

# Laboratory Committee

## Meeting Report

***February 16<sup>th</sup>, 2021***

In Attendance: Andy Haines, Jennifer McDonald, Dana Dvoracek-Driksna, Linda McFarland, Diane Regan, Wade Rourke, Gina Olson, Joel Hansel, Cheryl Lassitter, Steve Archer, Leanne Flewelling, Jacob Madden, Jessica Jones, Johnna Fay, Maggie Broadwater, Sara McGrath, Jon Deeds

Absent: Joseph DeCrescenzo, Matthew Forester, Shelley Lankford, Jill MacLeod, Leonora Porter, Richard Burrow, Melissa Farrell, Shannara Lynn, Mona Hochman, Avi Singh, Drew Sheehan

Note Takers: Andy, Cheryl, Gina

## AGENDA

1. Roll Call
2. Meeting Minutes – January 2021
3. Meeting Report – January 2021
4. Review Updated Tracker and Overall Review of Where We Stand
5. Follow Up On Action Item – Identify Items on ISSC Website That Need To Be Updated To Capture Changes Approved at 2019 Biennial Meeting
6. Preproposal Review – *Modified Double Agar Overlay Method For Enumeration of Male-Specific Coliphages in Pacific Oysters*
7. Subcommittee Reports
  - a. Biotoxin
  - b. Microbiology
  - c. Checklist
  - d. Method Validation
  - e. Method Portal
  - f. Engagement
  - g. Lab Evaluation
8. Review of Action Items
9. Other Business
10. Adjourn

**Next Meeting – Tuesday, March 16<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. New committee advisors were introduced as replacements for one who has retired. A quorum was not initially present, but after additional members joined the meeting during the review of the meeting minutes, quorum requirements were met.

### 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 January 26th, 2021 Laboratory Committee Meeting were reviewed and discussed, and a motion to approve the minutes as written 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 January 26<sup>th</sup>, 2021 Laboratory Committee Meeting was reviewed and discussed, and a motion to approve the minutes as written carried.

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

### Review Updated Tracker and Overall Review of Where We Stand

This meeting represents the “halfway point” between when meetings started and a potential October biennial meeting, so is a good time to evaluate what has been accomplished and what is left to do.

#### Active Charges Tab

- 13-114 – Will be discussed in more detail in the subcommittee section of the meeting, but making good progress.
- 15-109 – Completed subcommittee review and LC review of feedback, and sent a letter to the submitter in January. Submitter has reached out on next steps.
- 15-112 – Work has been delayed due to hurricanes and COVID, but once lab is fully operational, intend to finish necessary work.

- 15-114 – Letter sent to the submitter, and received a response indicating that the new data package is in final internal review before being submitted to LC.
- 17-103 – Before 2019 meeting, LC and submitter agreed that no further work would be done until the matrix extension guidelines were complete. Funding has been acquired to pursue additional data generation.
- 17-106 – Work ongoing, but slowed due to COVID
- 17-108 – LC voted to allow submitter extra time to complete their data work.
- 19-101 – Work ongoing to address this proposal via the Lab Evaluation Subcommittee
- 19-128 – Work ongoing, but slowed due to overlap in equipment/reagents/staff with COVID testing.
- 19-131, 19-132, 19-133, 19-138 – All Micro/PCR checklist edits, still on the Checklist Subcommittee charge list. Methods without existing checklists were prioritized for review ahead of modifications to existing checklists.
- 19-136 – Nearing completion of subcommittee review of this proposal. See subcommittee section of notes for further detail.
- 19-140 – Updates to MSC section of checklist, still on the Checklist Subcommittee charge list.
- 19-141 – Up next in the charge list for the Checklist Subcommittee; will have some connectivity with 13-114 review.
- 19-150 – Biotoxin subcommittee completed review of proposed protocol and provided feedback via the liaison.

#### Completed Actions Tab

- 13-111 - Exceeded 18 months of inactivity, so LC mailed a letter inquiring on intent to pursue. Letter received no response, so LC voted to recommend “No Action” on proposal. Will present this recommendation to Task Force 1 at the next biennial meeting.
- 17-110 – LC completed a review and voted to recommend adoption as amended. This recommendation will be presented to the Executive Board for consideration of interim action at their March meeting.

#### Preproposals Tab

- Have completed review of two preproposals (FDA and Neogen), with a third up for review today.

#### Other Activities

- Plenty of other things going on aside from proposal reviews, such as method portal work, matrix extension guidelines, platform extension guidelines, updating HAB priorities, etc.
- Also need to prepare for submitting LC proposals, and for receiving additional charges in July.

