

## Microbiology Expert Committee (MEC) Meeting Summary

February 13, 2024

### I Welcome and Roll Call:

Cody, Chair, called the meeting to order at 1:35pm Eastern on February 13, 2024, by teleconference. Attendance is recorded in Attachment A – there were 11 members present. Associates present: Nigel Allison, Debbie Bond, Tiffany Carey, Thekkekalathil Chandra, Bryan Disch, Jody Frymire, KeShawne Ingram, Jessica Jensen, Deanna Kiska, Morgan Koelliker, David Lo, Alma McCammond, and Christabel Monteiro. Paul Junio attended in the absence of Ilona Taunton as the scribe for minutes.

### II Approval of Agenda

A new TNI directive is to more closely follow Robert's Rules of Order. An important part of this is the ability to discuss items on the agenda without formal motions on each item. This is possible by presenting and gaining approval of the agenda at the start of the meeting, allowing all items on the agenda to be discussed/debated. Changes to the agenda must be made at this time, or be voted on if needed later in the meeting.

Cody asked for approval of the Agenda. Hearing no objections, she declared the agenda approved.

### III Membership Update

Due to a change in her job, Jody Frymire has resigned from the committee (Jody has left IDEXX and is now working for a laboratory. This change would put the committee out of balance; Cody accepted Jody's resignation on that basis.). The committee received an application from Patsy Rooy of IDEXX. On a motion by Robin Cook and a second by Hunter Adams, the following voted to add Patsy to the committee on 2/2/24 – Tina Buttermore, Robin Cook, Cody Danielson, Maria Fayard, Matt Graves, Jessica Hoch, Silky Labie, Ashley Larssen, Liz Lesold and Brian Mercer. Cody welcomed Patsy to the committee, and Patsy briefly introduced herself.

### IV Previous Meeting Minutes

The minutes from the February meeting were emailed to the committee on 2/12/24. Cody asked if the minutes could be approved at this point, or if people would prefer more time. Ashley requested that the minutes be approved at a later date; the minutes were to be sent to the committee via email. *[EDIT – Following a motion on 2/22/24 by Liz and a second by Silky, votes to approve were received on 2/22/24 from Hunter Adams, Tina Buttermore, Robin Cook, Cody Danielson, Maria Fayard, Silky Labie, Brian Mercer, Patsy Root, and Elisa Snyder.]*

### V Recap of Conference Meeting (thanks to Ashley Larssen for the additional notes)

7.3.1a regarding sterility checks (bold indicates changed language – also note strikethroughs):

1.7.3.1.a.ii: The laboratory shall perform a sterility check on one (1) funnel per lot of pre-sterilized single use funnels using nonselective growth media. The laboratory shall perform a sterility check on one (1) funnel *or* object **representative in size and use** per sterilization batch sterilized in the laboratory with non-selective growth media.

1.7.3.1.a.iii: The laboratory shall perform a sterility check on at least one (1) container for each lot of purchased, pre-sterilized sample containers with non-selective growth media. The laboratory shall perform a sterility check on one (1) container *or* object **representative in size and use** per sterilization batch sterilized in the laboratory with non-selective growth media.

1.7.3.1 d regarding reagent water, this was revised to capture the goal of having subcontracted work be performed by a laboratory in compliance with the Standard. The same 2 sentences were added to the end of d ii and d iii. (If the laboratory performs these tests internally for the purpose of reagent water quality monitoring, the laboratory does not need to be accredited for these tests. When these tests are not performed internally, subcontracted work must meet the requirements of V1M2 Section 4.5.5.) This is not meant to be required of internal testing, but only if subcontracted. Discussion changed this language is as follows:

When a laboratory subcontracts work, this work shall be placed with a laboratory accredited to this Standard for the tests to be performed or with a laboratory that meets applicable statutory and regulatory requirements for performing the tests and submitting the results of tests performed. The laboratory shall ensure that:

- i) records of the pertinent certificates, approval forms, or other applicable records demonstrating that the laboratory meets regulatory and statutory requirements are maintained;
- ii) identification of the subcontractor is indicated in the final report;
- iii) a copy of the subcontractor's report is available to the client if requested.

