

**ISSC Laboratory Methods Review Committee
July 15, 2014 Conference Call
Meeting Report**

Committee Members Present:

Stacey DeGrasse (Chair), Matthew Forester, Tom Howell, Gregg Langlois, Leonora Porter, Alison Sirois, Kathleen Wickman, Valerie Wunderly, Wade Rourke, Joel Hansel, Melissa Evans, Jessica Jones

Committee Members Absent:

Richard Burrow, Darcie Couture, Carol Dorsey, Brian Hiatt, Jackie Knue, Linda McFarland, John Schwarz, Arturo Vargas, Dave Wallace, Cheryl Lassiter, Linda Chandler, Steve Plakas

Agenda:

1. Roll Call
2. Meeting minutes from June
3. Report from June
4. Workgroups
5. PSP PCOX Checklist
6. DSP method validation approach
7. Other business

Meeting Discussions/Decisions/Action Items:

Internal meeting minutes from the conference call on June 17, 2014 were approved.

The LMRC conference call report from June 17, 2014 was approved.

Internal Workgroups of the LMRC were formed to facilitate the LMRC in addressing its charges for 2014. The ISSC assigned workgroups for Checklists, Biotoxins, and Method 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.

There was further discussion during this call on Proposal 13-115 (PSP HPLC-PCOX Method Evaluation Checklist). A few edits and suggestions for references were raised since the last conference call. These suggestions were discussed and the LMRC decided that the next round of review and the determination of criteria for laboratory status (i.e. conforming, provisionally conforming, nonconforming) should be conducted by the Checklist Workgroup. Action item: LMRC Chair will assign the

PSP HPLC-PCOX Method Evaluation Checklist to the Checklist Workgroup for determination of criteria and a thorough review.

There was a discussion about DSP method proposals and the challenges associated with not having an approved NSSP method. As proposal submitters work on their validation packages, there is a need for clear guidance regarding how to address comparability assessment and inclusion of naturally incurred samples. Action item: LMRC Chair will assign the Method Validation Workgroup the charge of drafting guidance for DSP method submitters on how to address elements of the SLV given that an approved reference method is not available.