

# Laboratory Committee

## Meeting Report

***December 15<sup>th</sup>, 2020***

In Attendance: Andy Haines, Jennifer McDonald, Dana Dvoracek-Driksna, Joseph DeCrescenzo, Matthew Forester, Jill MacLeod, Diane Regan, Wade Rourke, Richard Burrow, Gina Olson, Melissa Farrell, Shannara Lynn, Steve Archer, Mona Hochman, Leanne Flewelling, Jacob Madden

Absent: Shelley Lankford, Linda McFarland, Leonora Porter, Joel Hansel, Cheryl Lassitter, Linda Chandler, Avi Singh, Jessica Jones, Johnna Fay, Maggie Broadwater, Drew Sheehan

Guests: Sara McGrath, Jon Deeds

Note Takers: Andy

## AGENDA

1. Roll Call
2. Meeting Minutes – November 2020
3. Meeting Report – November 2020
4. Review Updated Tracker
5. Update on Proposal 17-108
6. Review Draft Response Letter on Proposal 15-109
7. Review Checklist Subcommittee Recommendation on Proposal 17-110
8. Subcommittee Reports
  - a. Biotoxin
  - b. Microbiology
  - c. Checklist
  - d. Method Validation
  - e. Method Portal
  - f. Engagement
  - g. Lab Evaluation
9. Review of Action Items
10. Other Business
11. Adjourn

**Next Meeting – \*Revised\* - Tuesday, January 26<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 November 17, 2020 Laboratory Committee Meeting were reviewed and discussed, and a motion to approve as written carried.

**Action Item: The 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 November 17, 2020 Laboratory Committee Meeting was reviewed and discussed, and a motion to approve as written carried.

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

### **Review Updated Tracker**

Reviewed contents of updated Proposal Tracker with full Lab Committee

- Tracker updated to reflect activities completed at the November LC meeting, but not any of the subsequent subcommittee activities.
- New “2020-2021 Completed Actions” tab added to house proposals that have been fully reviewed and voted on by the full LC until those recommendations are presented to the Executive Board or to Task Force 1.
- Activities and Archive Tabs
  - Not yet populated, but will include information on other LC activities not related to proposals, as well as an archive of previous LC proposal actions.

### **Update on Proposal 17-108**

- Submitter received letter from LC, and immediately reached out to LC member who offered naturally incurred ASP samples for use in the validation process.

### **Review Draft Response Letter on Proposal 15-109**

- The Biotoxin Subcommittee completed review of this proposal, and provided a draft response letter to the full LC for review.
- The Subcommittee Chair provided a summary of the review, highlighting key concerns and remaining questions for the LC.
- After discussion, an amended version of the review was voted on and was approved by the Laboratory Committee. This amended review document will be provided to the Executive Office for delivery to the submitter.
- This proposal was originally submitted before it became standard practice to assign a liaison from the Laboratory Committee to each method that is submitted. During discussion, the Laboratory Committee determined that having a liaison assigned to this proposal would help in conveying and clarifying the remaining concerns described in the review, so a liaison was nominated and approved.

### **Review Checklist Subcommittee Recommendation on Proposal 17-110**

- The Checklist Subcommittee completed a review of this proposal at their November meeting, and recommended to the Laboratory Committee that this proposal be recommended for adoption as written, with modifications as needed to Section 1 to harmonize this checklist with the Microbiology Checklist changes that were approved at the 2019 biennial meeting.
- The Laboratory Committee completed a review of this proposal, and amendments relating to hybridization temperature ranges and colony counting were made.
- After review, the Laboratory Committee voted to recommend that this proposal be adopted as amended, with modifications as needed to Section 1 to harmonize this checklist with the Microbiology Checklist changes that were approved at the 2019 biennial meeting.
- The changes to Section 1 will be made, and this recommendation will be presented to the Executive Board for interim approval.

### **Subcommittee Reports:**

- *Note: Subcommittee Reports were not completed during this meeting, as discussion on previous agenda items lasted until after the appointed meeting end time.*
- Biotoxin Subcommittee
- Microbiology Subcommittee
- Checklist Subcommittee – Subcommittee discussion on Proposal 19-136 was postponed, and will be rescheduled after the New Year.
- Method Validation Subcommittee
- Method Portal
- Engagement
- Lab Evaluation

## **Review Action Items:**

- *Note: Action Items were not reviewed during this meeting, as discussion on previous agenda items lasted until after the appointed meeting end time. However, they will be summarized here.*
  - LC Chair will finalize the 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 December meeting, and will also update the Tracker and Proposal Status documents to reflect recent activities.
  - LC Chair will work with the Executive Office to complete and deliver the response letter on proposal 15-109 that was approved during this meeting.
  - LC Chair will provide the updated version of proposal 17-110 that was voted on during this meeting to the Executive Office, and will request that it be presented at the next Executive Board Meeting for interim action.
  - Committee members interested in participating in the subcommittee discussion on proposal 19-136 should contact the Checklist Subcommittee Chair to receive an invitation to the rescheduled subcommittee meeting.

## **Other Business**

## **Adjourn**

**Next Meeting – \*Revised\* - Tuesday, January 26<sup>th</sup>, 3:00 – 5:00 p.m. ET**