

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

January 9, 2024

I Roll Call:

Cody, Chair, called the meeting to order at 1:34pm Eastern on January 9, 2024, by teleconference. Attendance is recorded in Attachment A – there were 8 members present. Associates present: Nigel Allison, Debbie Bond, Tina Buttermore, Tiffany Carey, Anagha Chitre, Stacey Chmura, Joe Guzman, Sviatlana Haubner, Elizabeth Lesold, David Lo, and Brian Mercer. Paul Junio attended in the absence of Ilona Taunton as the scribe for minutes.

II Previous Meeting Minutes

The minutes from the December meeting were not discussed during this meeting, and were to be sent to the committee via email. *[EDIT – Minutes were emailed to the committee on 2/2/24. Following a motion on 2/5/24 by Robin and a second by Hunter, votes to approve were received on 2/5/24 from Robin Cook, Cody Danielson and Brian Mercer; and on 2/6/24 from Tina Buttermore, Maria Fayard, Ashley Larssen, Liz Lesold, Rob Royce and Elisa Snyder.]*

- III a – no comments have been received on the Response to Comments document
 b – the agenda for the conference in Columbus, OH was presented and no comments were received from the attendees

IV Temperature Distribution IG

The Implementation Guidance was formatted as such by Cody (Paul and Maria confirmed that this was the correct formatting). The document only includes TNI references, as this is being used to address the TNI Standard only and not any external references or requirements. Voting to approve this will be done via email.

V Invalid SIR Review

4 SIRs that addressed Module 5 were submitted during the 4th Quarter of 2023 that were judged to not meet the requirements of being an SIR. SIR 464 was judged to be a request to approve an alternate approach; SIR 470 was a ‘how to?’ request regarding the term purity; SIR 472 was a question regarding container validation, in which the Standard was determined to already be clear; and SIR 473 regarding UV instruments for sanitation, in which the Standard was determined to already be clear.

VI Autoclave Section 7.3.7 b ii a

[Paul commented that one of the directives of this round of modification of the TNI Technical Modules was to eliminate the preceding “1.” that appears in those modules. Another directive

was to use the term ‘must’ rather than ‘shall’. Paul indicated that he had made those changes in the draft document.]

Robin commented that just because this discussion is found in another document doesn’t mean that we need to include it. We need to determine what we want the TNI Standard to say and mean. (1) Do we think it’s necessary because it is the best science, or (2) If it’s removed, how do we write the standard so that it can be assessed?

Cody shared her screen to capture an email discussion. Silky commented that the evaluation should be performed initially. Cody said that deleting the part about ‘for example’ would make this into a requirement, which didn’t seem to be the intent of the comment. Module 2 already requires that equipment be fit for use prior to use. Silky likes a reminder that the autoclave must meet the requirements of what it is being used for. Paul prefers the removal since Module 2 covers this.

Cody tabled the discussion for now, and will send it back out to MEC for email discussion as well as discussion at the Conference.

Regarding biological indicators, Cody asked for a yes or no from the group on a requirement of doing them once per month. Tiffany asked if this was a positive control that wasn’t otherwise already covered. An informal pole offered 4 for retaining, 2 that were ambivalent, and 1 for removal. Those in favor of retain also expressed a preference for re-writing with a critical eye at the revision. Cody says that we are leaning to including in the chat as well as the verbal comments.

Regarding a4, we may use the language that Liz is sending Cody via email.

7. Review Draft Standard Language

Insufficient time led to Cody asking members to review and provide comment, especially as it related to duplicative language.

8. Voting on Draft Standard Language

Lack of a quorum led to no action on the subject.

9. Equilibrium Guidance

Insufficient time led to Cody asking members to review and provide comment,.

10. Next Meeting and Close

The next meeting will be on February 13, 2024 at 1:30 PM Eastern by Teams. Meeting invitations have already been sent. The meeting is scheduled for 90 minutes.