Follow Up On Action Item – Identify Items on ISSC Website That Need to Be Updated To Capture Changes Approved at 2019 Biennial Meeting

- Noted that, while the Constitution, Bylaws, and Procedures has been updated, the supplemental materials from Proposals 19-301 and 19-302 have not.
- Updated Micro checklist (19-130, 19-135, 19-139, and 19-142), as well as mENDO checklist (19-137) and NSP ELISA checklist (19-143) have not been posted on the Laboratory section of the website.

### **Preproposal Review**

- The Laboratory Committee received a preproposal and supporting documents for a “modified double agar overlay method for enumeration of male-specific coliphages in Pacific Oysters.”
- Review and discussion indicated potential overlap between this pre-proposal and the work being done on the matrix extension guidelines, and it was determined that the LC would wait to see the results of that work before proceeding on evaluating this submission.

### **Subcommittee Reports:**

#### **Biotoxin Subcommittee**

- 13-114 Update –
  - The subcommittee met with the submitters to discuss next steps towards completion of this data package.
  - Submitter will re-evaluate their data based on the subcommittee’s feedback, and at the same time, the subcommittee is going to prepare a full response document providing specific direction on what is left to complete in order to finish data generation for this proposal.
- Other Subcommittee Updates
  - A call is scheduled with the submitters to discuss LC feedback on Proposal 15-109.
  - Work continues on Neogen proposals as well.

#### **Microbiology Subcommittee**

- All proposals currently on the charge list for the subcommittee are on hold, so the subcommittee was tasked with developing a first draft of “platform extension guidelines” as discussed at the last meeting.
- A first draft has been prepared and is circulating amongst the subcommittee members for review.

#### **Checklist Subcommittee**

- A meeting was held last Friday to continue review of proposal 19-136.
- Almost finished, but a few remaining items left to be addressed.
- Small studies were done between subcommittee meetings to help provide data support to checklist items being discussed.
- Next up after completion of this proposal is a review of 19-141 (RBA checklist).

## Method Validation Subcommittee

- The subcommittee continues to work on matrix groupings, and at the last meeting came up with a plan for developing a final product.

## Method Portal

- Have not had a chance to meet since last LC meeting, so no updates currently. Meeting scheduled for tomorrow.

## Engagement

- First meeting was January 29<sup>th</sup>, next scheduled for February 26<sup>th</sup>.
- Action Item: Please critically review the [ISSC Priorities to Improve Shellfish Monitoring For HAB Toxins](#) list and provide suggestions/feedback to subcommittee chair by Wednesday, February 24<sup>th</sup>.
- Also, please review ISSC website materials and evaluate ease of navigation to method submitters. Consider what info is missing that would help submitters navigate the proposal process.
- The Engagement Subcommittee may work with the Method Portal Subcommittee to create a table for methods currently in the LC Charge (or expired methods that have potential for approval but lack data) with a list of what data are lacking for the LC to complete evaluation. The goal is to identify what steps are needed to “finish” data collection and submission of lagging LC proposals.

## Lab Evaluation

- Focus of last meeting was to discuss an overview of the process for determining lab conformance.
- A resulting series of questions will be the subject of discussion at the next meeting.

## Review Action Items:

- LC Chair will finalize the January 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 February meeting, and will also update the Tracker and Proposal Status documents to reflect recent activities.
- LC Chair will provide the Executive Office with a list of items that still need to be updated on the website in order to reflect what was approved at the 2019 Biennial Meeting.
- LC Chair will consult with the Executive Office on what the appropriate next steps are for addressing the most recent pre-proposal.
- All committee members should begin brainstorming ideas for proposals that the LC can develop and submit for consideration at the 2021 biennial meeting.

- Committee members interested in participating in the subcommittee discussion on proposal 19-141 should contact checklist subcommittee chair to receive an invitation to the next subcommittee meeting.
- The Method Validation Subcommittee is still looking for references to help support species groupings as matrices, so please provide those to subcommittee chair if you are aware of any.
- All LC members will review the “ISSC Priorities to Improve Shellfish Monitoring for Harmful Algal Bloom Toxins” document available [here](#) and will provide the Engagement Subcommittee with feedback on a) if there are any additional priorities that need to be added to this list, and b) is there a need for another formal survey to update this list.

#### **Other Business**

#### **Adjourn**

**Next Meeting – Tuesday, March 16<sup>th</sup>, 3:00 – 5:00 p.m. ET**