Microbiology Expert Committee (MEC)
Meeting Summary

May 12, 2020

1. Roll Call:

Kasey, Chair, called the meeting to order at 2:07pm Eastern on May 12, 2020 by teleconference. Attendance is recorded in Attachment A – there were 12 members present. Associate: Laura Higgins, Robin Cook, Carl Kircher, Chris Fuller and Dwayne Burkholder.

Kasey reviewed the April meeting minutes on Webex. A motion was made by Cody to approve the April 14, 2020 minutes as written. The motion was seconded by Christabel and unanimously approved.

Kasey asked that Committee members let her know if they have taken the recorded Committee training. She will be following up by email.

Kasey reviewed the agenda for the meeting and no changes were made.

2. Summary of Suggested Changes to the Standard

1.6.1.2 – This was more an issue with defining what annual means? Quality Systems is working on some definitions.

1.7.3.6.c – Could you do viability Checks – captured in QC checks? Possibly move to 1.7.3.2 (from 1.7.3.6) and shift .2, .3, .4 and .5 down one number.

1.7.3.7.b.v – Every incubator and water bath varies on how long it takes. Not sure it can be defined in the Standard. They need to define this themselves in their laboratory. Strike through.

Ilona commented that the group will need to look at the items in the comments column and decide what needs to be added to the justification column. The comments column will not be included in the notification for the Public Webinar.

1.7.5.2 – Robin commented that the preamble in sec 1.7.5 does say to follow the QS module regarding preservation but there could be some language added to make it very clear that these are the exemptions and that they all must be met. The Committee decided to leave this on the table and look for public comment on how to make this read better.

1.7.3.1.ii – Leave on the table. Clarification on filter funnel sterility checks and creating operational flexibility.

The Committee got through table today. Need to decide on formatting for the public webinar. Should we keep crossed off items on the page? Or just the items we plan to work on. Maybe send out two tables – one with changes and the other with items we didn't think were an issue? To reduce confusion, the Committee decided to only put items they think should change on the table. People will be able to provide comment to add other items if they are an issue.

Next step – Kasey and Cody will work on the table and get it into a DRAFT form for the public webinar. This will be reviewed at the next meeting.

3. Action Items

See Attachments B and C for updates to action items.

4. New Business

Ilona noted that the summer conference will be a Virtual Conference. More details will follow. The focus of the Virtual Conference will be the NEMC side of the conference and will just have our standard teleconference in August.

5. Next Meeting and Close

The next meeting will be held by teleconference on June 12, 2020 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 3:29 pm Eastern. Cody – motion Second – Michael C Unanimous.

Attachment A

Participants
Microbiology Expert Committee (MEC)

Members	Affiliation	Balance	Contact Information
Kasey Raley (Chair) (2023) **Present**	Eurofins Eaton Analytical, Inc.	Lab	KaseyRaley@eurofinsUS.com
Michael Carpinona (2022*) **Present**	NJ DEP	AB	Michael.Carpinona@dep.nj.gov
Cody Danielson (Vice-Chair). (2022*) **Present**	Oklahoma	AB	Cody.Danielson@deq.ok.gov
Jessica Hoch (2022) **Present**	TCEQ	Other	Jessica.Hoch@Tceq.Texas.Gov
Lily Giles (2022*) **Present**	Louisiana	AB	Lily.Giles@LA.GOV
Mary Robinson (2022*) **Absent**	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
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 (2021*) **Present**	NYCDEP	Other	eomoregie@health.nyc.gov
Christabel Monteiro (2021*) **Present**	ESC	Lab	cmonteiro@esclabsciences.com
Patrick Roundhill (2023*) **Present**	New Leaf Management, LLC	Lab	patrickroundhill@gmail.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	*Addition: Forward response to SIR 331 to Lynn Bradley.*	*Robin*	*11/13/18*	
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	
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.
94	Review Committee Member applications.	All	12-10-19	Complete
95	Send SIR #301 implementation guidance language to Lynn Bradley.	Kasey	4/1/20	Complete
96	Draft language for a response to SIR 371. Distribute to Committee for email comment.	Kasey	4/1/20	Complete

