

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

December 14, 2021

1. Roll Call:

Cody, Chair, called the meeting to order at 1:30pm Eastern on December 14, 2021 by teleconference. Attendance is recorded in Attachment A – there were 6 members present. Associates present: Carl Kircher, Jennifer Best, Kathleen Michel, Nigel Allison, Regina Klepikow, Stacey Chmura, and Dwayne Burkholder, Debbie Bond, and Thekkekalathil Chandrasekhar.

Cody reminded the voting members that they need to be sure to take the Committee Training. Associate members can also take the training. She included the link with the agenda.

There were not enough voting members present to do any committee business. The minutes will be reviewed and approved by email.

(Addition: Robin made a motion to approve the November 9, 2021 minutes as written. The motion was seconded by Jody. There was no further discussion.

Vote:

Cody – For (12/15/21)

Lily – For (12/15/21)

Jessica – For (12/15/21)

Christabel – Abstain (12/16/21)

Jody – For (12/16/21)

Mary – For (12/16/21)

Jessica – For (12/16/21)

Elisa – For (12/16/21)

Ashley – For (12/16/21)

The motion passed and the minutes are approved.)

2. Membership

Cody sent an email to receive nominations for membership updates. The Committee will vote by email once the list is final.

3. Winter Conference

The following members are planning to attend the meeting in San Antonio: Robin, Cody, Elisa (waiting for request confirmation), Hunter, and Ashley. Jody and Christabel commented that they cannot be in attendance.

Cody and Ilona will work on the agenda to send to Suzanne by Friday. The annual report slides are due to Jerry on January 10, 2022.

4. Comments to Posted DRAFT Standard

The comment period for the posted DRAFT Standard did close, but people can still submit comments.

Cody reviewed the comments received and the Committee started to evaluate what is persuasive and what is not persuasive. She reminded the Committee that they will review the comments and review optional language. Once the comments are reviewed and the Committee is sure there aren't comments that should be considered together, the Committee will start voting on the comments to determine if they are persuasive and need new language.

5. New Business

Ilona shared a possible course description for the Committee to consider teaching.

10. Title	Understanding Microbiology
10. Description	<p>This course will focus on the basic skills and techniques, such as aseptic technique and serial dilution, along with some basic knowledge required to successfully perform microbiological analysis of environmental samples. This course will also outline some of the required QC components of Module 5 of the 2016 TNI standard and the various regulatory programs and how these can be implemented. Analysts seeking to expand their knowledge beyond the standard by learning details regarding method selection as it relates to regulatory programs approved methods and how-to approaches of QC practices should take this course.</p> <ul style="list-style-type: none">• Brief program requirements• A brief description of the theory behind the method• What the analysis measures• How the measured result relates to wastewater quality• An overview of how the analysis is performed• Basic quality control• Some tips for optimal method performance• Some common issues with method performance, and how they may be avoided or overcome.

There was interest and the Committee decided to discuss this further and get feedback during the San Antonio meeting. If the Committee decides to move forward, they will update the course description, decide on general format for the class and then decide how to move forward.

5. Next Meeting and Close

The next meeting will be in San Antonio, TX the morning of January 18, 2022.

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

Cody adjourned the meeting at 3:04 pm Eastern.

Attachment A

**Participants
Microbiology Expert Committee (MEC)**

Members	Affiliation	Balance	Contact Information
Cody Danielson (Chair) (2022*) Present	Oklahoma	AB	Cody.Danielson@deq.ok.gov
Jessica Hoch (2022) Absent	TCEQ	Other	Jessica.Hoch@Tceq.Texas.Gov
Lily Giles (2022*) Absent	Louisiana	AB	Lily.Giles@LA.GOV
Mary Robinson (2022*) Absent	Indiana	AB	mrobinson@isdh.IN.gov
Robin Cook (Vice Chair) (2024*) Present	City of Daytona Beach, EML	Lab	cookr@codb.us
Ashley Larssen (2024*) Present (Joined 1:58)	KC Water	Lab	ashley.larssen@kcmo.org
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*) Absent	City of Wichita Falls – Water Purification	Lab	hunter.adams@wichitafallstx.gov
Enoma Omoregie (2024) Absent	xxx	Lab	eomoregie@health.nyc.gov
Christabel Monteiro (2024) Present	Pace National, Analytical	Lab	christabel.monteiro@pacelabs.com
Patrick Roundhill (2023*) Absent Resigned from Committee	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
104	Implementation Guidance for Equilibrium.	Committee	TBD	See note in 5/11/21 minutes.
105	Discuss definition of Lot with Chair of CSDP EC.	Kasey Paul Junio	2/11/21	Started, but ongoing. 7/13/21: Remove
110	Complete Summary of Changes of document for posting on the website.	Cody	7/26/21	Complete
111	Send final copy of DRAFT Standard and Summary of Changes to Ilona for posting.	Cody	7/30/21	Complete
112				

Attachment C

Backburner / Reminders – MEC

	Item	Meeting Reference	Comments
1	Update charter (if needed) every 5 years.	n/a	Ongoing
2	Review Method codes and send comments to Robin for Dan Hickman.		Moved to back-burner on 6/9/20.
3	Provide an update on what has been done with the method codes and database after Jennifer's review and internal EPA meetings.		This was moved from the Action Items table. Notes: 6/9/20: Ask Jennifer for a follow-up. 11/9/20 – Not available for a follow-up.