

**ISSC Laboratory Committee
November 15, 2016 Conference Call
Meeting Report**

Committee Members Present:

Stacey DeGrasse, Richard Burrow, Darcie Couture, Joseph DeCrescenzo, Matthew Forester, Andy Haines, Shelley Lankford, Diane Regan, Wade Rourke, Linda Chandler, Quay Dortch

Committee Members Absent:

Jill MacLeod, Linda McFarland, Tom Howell, Leonora Porter, Kathleen Wickman, Joel Hansel, Cheryl Lassiter, Melissa 'Lizzie' Evans, Jessica Jones, Maggie Broadwater

Guest: Johnna Fay

Agenda:

1. Roll Call
2. Meeting Minutes from October 2016
3. Meeting Reports from October 2016
4. Method/Proposal Tracker
5. Pre-Proposal
 - a. Neogen PSP kit
6. Workgroup (WG) Updates
 - a. Biotoxins
 - i. DSP-LC/MS Data
 - ii. SRT PSP Data
 - iii. SRT ASP Data
 - iv. RBA PSP Data
 - b. Checklist
 - c. Method Validation
 - d. Engagement
 - e. Microbiology
 - f. Nssp Method Portal
7. Outstanding data packages/proposals
8. Next Meeting (3:00-5:00 PM ET)
 - a. December 20
9. Other Business

Meeting Discussions/Decisions/Action Items:

The meeting was called to order, followed by roll call.

Meeting Minutes: The Laboratory Committee (LC) meeting minutes from October 2016 were approved.

Meeting Report: The LC meeting report from October 2016 was approved.

Method/Proposal Tracker: The LC discussed the status of the items on the proposal tracker.

Pre-Proposal: A pre-proposal for a Neogen method for detecting PSP toxins was received by the committee. The LC discussed the proposal in depth. The pre-proposal looked informative and provided a lot of information, beyond the required information. However, there were a number of items the LC were concerned about and wanted to receive further information prior to making a determination as to whether to accept the pre-proposal. The LC voted to notify the method submitter, with a positive preamble, to ask for clarification on the items discussed and to put the pre-proposal review on hold until the LC received the requested clarification; the LC is open to hold a conference call with the submitter to provide further guidance. **Action Item: Stacey will draft a letter to the submitter for the ISSC Executive Office to finalize and send.**

Workgroup Updates:

Biotoxins Workgroup. The Laboratory Committee was updated on the status of data review for the LC-MS method for DSP, the SRT for ASP and PSP, and the RBA for PSP. The LC discussed the LC-MS DSP proposal preliminary data package in detail via a data summary document drafted through the Biotoxin WG. Similar data summaries are being drafted for the SRT and RBA data sets and will be ready for review by the LC during the next call. **Action Item: The liaison will send the response to the method submitter of the LC-MS DSP method offering guidance on the data package to date.**

Checklist Workgroup. There are no outstanding charges to the Checklist Workgroup at this time.

Method Validation Workgroup. There were no updates at this time.

Engagement Workgroup: There were no outstanding charges to this WG at this time.

Microbiology Workgroup: There are no outstanding charges to this WG at this time.

NSSP Method Portal: Stacey requested to the ISSC Executive Office that this workgroup be formed and provided the names of volunteers to serve on the workgroup.

Outstanding data packages/proposals: The LC discussed that there are a number of active proposals where we have not received no data or had communication with the submitters. In anticipation of the next conference, the LC will think about how to re-engage the submitters to see if we can anticipate additional data submissions or if the submitters are no longer interested.

Next Meeting: The Laboratory Committee calls are held the third Tuesday of each month from 3:00-5:00 PM ET. The next call is scheduled for December 20. **Action Item: Stacey will request that the ISSC Executive Office send out a poll to LC members to see how many people plan to participate in the next call and if we can expect a quorum.**

Other Business: There was a question about whether there would be an option for using WebEx at the ISSC for LC members who are not able to travel to the meeting. **Action Item: Stacey will inquire with the ISSC Executive Office about whether WebEx will be an option for LC members who are unable to travel to the conference and she will ask if the dates/location of the conference can be shared with the LC at this time for planning purposes.**