

**ISSC Laboratory Committee
February 21, 2017 Conference Call
Meeting Report**

Committee Members Present:

Stacey DeGrasse, Joseph DeCrescenzo, Matthew Forester, Andy Haines, Shelley Lankford, Jill MacLeod, Linda McFarland, Leonora Porter, Diane Regan, Wade Rourke, Tom Howell, Linda Chandler, Melissa 'Lizzie' Evans, Jessica Jones, Quay Dortch, Maggie Broadwater

Committee Members Absent:

Richard Burrow, Darcie Couture, Kathleen Wickman, Joel Hansel, Cheryl Lassiter

Guest: Johnna Fay

Agenda:

1. Roll Call
2. Meeting Minutes from January 2017
3. Meeting Report from January 2017
4. Method/Proposal Tracker
5. Subcommittee Updates
 - a. Biotoxins
 - i. SRT ASP Data
 - ii. RBA PSP Data
 - iii. SRT PSP Data
 - b. Checklist
 - i. DA HPLC Method
 - c. Method Validation
 - i. Matrix Extensions (Micro & Biotoxins)
 - d. Engagement
 - i. Training Courses at HAB Meeting
 - ii. ID Training Certificates
 - e. Microbiology
 - f. Nssp Portal
6. Next Meeting (3:00-5:00 PM ET)
 - a. March 21
7. 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 January 2017 were approved.

Meeting Report: The LC meeting report from January 2017 was approved.

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

Subcommittee Updates:

Biotoxin Subcommittee. The Laboratory Committee discussed the status of data review for the SRT for ASP and PSP and the RBA for PSP. Draft responses have been prepared by the Biotoxin Subcommittee on these data sets. **Action Item: Stacey will send the latest revisions of the data package responses out to the LC for final review.**

Checklist Subcommittee. The LC received Proposal 17-100, which is the domoic acid HPLC method checklist. **Action Item: The subcommittee chair will set up a Checklist Subcommittee call to begin reviewing the checklist.**

Method Validation Subcommittee. The Laboratory Committee discussed the documents that the Method Validation Subcommittee drafted on the matrix extension guidelines for microbiology and biotoxins. **Action Item: Stacey will send the draft matrix extension documents out to the LC for review and comment.**

Engagement Subcommittee: The Laboratory Committee discussed the training courses that will be associated with the Harmful Algae Symposium in Baltimore in October and the upcoming Harmful Algae ID Course at Bigelow.

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

NSSP Method Portal Subcommittee: The chair is working to set up the first call. **Action Item: The workgroup chair will organize the first call through the ISSC Executive Office.**

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 21.

Other Business: No other business was discussed.