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

Cody adjourned the meeting at 2:44 pm Eastern to call a Voting Members only session to discuss membership matters. Due to a lack of quorum, the voting on approving a second three-year term for Robin Cook and Ashley Larssen will take place via email. *[EDIT – via email, a motion was made on 1/11/24 by Hunter and seconded by Christobel to approve second three-year terms for Robin and Ashley. Voting to approve on 1/11/24 were Hunter Adams, Cody Danielson, Maria Fayard, Matt Graves, Jessica Hoch, Christobel Monteiro, and Elisa Snyder. Voting to approve on 1/12/24 were Silky Labie and Robert Royce. The terms of both were approved. Subsequently, a motion was made on 1/12/24 by Silky and seconded by Hunter for Cody Danielson to serve as Chair and Robin Cook to serve as Vice Chair. Voting to approve on 1/12/24 were Hunter Adams, Maria Fayard, Maria Friedman, Matt Graves, Ashley Larssen, Christobel Monteiro, Enoma Omoregie and Elisa Snyder. Voting to approve on 1/16/24 was Robert Royce. Cody and Robin abstained on 1/12/24. The motion passed, and Cody and Robin will continue as Chair and Vice Chair, respectively.]*

Attachment A

**Participants
Microbiology Expert Committee (MEC)**

Members	Affiliation	Balance	Contact Information
Hunter Adams 2026 Present	City of Wichita Falls	Lab	hunter.adams@wichitafallstx.gov
Robin Cook (Vice Chair) 2024* Present	City of Daytona Beach	Lab	cookr@codb.us
Cody Danielson (Chair) 2025 Present	Oklahoma DEQ	Lab	Cody.Danielson@deq.ok.gov
Maria Fayard 2026* Absent	ORELAP	AB	maria.j.fayard@oha.oregon.gov
Maria Friedman 2025* Present	California ELAP	AB	qamfriedman@gmail.com
Jody Frymire 2025 Absent	IDEXX Laboratories	Other	Jody-Frymire@idexx.com
Matt Graves 2025* Absent	ERA	Other	matt_graves@waters.com
Jessica Hoch 2025 Present	Texas Comm. on Env. Quality	Other	jessica.hoch@tceq.texas.gov
Silky Labie 2026* Present	ELCAT, LLC	Other	elcatllc@centurylink.net
Ashley Larssen 2024* Present	KC Water	Lab	ashley.larssen@kcmo.org
Christabel Monteiro 2024 Present	Pace Laboratories	Lab	christabel.monteiro@pacelabs.com
Enoma Omoregie 2024 Absent	NYC DOHMH	Lab	eomoregie@health.nyc.gov
Robert Royce 2025* Absent	New Jersey DEP	AB	Robert.Royce@dep.nj.gov
Elisa Snyder 2026 Absent	City of Austin - Austin Water	Lab	elisa.snyder@austintexas.gov
Ilona Taunton Program Administrator Absent	The NELAC Institute	NA	ilona.taunton@nelac-institute.org
Paul Junio TNI Scribe Present	The NELAC Institute	NA	paul.junio@nelac-institute.org

* - eligible to serve another term

**Attachment B
Action Items – MEC**

	Action Item	Who	Expected Completion	Actual Completion
104	Implementation Guidance for Temperature Distribution and Equilibrium.	Committee	TBD	See note in 5/11/21 minutes. 4/11/23: Working on Temperature Distribution. 7/11/23: Working on Equilibrium; Anticipated January 2024
105	Discuss definition of Lot with Chair of CSDP EC.	Kasey Paul Junio	2/11/21	Started, but ongoing. 7/13/21: Remove
112	Develop Understanding Microbiology Course	Cody Committee	2023	7/12/22: Ready for first class in VA. 5/9/23: Webinar Series has started. 5 Parts. Completed
113	Complete Response to Draft Comments Process	All	Voting is complete.	5/10/22: Voted on Comments: 2, 3, 7, 8, 9 and 10 6/14/22: Voted on Comments 5 and 6. 2/14/23: Final vote on 1, 4 and 11. 4/11/23: Need to post the document.
114	Work on Questions for the Credentialing Exam	Cody		Get to Jerry as soon as possible.

	Action Item	Who	Expected Completion	Actual Completion
115	Committee motions, minutes, and votes as needed	Cody	Ongoing	Captured in meeting minutes whether in meeting or via email

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 Paul Junio.		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.