Patsy asked if we could refer to a placeholder in a discussion about the specific location of the requirements for subcontracting data in Module 2. Liz pointed out that having the language in Module 5 means we don't have to go to two different locations to see what it says. Robin agreed.

Paul asked about the monitor water quality section. That is a compromise in that it would apply to more than just Drinking Water if left in.

7.3.2 a & b were deemed ok, as was 7.3.3 regarding counts.

7.3.6 b v is an issue in that people are uncomfortable striking the need to verify autoclave efficiencies. Maria Fayard asked how we know if media are appropriately handled. Does there need to be a check that all bacteria are killed? This is to assure that a laboratory isn't disposing of waste with live bacteria cultures. Robin pointed out that the Standard doesn't address waste disposal in the Chemistry module. Autoclave requirements

shouldn't be addressing waste disposal requirements, rather the use of the autoclave for analytical requirements for microbiology.

Under a2, Cody asked if we should delete the sentence beginning with 'The selected biological indicator...' Isn't that covered by the previous sentence? Maria asked if this could be covered by addressing the shortest time needed.

A decision on autoclave language was not reached during this discussion, and will be further addressed in the next meeting. Having reached the end of the allotted time, Cody adjourned the meeting at 15:00 Eastern.

#### Next Meeting and Close

The next meeting will be on March 12, 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.

**Attachment A - Participants**

**Microbiology Expert Committee (MEC)**

<b>Members</b>	<b>Affiliation</b>	<b>Balance</b>	<b>Contact Information</b>
Hunter Adams 2026 <b>Present</b>	City of Wichita Falls	Lab	hunter.adams@wichitafallstx.gov
Tina Buttermore 2027* <b>Present</b>	Pace Analytical	Lab	tina.buttermore@pacelabs.com
Robin Cook (Vice Chair) 2024* <b>Present</b>	City of Daytona Beach	Lab	cookr@codb.us
Cody Danielson (Chair) 2025 <b>Present</b>	Oklahoma DEQ	Lab	Cody.Danielson@deq.ok.gov
Maria Fayard 2026* <b>Present</b>	ORELAP	AB	maria.j.fayard@oha.oregon.gov
Maria Friedman 2025* <b>Absent</b>	California ELAP	AB	qamfriedman@gmail.com
Matt Graves 2025* <b>Present</b>	ERA	Other	matt_graves@waters.com
Jessica Hoch 2025 <b>Absent</b>	Texas Comm. on Env. Quality	Other	jessica.hoch@tceq.texas.gov
Silky Labie 2026* <b>Absent</b>	ELCAT, LLC	Other	elcatllc@centurylink.net
Ashley Larssen 2024* <b>Present</b>	KC Water	Lab	ashley.larssen@kcmo.org
Elizabeth Lesold 2027* <b>Present</b>	NYSDOH ELAP	AB	elizabeth.lesold@health.ny.gov
Brian Mercer 2027* <b>Present</b>	City of Plantation	Lab	bmercerc@plantation.org
Patsy Root 2027* <b>Present</b>	IDEXX	Other	Patsy-Root@IDEXX.com
Robert Royce 2025* <b>Present</b>	New Jersey DEP	AB	Robert.Royce@dep.nj.gov
Elisa Snyder 2026 <b>Absent</b>	City of Austin - Austin Water	Lab	elisa.snyder@austintexas.gov
Ilona Taunton Program Administrator <b>Absent</b>	The NELAC Institute	NA	ilona.taunton@nelac-institute.org
Paul Junio TNI Scribe <b>Present</b>	The NELAC Institute	NA	paul.junio@nelac-institute.org

\* - eligible to serve another term

**Attachment B  
Action Items – MEC**

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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.

	<b>Action Item</b>	<b>Who</b>	<b>Expected Completion</b>	<b>Actual Completion</b>
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**

	<b>Item</b>	<b>Meeting Reference</b>	<b>Comments</b>
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.