

Microbiology Expert Committee (MEC) Meeting Summary

July 12, 2024

I Welcome and Roll Call:

Cody the meeting to order at 1:38pm Eastern on July 12, 2024, by teleconference. Attendance is recorded in Attachment A – there were 9 members present. Associates present Nigel Allison, Thekkekalathil Chandrasekhar, Stacey Chmura, Bryan Disch, Joe Guzman, David Lo, and Alma McCammond. Paul Junio attended in the absence of Ilona Taunton as the scribe for minutes.

II Approval of Agenda

This meeting was held as a continuation of the meeting on July 9, 2024, and consisted of a continued review of draft language in the Standard.

III. Review Draft Standard Language

The discussion focused on Section 7.3.1 b e). Patsy asked why we were focused on the volume. Robin said that is to verify the volume is correct for a given lot. Elisa commented that they would prepare 3-L of water in a batch, and in that case the volume wasn't a concern to be verified. Cody said that they do the same. Liz suggested that the volume discussion should be split into a separate sentence.

Suggested language was provided, and the committee launched into a long discussion of that language, including some drastic rearrangement of the language for the sake of clarity. Below is the before (e) and after (8.3.1.5) of the discussion. Due to the insertion of Section 4 as Technical Specialist, previous sections 4 through 7 were re-numbered. To aid in viewing the draft Standard, Paul re-formatted the document to meet the requirements of Standard formatting found in SOP 2-103 Format and Style Guide for Consensus Standards (thus explaining how 7.3.1 b e became 8.3.1.5).

e) Dilution water, however used, includes buffer water, peptone water, rinse water and/or reagent-free water. The laboratory must verify the volume once per lot of prepared batch of dilution water prepared in specific volumes. The laboratory must verify the final pH of all dilution water.

8.3.1.5 As mentioned in Section 1.2, documentation for media and reagents must meet the requirements of TNI Module 2, Section 5.4.6.2. prepared in the laboratory must include date of preparation, preparer's initials, type, manufacturer, lot number, final pH, expiration date, and the amount of reagents used. Documentation for media purchased pre-prepared, ready-to-use (including reagent water purchased from outside sources) must include manufacturer, lot number, type of media received, date of receipt, expiration date of the media, and pH of the media. Records must be retained by the laboratory in accordance with TNI Module 2, Section 5.4.6.2.

At the end of the discussion, Cody requested that all continue to review the spreadsheet of comments as well as the re-formatted Standard that Paul will send out. *[EDIT – re-formatted Standard was emailed on 7/14/24.]* The next meeting will again be scheduled for 2 hours, and will be held on August 25 at 11:00 ET. The meeting adjourned at 15:30 ET.

Attachment A - Participants

Microbiology Expert Committee (MEC)

Members	Affiliation	Balance	Contact Information
Hunter Adams 2026 Absent	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* Present	ORELAP	AB	maria.j.fayard@oha.oregon.gov
Maria Friedman 2025* Absent	California ELAP	AB	qamfriedman@gmail.com
Matt Graves 2025* Present	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	Pace Analytical	Lab	ashley.larssen@pacelabs.com
Elizabeth Lesold 2027* Present	NYSDOH ELAP	AB	elizabeth.lesold@health.ny.gov
Brian Mercer 2027* Present	City of Plantation	Lab	bmercerc@plantation.org
Patsy Root 2027* Present (out at 14:20)	IDEXX	Other	Patsy-Root@IDEXX.com
Bob Royce 2025* Absent	New Jersey DEP	AB	Robert.Royce@dep.nj.gov
Tina Shidel 2027* Absent	Pace Analytical	Lab	tina.buttermore@pacelabs.com
Elisa Snyder 2026 Present	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
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.
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.