	Action Item	Who	Expected Completion	Actual Completion
97	Expand on language in Standard Change Summary Form. Use Radiochemistry document as an example.	Kasey, Cody, Mary and Robin	4/13/20	Complete
98	Send SIR #371 response to LASEC.	Kasey	4/30/20	

Attachment C

Backburner / Reminders – MEC

	Item	Meeting Reference	Comments
1	Update charter (if needed) in November 2019.	n/a	Ongoing

Attachment D

Module 5 Standard Update - Summary of Suggested Changes – 5-15-20

Original Text	Suggested Change	Justification	Comments
Include reference and language.	*Don't need to work on specific language - just summarize change needed.*	*Why does this need to be changed/updated?*	
1.7.3.2.a. - ...At a minimum, the filtration series shall include a beginning and ending blank. The filtration series may include single or multiple filtration units, which have been sterilized prior to beginning the series. **1.7.3.2.b** - ...In addition, laboratories shall insert a method blank after every ten (10) samples or sanitize filtration units by UV light (254-nm) after sample filtration.	Specify filtration series blanks for serial dilutions and multiple unit manifolds. Language should match language in new guidance document	Needs clarification	**RC:** Guidance Doc written – will need to include some reference to this in the new revision
1.7.3.1.d.ii - The laboratory shall monitor the quality of the water for disinfectant residual, specific conductance…	Specific Conductance vs Conductivity	Need to update language harmonize with other standards	**RC:** agreed
1.7.3.1 a - Sterility Checks – All materials and supplies that are needed to process the sample and are required to be sterile prior to use (whether sterilized in the laboratory or purchased as sterilized) must be checked by the laboratory once per purchased or prepared lot using non-selective growth media as appropriate.	Need to specify QC checks in parent vs. sister laboratories	Need to clarify QC checks in parent vs. sister laboratories	**RC:** SIR 331 - will need to include some clarifying language in this section **CRD:** should be expanded to include all of the QC checks in 1.7.3.1?

Original Text	Suggested Change	Justification	Comments
1.7.3.6.c - ...Microorganisms may be single-use preparations or cultures maintained for their intended use by documented procedures that demonstrate the continued purity and viability of the organism.	Viability Checks-Possible move to 1.7.3.2 (from 1.7.3.6) and shift .2 .3 .4 and .5 down one number	Improve flow of standard information	**RC:** maybe, again I would not define it in the std so that a lab can make that call for themselves. **CRD:** I agree. Should consider checking viability prior to use- I don't see that stated. I do think that some of the language here should be referenced or moved to 1.7.3.1.b
1.7.5.2 - Microbiological samples from known chlorinated sources (such as wastewater effluent), unknown sources where disinfectant (e.g. chlorine) usage is suspected (such as a new client or a new source), and all potable water supplies (including source water) shall be checked for absence of disinfectant residual in the laboratory unless all of the following conditions are met:	"Microbiological samples from known chlorinated sources (such as wastewater effluent), unknown sources where disinfectant (e.g. chlorine) usage is suspected (such as a new client or a new source), and all potable water supplies (including source water) shall be checked for absence of disinfectant residual in the laboratory. Alternatively, the laboratory does not need to test as above if all the below exemptions are met:" - Seeking public comment on how we can make this section better and if it needs to be updated at this time	Exemptions section	**RC:** The preamble in sec 1.7.5 does say to follow the QS module regarding preservation but there could be some language added to make it very clear that these are the exemptions and that they all must be met.

Original Text	Suggested Change	Justification	Comments
1.7.3.1.ii. The laboratory shall perform a sterility check on one (1) funnel per lot of pre-sterilized single use funnels using non-selective growth media. The laboratory shall perform a sterility check on one (1) funnel per batch of laboratory-sterilized funnels, using non-selective growth media.	1.7.3.1.ii. The laboratory shall perform a sterility check on one (1) funnel per lot of pre-sterilized single use funnels using non-selective growth media. The laboratory shall perform a sterility check on one (1) funnel/object per sterilization batch sterilized in the laboratory with nonselective growth media.	Clarification on filter funnel sterility checks and creating operational flexibility	