

# Laboratory Committee

## Meeting Report

***August 18<sup>th</sup>, 2020***

In Attendance: Andy Haines, Dana Dvoracek-Driksna, Joseph DeCrescenzo, Matthew Forester, Shelley Lankford, Jill MacLeod, Linda McFarland, Leonora Porter, Wade Rourke, Richard Burrow, Gina Olson, Melissa Farrell, Shannara Lynn, Cheryl Lassitter, Linda Chandler, Mona Hochman, Leanne Flewelling, Jacob Madden, Johnna Fay, Maggie Broadwater, Drew Sheehan

Absent: Jennifer McDonald, Diane Regan, Joel Hansel, Steve Archer, Avi Singh, Jessica Jones

Guests: Sara McGrath

Note Takers: Johnna, Andy

## AGENDA

- 1) Roll Call
- 2) Welcome and Committee Member/Advisor Introductions
- 3) Committee Structure and Operations
  - a) Guidance Documents
  - b) Roberts Rules
  - c) Standing Committee
- 4) Subcommittees and Charges
  - a) Biotoxins Subcommittee
    - i) 13-111
    - ii) 13-114
    - iii) 15-109
    - iv) 17-103
    - v) 17-106
    - vi) 17-108
    - vii) 19-150
  - b) Microbiology Subcommittee
    - i) 15-112
    - ii) 15-114
    - iii) 19-128
  - c) Checklist Subcommittee
    - i) 17-110
    - ii) 19-131

- iii) 19-132
- iv) 19-133
- v) 19-136
- vi) 19-138
- vii) 19-140
- viii) 19-141
- ix) Continue to develop or encourage the development of checklists for methods that still do not have them
- d) Method Validation Subcommittee
  - i) Address Executive Board questions regarding 19-302
  - ii) Continue efforts to develop updated SLV guidelines
- e) Method Portal Subcommittee
  - i) Finalize existing method portal webpage with current contents, and aim to have it available on the ISSC website as soon as possible
- f) Engagement Subcommittee
  - i) Continue to work in conjunction with the Biotoxin Committee to develop/enhance the HAB/Biotoxin portion of the ISSC website based on the outline provided to the LC in May 2019
- g) Other Committee Charge
  - i) 19-101
- 5) Action Items
  - a) Subcommittee Volunteers
  - b) Feedback on Proposal Status Documents
  - c) Draft Letters to Submitters of 13-111, 15-114, and 17-108
  - d) Standing Meeting Times – Third Tuesday of Each Month From 3:00-5:00 Eastern
- 6) Other Business
- 7) Adjourn

**Next Meeting – Tuesday, September 15<sup>th</sup>, 2020, 3:00 – 5:00 Eastern**

## MEETING NOTES SUMMARY

### Roll Call:

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

### Welcome and Committee Member/Advisor Introductions:

Each committee member and advisor introduced themselves and provided background on employer, areas of expertise, etc.

### Committee Structure and Operations:

- Guidance Documents
  - Overview of relevant resources that help to describe committee operations
    - Procedure XV of the ISSC Constitution, Bylaws, and Procedures
    - NSSP Model Ordinance (including approved methods tables and details on lab operations, evaluations, adopting new methods, etc)
    - ISSC Website (focused on the SLV Guidelines provided in the Laboratory section of the page).
- Roberts Rules
  - Committee reviews of proposals will take place within the structure of Roberts Rules to help ensure focus on current charges.
- Standing Committee
  - The Laboratory Committee is a standing committee, meaning that it is able to vote on charges at any time and make recommendations to the Executive Board.

### Subcommittees and Charges:

LC subcommittees are smaller groups composed of committee members/advisors who have expertise on a particular topic. These subcommittees conduct the first, most detailed review of assigned proposals, and provide recommendations to the whole Lab Committee.

**ACTION ITEM:** Committee members should review subcommittee charges below and consider volunteering for one or more in their areas of interest/expertise.

- Biotoxins Subcommittee
  - Reviewed subcommittee operations, and provided a brief history on each proposal currently before the subcommittee
  - 13-111 – DSP PPIA Kit for Determination of Okadaic Acid Toxins
    - Proposal currently subject to 18-month expiration provisions included in the Constitution, Bylaws, and Procedures, where the LC can decide to recommend

“no action” on proposals where data and communication has not been received in more than 18 months.

