

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

October 8, 2019

1. Roll Call:

Kasey, Vice-Chair, called the meeting to order at 1:30pm Eastern on October 8, 2019 by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associate: Elisa Snyder, Laura Higgins, Hunter Adams and Jennifer Best.

The September meeting minutes were distributed by email for review. A motion was made by Enoma to approve the September 9, 2019 minutes as written. The motion was seconded by Cody and all on the call approved the minutes. Robin's vote of For was added after she joined the meeting. The motion was approved.

Kasey asked that Committee members let her know if they have taken the recorded Committee training.

2. SIR #301 – Guidance Document

Kasey will prepare an initial draft of guidance language that will be reviewed at the next meeting in November.

Robin confirmed that the SIR will be closed, and guidance is being developed instead.

3. Standard Update

Kasey prepared a Draft PROPOSAL FOR ESTABLISHMENT OR MODIFICATION TO TNI STANDARD.

The proposal should cover all changes proposed. It can include details and/or more general statements. Kasey will update the form for review during the November meeting.

Robin recommends that everyone take a clean copy of the Standard and make notes and ask questions. Prepare a list of possible changes.

Ilona noted that the committee will use a new tool called DMS (Document Management System) to do the Standard update. She provided a basic summary of how it will be used.

Robin commented that sometimes people overthink the Standard. It needs to be written clearly and simple so everyone can understand it. It needs to be flexible enough to use in a DoD lab or a municipal lab. Less is more.

The committee did a good job with the 2016 Standard and they don't expect a lot of changes.

Ilona will be sending all the questions asked through the SIR system – even the ones that never made it into the SIR process. This will be going out by the late October/November. These may spark some ideas for changes too.

Everyone is encouraged to read the Standard and be ready with comments. Send the comments before the next meeting – by close of business on Thursday, November, 7, 2019.

4. 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.

5. New Business

None.

6. Next Meeting and Close

The next meeting will be held by teleconference on November 12, 2019 at 1:30pm Eastern.

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

Kasey adjourned the meeting at 2:30pm Eastern. Motion: Cody Second: Christabel Unanimous

Attachment A

**Participants
Microbiology Expert Committee (MEC)**

Members	Affiliation	Balance	Contact Information
Robin Cook (Chair) (2019) Present at 1:53pm	City of Daytona Beach EML	Lab	cookr@codb.us
Michael Carpinona (2022*) Absent	NJ DEP	AB	Michael.Carpinona@dep.nj.gov
Ron Coss (2022*) Absent	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	lewdenny@comcast.net
Jessica Hoch (2019*) Absent	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*) Absent	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	comoregie@health.nyc.gov
Christabel Monteiro (2021*) Present	ESC	Lab	cmonteiro@esclabsciences.com
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	Complete
91	Send final DRAFT of Technical Manager requirements to Quality Systems.	Robin	9/30/19	Complete
92	Complete Standard Change Form and send to Committee for review at next meeting.	Kasey	10/4/19	10/8/19: Still in progress.
93	Prepare guidance language for SIR 301 and submit to LASEC.	Kasey	11/12/19	10/8/19: Kasey will prepare DRAFT language.

