

Laboratory Committee

Meeting Report

January 26th, 2021

In Attendance: Andy Haines, Jennifer McDonald, Dana Dvoracek-Driksna, Joseph DeCrescenzo, Matthew Forester, Shelley Lankford, Jill MacLeod, Linda McFarland, Wade Rourke, Richard Burrow, Gina Olson, Melissa Farrell, Shannara Lynn, Steve Archer, Leanne Flewelling, Jessica Jones, Johnna Fay, Maggie Broadwater

Absent: Diane Regan, Leonora Porter, Joel Hansel, Cheryl Lassitter, Mona Hochman, Avi Singh, Jacob Madden, Drew Sheehan

Guests: Sara McGrath

Note Takers: Andy, Johnna

AGENDA

1. Roll Call
2. Meeting Minutes – December 2020
3. Meeting Report – December 2020
4. Review Updated Tracker
5. Preproposal Review – *Modified Double Agar Overlay Method For Enumeration of Male-Specific Coliphages in Pacific Oysters*
6. Subcommittee Reports
 - a. Biotxin
 - b. Microbiology
 - c. Checklist
 - d. Method Validation
 - e. Method Portal
 - f. Engagement
 - g. Lab Evaluation
7. Review of Action Items
8. Other Business
9. Adjourn

Next Meeting – Tuesday, February 16th, 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 December 15, 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 December 15, 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 to reflect the activities completed at the December 2020 meeting.

Preproposal Review

- The updated Constitution, Bylaws, and Procedures was recently published, including details on matrix extensions.
- The Laboratory Committee reviewed a preproposal submission for a “modified double agar overlay method for enumeration of male-specific coliphages in Pacific Oysters.”
- This preproposal meets the requirements of Procedure XV of the Constitution, Bylaws, and Procedures.
- Several questions arose during discussion, and it was agreed that the LC would spend more time reviewing this proposal before completing the discussion at the February meeting.

Subcommittee Reports:

- **Biotoxin Subcommittee**
 - The subcommittee's recent review of Proposal 13-114 was discussed, and a liaison for this proposal was nominated.
 - The subcommittee will work with the Executive Office to arrange a meeting with the submitters of this proposal to discuss a path forward.
- **Microbiology Subcommittee**
 - During a recent Checklist Subcommittee discussion on Proposal 19-136, questions arose on how to handle changes in equipment used to implement a method versus what was used in the original validation.
 - The Microbiology Subcommittee was tasked with reviewing this question and developing draft "platform extension guidelines" for consideration by the full LC.
- **Checklist Subcommittee**
 - The last subcommittee meeting was entirely devoted to review of Proposal 19-136. Several edits were made, but the review was not completed, so will be continued at the February subcommittee meeting.
- **Method Validation Subcommittee**
 - The subcommittee continues to work on matrix groupings, and is researching any references that may help provide a scientific rationale for these groupings.
- **Method Portal**
 - The subcommittee continues work on narrowing down which information is critical to include.
- **Engagement**
 - First subcommittee meeting scheduled for 1/29.
 - Primary goal is to review and update the "ISSC Priorities to Improve Shellfish Monitoring for HAB Toxins" document that is on the ISSC website.
 - Will also be evaluating the subcommittee's role in identifying labs that can help to complete the data work on proposals that are in progress, but where the original submitter can no longer participate.
- **Lab Evaluation**
 - The subcommittee held their first meeting earlier this month to review and clarify charges related to proposal 19-101.

Review Action Items:

- LC Chair will finalize the December 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 January meeting, and will also update the Tracker and Proposal Status documents to reflect recent activities.
- All LC members will review the Constitution, Bylaws, and Procedures, the Model Ordinance, and the ISSC website to help identify items that still need to be updated in order to reflect what was

approved at the 2019 Biennial Meeting. Please provide Andy with notes so that he can compile a list to provide to the Executive Office.

- All LC members will review the preproposal documents included with the January meeting materials and come prepared for discussion at the February meeting.
- The Biotoxin Subcommittee will work with the Executive Office to arrange a meeting with the submitters of Proposal 13-114.
- The Microbiology Subcommittee will continue work to prepare a draft of the Platform Extension Guidelines.
- 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 next subcommittee meeting.
- The Method Validation Subcommittee is still looking for references to help support species groupings as matrices, so please provide those to the 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, February 16th, 3:00 – 5:00 p.m. ET