

**ISSC Laboratory Methods Review Committee
June 17, 2014 Conference Call
Meeting Report**

Committee Members Present:

Stacey DeGrasse (Chair), Darcie Couture, Carol Dorsey, Matthew Forester, Tom Howell, Jackie Knue, Gregg Langlois, Leonora Porter, John Schwarz, Alison Sirois, Kathleen Wickman, Wade Rourke, Joel Hansel, Linda Chandler, Melissa Evans, Steve Plakas

Committee Members Absent:

Richard Burrow, Brian Hiatt, Linda McFarland, Paula Scott, Arturo Vargas, Dave Wallace, Valerie Wunderly, Cheryl Lassiter, Jessica Jones

Agenda:

1. Roll Call
2. Meeting minutes from May
3. Workgroups update
4. Update on letters to proposal submitters
5. Meeting minutes and reports
6. PSP PCOX Checklist
7. Other business

Meeting Discussions/Decisions/Action Items:

Internal meeting minutes from the conference call on May 8, 2014 were approved.

Internal Workgroups of the LMRC will be formed to facilitate the LMRC in addressing its charges for 2014. The ISSC will make the Workgroup assignments in the near future. Workgroups to be formed include those specific to Checklists, Biotoxins, and Validation. The Checklist Workgroup will serve as the initial reviewer of checklist proposals, while the Biotoxin Workgroup will serve as the initial reviewer of biotoxin method proposal submissions to the ISSC. The Validation Workgroup will review current guidelines and requirements on method validation and will make recommendations to the ISSC that may be needed to improve the validation process.

ISSC sent detailed letters of response to method proposal submitters on June 6, 2014. These letters notified submitters of proposals of the decisions made at the 2013 Biennial Meeting. Additionally the submitters were provided a proposal review that detailed the shortcomings of the method and stated what information should be provided for further consideration by the committee.

The committee agreed to continue drafting detailed meeting minutes for internal purposes and also agreed to develop a report from each meeting that could be distributed externally. The intent of the reports is to provide more transparency in the activities of the LMRC and to offer those outside of the committee an opportunity to comment or engage in the deliberations that occur throughout the year.

The majority of the time during this call was spent going through Proposal 13-115 on the PSP HPLC-PCOX Method Evaluation Checklist. The committee went through the entire checklist and made numerous edits for clarity and to ensure that the checklist would serve its function, while not being overly specific or prescriptive. The edited version will be re-circulated to the committee members and will be discussed again during the next call as we move towards finalizing the checklist.