

# Laboratory Committee

## Meeting Report

***April 26<sup>th</sup>, 2022***

In Attendance: Andy Haines, Dana Dvoracek-Driksna, Joseph DeCrescenzo, Matthew Forester, Shelley Lankford, Jill MacLeod, Linda McFarland, Diane Regan, Wade Rourke, Richard Burrow, Mona Hochman, Leanne Flewelling, Jacob Madden, Shannara Lynn, Maggie Broadwater, Johnna Fay, Gina Olson, Sara McGrath, Jonathan Deeds

Absent: Jennifer McDonald, Drew Sheehan, Steve Archer, Joel Hansel, Cheryl Lassitter, Stephanie Haynes, Jessica Jones, Lizzie Farrell

Guests: None

Note Takers: Andy

## AGENDA

1. Roll Call
2. Meeting Minutes – March 2022
3. Meeting Report – March 2022
4. Updates From Spring Executive Board Presentation
5. Subcommittee Reports
  - a. Biotoxin
  - b. Microbiology
  - c. Method Validation
  - d. Checklist
    - i. 19-132
  - e. Method Portal
  - f. Engagement
  - g. Lab Evaluation
6. Review of Action Items
7. Other Business
8. Adjourn

**Next Meeting – Tuesday, May 17<sup>th</sup>, 3:00 – 5:00 p.m. ET**

## MEETING NOTES SUMMARY

**Roll Call:**

The meeting was called to order, followed by roll call and a review of the agenda. A quorum was present.

**Meeting Minutes:**

The meeting minutes are designed for internal use, and contain more detail, names, notes on deliberations, action items, etc. The draft meeting minutes from the March 2022 Laboratory Committee Meeting were reviewed and discussed, and one correction to a typo in the Checklist Subcommittee section of the document was made. A motion to approve the minutes as amended was made, with a second, and the motion carried.

**Action Item: LC Chair will remove the watermark, finalize, and distribute to the LC.**

**Meeting Report:**

The meeting report is designed for public use, including potential posting on ISSC website once approved. Names are removed, and the report is typically less detailed than what is included in the minutes. The draft meeting report from the March 2022 Laboratory Committee Meeting was reviewed and discussed, and the same edit to the Checklist Subcommittee section of the document was made. A motion to approve the report as amended was made, with a second, and the motion carried.

**Action Item: LC Chair will remove the watermark, finalize, and distribute to the LC along with the Executive Office.**

**Updates From Spring Executive Board Meeting Presentation**

- The Lab Committee was given the opportunity to provide updates to the Executive Board at their spring meeting on Wednesday, April 13<sup>th</sup>.
  - Presented our three outstanding recommendations for consideration of interim action, including Proposal 19-140, 19-141, and the updated Matrix Extension Guidelines.
  - All three were granted interim approval, so should be in place on an interim basis at this time. All of these, and the other proposals granted interim approval over the past year and a half, will be revisited at the next biennial meeting for final approval by the full conference.

**Subcommittee Reports:****Biotoxin Subcommittee**

- No meeting this month due to schedule conflicts.

**Microbiology Subcommittee**

- Will continue review of 15-114 at next meeting.
- Completed review of a response letter to summarize the 2019 comments and some current comments on how the submitter should proceed with completing the work necessary to proceed

on Proposal 19-128. The letter was sent to the submitter, and some follow up questions were received.

#### Method Validation Subcommittee

- No updates

#### Checklist Subcommittee

- 19-132 – Proposed edit to line 1.4.24 of the existing Microbiology Checklist.
  - Subcommittee approved of proposed changes and recommended that the Lab Committee recommend adoption of this proposal as submitted.
  - There was a motion to recommend adoption of this proposal as submitted, with a second, and the motion carried.
- Next meeting will be on Friday, May 13<sup>th</sup>, and will focus on proposals 19-131, 19-133, and 19-138.

#### Method Portal Subcommittee

- Working on consolidating questionnaire responses before proceeding.

#### Engagement Subcommittee

- The National HAB Observing Network is creating a steering committee for the community of practice. You can get more information on this opportunity here:

<http://www.ioosassociation.org/nationalhabobserving>

#### Lab Evaluation Subcommittee

- No updates

#### **Review Action Items:**

- LC Chair will finalize the March Meeting Minutes and Meeting Report and will distribute both to the LC and the Executive Office.
- LC Chair will prepare Meeting Minutes and a Meeting Report for the April meeting, and will also update the Tracker and Proposal Status documents to reflect recent activities.

#### **Other Business**

- Two FDA LEO jobs should be posted any day now to help fill out the LEO staff.
- With reference to providing guidance to LightDeck Diagnostics on their study design, does a screening method still require inclusion of a Lab Evaluation Checklist?
  - In reviewing the Constitution, Bylaws, and Procedures text, the answer is yes, it is required. It was also mentioned that there are benefits to having a checklist in place for method adoption and internal evaluations, even if it won't be used for a specific NSSP evaluation.

- There is a potential project looking at using Colilert-18 to test water quality for wet storage, and there were some questions regarding study design.
  - It was suggested to use autoclaved or filtered seawater to help with data generation.

**Adjourn**

**Next Meeting – Tuesday, May 17<sup>th</sup>, 3:00 – 5:00 p.m. ET**