded in Attachment A – there were 3 members present.

2. Small Laboratory Handbook (SLH)

Robin started off the review of the SLH where the committee ended in the July meeting.

Discussion:

1.7.1

Modified bullet two of discussion

1.7.3

First paragraph/last sentence modified to be more broad.

1.7.3

Second paragraph—no change.

1.7.3.1a

Third bullet—fourth sub-bullet being moved to discussion (diluent definition).

1.7.3.1a

Fourth bullet

- Sub-bullet 7 – multi-plates

Added note of all inclusion.

1.7.3.1b

Need to add example to end of discussion.

1.7.3.1d/e

Final bullet—no change.

1.7.3.6

Discussion

- Gil - Idexx
- Jennifer Best - EPA

- Donna?
- Michelle Wade – Wade Consulting Decision—no change.

1.7.3.7

No change.

1.7.3.7

Sterilization key points

- No change.

Volumetric equipment

- SIR not official, cannot change for it.

Discussion

- No change.

UV instruments

- No change.

Discussion

- Bullet two—rewarded, make sure SM 9020 is referenced for the document.

1.7.5.1

Key Points

- Added reference to Standard.

1.7.3.7.b

Discussion

- No change.

1.7.5

No discussion. No change.

1.7.5.2

Chemical Preservation

- Key Points—Leaving first bullet there due to exemption.

Robin will do a final review of the changes made during the meeting today and distribute the final copy for review and voting by email.

(Addition: Robin made a few more edits to the SLH based on comments from Dwayne and distributed it for vote on 8/25/17. A motion was made by Patsy (by email 8/29/17) to approve the SLH and send it to the Quality Systems Expert Committee. The motion was seconded by Elizabeth (by email 8/29/17).

Vote:

Robin – For (8/29/17)

Elizabeth – For (8/29/17)

Vanessa – For (8/29/17)

Karla – For (8/29/17)

Dwayne – For (8/29/17)
Deb – For (8/29/17)
Kasey – For (8/29/17)
Brad – For (8/29/17)
Mary – For (8/29/17)
Jessica – For (8/31/17)

The motion passed and Robin sent the SLH to Paul Junio (Chair, Quality Systems Expert Committee).

3. Comments from Attendees

Mei Beth asked about the checklist. Robin responded that it was completed 2 mo. ago, not finalized.

4. Action Items

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

5. New Business

None.

6. Next Meeting and Close

The next meeting will be held by teleconference on September 12 at 1:30pm Eastern.
(Addition: The meeting was canceled due to Hurricane Irma. The October meeting was canceled due to committee member schedules. The next meeting is scheduled for November 14, 2017.)

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

Robin adjourned the meeting at 5 pm Eastern.

Attachment A
Participants
Microbiology Expert Committee (MEC)

Members	Affiliation	Balance	Contact Information	
Robin Cook (Chair) (2019) Present	City of Daytona Beach EML	Lab	(386)671-8885	cookr@codb.us
Patsy Root (Vice-chair) (2019) Present	IDEXX Laboratories, Inc	Other	(207)556-8947	patsy-root@idexx.com
Karla Ziegelmann- Fjeld (2018) Absent	Microbiologics, Inc	Other		kfjeld@microbiologics.com
Jessica Hoch (2019*) Absent	TCEQ	AB	512-239-2353	Jessica.hoch@tceq.texas.gov
Deb Waller (2019) Absent	NJ DEP	AB	(609)984-7732	debra.waller@dep.nj.gov
Dwayne Burkholder (2019) Absent	Pennsylvania DEP	AB	(717)346-8213	dburkholde@pa.gov
Elizabeth Turner (2018) Absent	North Texas Municipal Water District	Lab	(972)442-5405 Ext 535	eturner@ntmwd.com
Brad Stawick (2019*) Absent	Microbac Laboratories	Lab	412-459-1058	brad.stawick@microbac.com
Kasey Raley (2020*) Present	Eurofins Eaton Analytical, Inc.	Lab	626-386-1141	KaseyRaley@eurofinsUS.com
Vanessa Soto Contreras (2020*) Absent	Florida DOH	AB	904-791-1582	Vanessa.SotoContreras@flhealth.gov
Gary Yakub (2020) 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.
19	Provide EPA interpretation on temperature readings to Ilona. She will have it posted on the website.	Robin	1/31/14	
69	Complete Standard Checklist vote by email.	Robin	6/27/17	Complete
70	Send updated SLH out for final review.	Robin	7/11/17	Complete
71	Send updated SLH out for vote.	Robin	8/28/17	

