

**ISSC Laboratory Committee
September 20, 2016 Conference Call
Meeting Report**

Committee Members Present:

Stacey DeGrasse, Joseph DeCrescenzo, Andy Haines, Shelley Lankford, Tom Howell, Jill MacLeod, Linda McFarland, Leonora Porter, Wade Rourke, Kathleen Wickman, Linda Chandler, Cheryl Lassiter, Melissa 'Lizzie' Evans, Jessica Jones, Maggie Broadwater

Committee Members Absent:

Richard Burrow, Darcie Couture, Matthew Forester, Diane Regan, Joel Hansel, Quay Dortch

Guest:

Agenda:

1. Roll Call
2. Meeting Minutes from April, May, June & August 2016
3. Meeting Reports from April, May, June & August 2016
4. Method/Proposal Tracker
5. Pre-Proposal
 - a. LC-MS for Brevetoxins
6. Workgroup (WG) Updates
 - a. Biotoxins
 - i. PCOX Species Extension
 - ii. Queue
 1. DSP-LC Data
 2. SRT PSP Data
 3. RBA PSP Data
 - b. Checklist
 - c. Method Validation
 - i. Biotoxin Qualitative Methods Guidelines
 - ii. Species Extension (cross-cutting Biotoxin Workgroup)
 - d. Engagement
 - e. Microbiology
7. NSSP Method Portal
8. Next Meeting (3:00-5:00 PM ET)
 - a. October 18
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 April, May, June & August 2016 were approved.

Meeting Report: The LC meeting reports from April, May, June & August 2016 were approved.

Method/Proposal Tracker: Each method/proposal status was discussed and updates were made to the tracker to further improve its utility.

Pre-Proposal: The Laboratory Committee received a pre-proposal from the FDA on an LC-MS method for detecting NSP toxins in molluscan shellfish. The Laboratory Committee voted to approve the pre-proposal and for the ISSC to invite the submitter to submit a full proposal for the LC-MS method for brevetoxins. The Laboratory Committee had several comments to share with the submitter to clarify issues that will need to be addressed in the submission package. The Laboratory Committee also voted to assign a liaison. **Action item: Stacey will draft the response letter with feedback on the pre-proposal for the ISSC to send to the submitter.**

Workgroup Updates:

Biotoxins Workgroup. The Biotoxin Workgroup discussed its draft response to AK regarding data on the PSP PCOX Extension proposal. The Laboratory Committee voted to approve the response letter to AK. **Action item: Stacey will provide the response letter to the ISSC to send to the submitter.**

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

Method Validation Workgroup. The group will continue to address the biotoxin qualitative method criteria and discuss matrix extension criteria.

Engagement Workgroup. There were no updates at this time.

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

NSSP Method Portal: The Laboratory Committee discussed the need/utility of having method SOPs available online that clearly state the methods that are approved in the NSSP. The plan focused on establishing a workgroup to begin compiling the method SOPs.

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 October 18.

Other Business: None.