- **ACTION ITEM** – Biotoxin Subcommittee and LC Chair will work to draft a letter of inquiry to the submitters on their intent to pursue before deciding on a vote.
- 13-114 – Receptor Binding Assay for Paralytic Shellfish Poisoning Toxicity Determination
  - Current Status = Awaiting response from submitter on feedback provided prior to 2019 biennial meeting. New matrix extension guidelines may apply here.
- 15-109 – PSP HPLC-PCOX Species Expansion
  - Awaiting data from submitter
- 17-106 – Matrix Expansion for the Receptor Binding Assay for Paralytic Shellfish Poisoning Toxicity Determination to Allow Use With Geoduck
  - Awaiting data from submitter
- 17-108 – Detection of ASP Biotoxins in *Mytilus edulis* Shellfish by ELISA for Domoic Acid
  - Proposal currently subject to 18-month expiration provisions included in the Constitution, Bylaws, and Procedures, where the LC can decide to recommend “no action” on proposals where data and communication has not been received in more than 18 months.
  - **ACTION ITEM** – Biotoxin Subcommittee and LC Chair will work to draft a letter of inquiry to the submitters on their intent to pursue before deciding on a vote.
- 19-150 – Neogen Reveal 2.0 for PSP
  - Awaiting data from submitter
- Microbiology Subcommittee
  - Reviewed subcommittee operations, and provided a brief history on each proposal currently before the subcommittee
  - 15-112 – Direct Plating Method for trh
    - Awaiting data from submitter
  - 15-114 – Male Specific Coliphage Enumeration in Wastewater by Direct Double Agar Overlay
    - Proposal currently subject to 18-month expiration provisions included in the Constitution, Bylaws, and Procedures, where the LC can decide to recommend “no action” on proposals where data and communication has not been received in more than 18 months.
    - **ACTION ITEM** – Microbiology Subcommittee and LC Chair will work to draft a letter of inquiry to the submitter on their intent to pursue before deciding on a vote.
  - 19-128 – Laboratory Method for Vp and Vv Enumeration and Detection Through MPN and Real-Time PCR
    - Awaiting data from submitter

- Checklist Subcommittee
  - Reviewed subcommittee operations, and provided a brief history on each proposal currently before the subcommittee
  - 17-110 – Alkaline Phosphatase Probe Method for Vv and Vp Detection in Oysters – Lab Evaluation Checklist
  - 19-131 – NSSP Microbiology Laboratory Evaluation Checklist – Reagent Water Quality
  - 19-132 – NSSP Microbiology Laboratory Evaluation Checklist – Working Thermometers
  - 19-133 – Microbiology and PCR Laboratory Evaluation Checklists – Working Thermometers
  - 19-136 – NSSP DSP Laboratory Evaluation Checklist
  - 19-138 – NSSP Microbiology Laboratory Evaluation Checklist
  - 19-140 – NSSP Microbiology Laboratory Evaluation Checklist
  - 19-141 – Receptor Binding Assay For PSP – Lab Evaluation Checklist
  - Continue to develop or encourage development of checklists for approved methods that still do not have them
  
- Method Validation Subcommittee
  - Reviewed subcommittee operations, and provided a brief history on subcommittee charges
    - Originally focused on updating and streamlining the Single Lab Validation guidelines, and eventually condensed into four overarching method types: Quantitative Biotoxin, Qualitative Biotoxin, Quantitative Microbiological, Qualitative Microbiological.
    - Had completed draft of updated Quantitative Biotoxin Method SLV Guidelines, but had to put those efforts on hold to focus on the more pressing charge of drafting new Matrix Extension Guidelines.
    - Other charges include developing guidance on how to analyze for comparability when no NSSP method exists and to decide whether Platform/Instrument Extension guidelines should be drafted.
  - Primary charge before this subcommittee is to address the Executive Board questions regarding 19-302
    - Matrix Extension Guidelines developed and adopted through Proposal 19-302
    - Use of the term “species” in the original text has been confusing to some, so goal is to clarify and provide further guidance on what constitutes a matrix extension.
  
- Method Portal Subcommittee
  - Subcommittee focused on finalizing website that provides details and source documents for methods approved for use within the program.

- Engagement Subcommittee
  - Primary goal of subcommittee currently is to work in conjunction with the Biotoxin Committee and others to develop/enhance the HAB/Biotoxin portion of the ISSC website based on the outline the subcommittee developed in May 2019.
  - Want to complement recent efforts by the National HAB Committee and others.
- Other Committee Charge
  - 19-101
    - Forming new subcommittee to review questions on existing lab evaluation process that were generated by this proposal, and to try and address those questions

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

- Subcommittee Volunteers – Consider volunteering for one or more of these subcommittees, including the newly created one to address 19-101.
- Letters To Submitters – LC Chair and Subcommittees will work together to draft letters to the submitters of 13-111, 15-114, and 17-108 to assess their intent to continuing pursuing these proposals.
- Feedback on Proposal Status Documents That Were Included With Meeting Materials
- Standing Meeting Times – Third Thursday of Each Month from 3:00 – 5:00 ET
  - Next Meeting = Tuesday, September 15<sup>th</sup>

#### **Other Business**

#### **Adjourn**