

**ISSC Laboratory Committee
February 16, 2016 Conference Call
Meeting Report**

Committee Members Present:

Stacey DeGrasse, Darcie Couture, Joseph DeCrescenzo, Carol Dorsey, Andy Haines, Tom Howell, Gregg Langlois, Linda McFarland, Leonora Porter, Diane Regan, Wade Rourke, Alison Sirois, James Smith, Kathleen Wickman, Joel Hansel, Cheryl Lassiter, Melissa 'Lizzie' Evans, Jessica Jones, Quay Dortch

Committee Members Absent:

Richard Burrow, Matthew Forester, Shelley Lankford, Gabriela Mucino, John Tesvich, Linda Chandler, Maggie Broadwater

Guests:

Johnna Fay

Agenda:

1. Roll Call
2. Last Committee report dated 25 October 2015
3. 2016-2017 Committee Charges
 - a. Roster and charges dated 4 February 2016
4. Workgroup (WG) Updates
 - a. Biotoxins
 - b. Checklist
 - c. Method Validation
 - d. Engagement
 - e. Microbiology
5. Next Meeting (3:00-5:00 PM ET)
 - a. March 15
6. Other Business

Meeting Discussions/Decisions/Action Items:

The meeting was called to order, followed by roll call. Stacey brought the Committee's attention to the name change from the Laboratory Methods Review Committee to the Laboratory Committee (LC), reflecting the broad range of charges addressed by the group.

Committee Report: The last Committee report, which was from the ISSC meeting, was dated 25 October 2015. The report is available on the ISSC webpage.

2016-2017 Laboratory Committee Charges: Stacey went through the list of the charges as stated in the 4 February 2016 Laboratory Committee Roster and Charges and briefly discussed their status. **Action item: Stacey will send the LC members the updated LC Method/Proposal Tracker.**

Workgroup Updates:

Biotoxins Workgroup. Presently, proposals 05-111, 13-109, and 15-109 are ready for discussion by the WG. **Action item: The Biotoxins WG will hold a conference call to discuss biotoxin proposals/charges.**

Checklist Workgroup. There are no outstanding charges to the Checklist Workgroup at this time. **Action items: Lizzie will share with Jessica a draft Vibrio method checklist as a starting point. Stacey and Lizzie will check with Linda regarding the status of the checklist for domoic acid and intentions of submission to the ISSC.**

Method Validation Workgroup. The WG will resume their work on the quantitative marine biotoxin methods submission form/guidelines. After the WG addresses the separated guidelines for methods (micro versus biotoxins and quantitative versus non-quantitative), the WG will focus on guidelines for platform extension, matrix extensions, and alternative extractions. **Action item: Stacey will send the LC the latest draft of the quantitative methods for biotoxins guidelines. The Method Validation WG will hold a conference call to move forward on the guidelines.**

Engagement Workgroup. The LC discussed the drafted priority needs for biotoxins that will inform the Request for Proposals (RFP) for NOAA's funding programs. The LC discussed the next steps to get the priority needs on the webpage. **Action items: Stacey will send the LC the latest version of the biotoxin priority needs and will organize a conference call with the ISSC, Quay, and Darcie to discuss the next steps. Members of the LC are to consider any additional activities for the Engagement WG or whether their work has been completed.**

Microbiology Workgroup: There are no outstanding charges to this WG at this time. **Action item: Jessica and Linda will work together to address remaining issues regarding Proposal 15-112. Once addressed, the Microbiology WG will hold a conference call to discuss the proposal updates.**

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 March 15.

Other Business: There was no other business discussed.