

# Laboratory Committee

## Meeting Report

*January 18<sup>th</sup>, 2022*

In Attendance: Andy Haines, Dana Dvoracek-Driksna, Joseph DeCrescenzo, Matthew Forester, Shelley Lankford, Jill MacLeod, Linda McFarland, Wade Rourke, Richard Burrow, Mona Hochman, Leanne Flewelling, Joel Hansel, Shannara Lynn, Cheryl Lassitter, Stephanie Haynes, Johnna Fay, Jessica Jones, Gina Olson, Sara McGrath, Jonathan Deeds

Absent: Jennifer McDonald, Diane Regan, Drew Sheehan, Steve Archer, Jacob Madden, Maggie Broadwater, Lizzie Farrell

Guests: None

Note Takers: Andy, Gina

## AGENDA

1. Roll Call
2. Meeting Minutes – November 2021
3. Meeting Report – November 2021
4. Review of Committee Recommendation on Proposal 19-140
5. Review of Committee Status For The New Year
6. Subcommittee Reports
  - a. Biotoxin
  - 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 15<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 2021 Laboratory Committee Meeting were reviewed and discussed. There was a motion to approve the minutes as written, 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 November 2021 Laboratory Committee Meeting was reviewed and discussed. There was a motion to approve the report as written, 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.**

### Review of Committee Recommendation on Proposal 19-140

- One additional fix to line item 3.14.14 was identified, and was determined to constitute an editorial change, so the existing committee vote to recommend adoption of this proposal as amended stands after this additional change is made.
  - Item 3.14.14 – Replace “ATCC 15597” with “ATCC 15597-B1”
  - **Action Item: This updated checklist will be provided to the Executive Office along with a request to present our recommendation on this proposal to the Executive Board for interim approval at the next available opportunity.**

### Reviewing Committee Status For The New Year

- The Tracker and proposal materials available on Google Drive and Microsoft Sharepoint have been updated and should be available for all committee members.
  - 13-114 – LC completed review of this proposal in April 2021 and sent feedback to submitters. Submitters recently contacted liaison with questions, and indicated they were working on addressing the comments sent.

- 15-109 – LC completed review of this proposal in November/December 2020 and sent feedback in January 2021. Dialogue with liaison and work to address comments is ongoing.
- 15-114 – Microbiology Subcommittee currently reviewing the updated data package that was received in July 2021.
- 17-103 – LC currently awaiting a response to comments sent previously. Submitter's lab has been unavailable due to COVID, etc., but they plan on completing the necessary work as soon as the lab space is available again.
- 17-106 - LC currently awaiting a response to comments sent previously. Submitter's lab has been unavailable due to COVID, etc., but they plan on completing the necessary work as soon as the lab space is available again.
- 17-108 – LC received a revised data package in September 2021, and Biotoxin Subcommittee has been reviewing.
- 19-101 – This proposal is being reviewed by the Lab Evaluation Subcommittee.
- 19-128 – The LC provided feedback in 2019, and the submitter has been unable to address those comments since that time due to COVID, etc.
- 19-131, 19-132, 19-133, 19-138 – All of these proposals are edits to existing checklists, and are still awaiting review by the Checklist Subcommittee until they are able to finish review of all new checklists first.
- 19-140 – The LC voted to recommend adoption of this proposal as amended at the November 2021 meeting, and reaffirmed that vote earlier in this meeting. This recommendation will be presented to the Executive Board at the next available opportunity.
- 19-141 – The Checklist Subcommittee is currently reviewing this proposal.
- 19-150 – Feedback was provided to the submitter via the liaison, and the submitter indicated that they are currently working on generating the data needed to address those concerns.
- Completed Actions – 13-111 and 15-112 = “No Action” recommendation; 17-110 and 19-136 both granted interim approval by Executive Board and both checklists are currently available for use. All four of these recommendations will be re-reviewed at the 2023 biennial meeting as proposals from the Executive Board so that they can receive final approval by the Conference.
- Preproposals – The LC has not yet received any data packages associated with the preproposals on this list.
  - Of note, the LC asked CFIA to hold onto their pre-proposal until work on the matrix extension guidelines was completed, as their proposed matrix extension work may not be necessary.

## **Subcommittee Reports:**

### Biotoxin Subcommittee

- Subcommittee met last week with two agenda items:
  - 17-108 – Subcommittee finished review of recent data submission and will be providing feedback via the liaison in the near future.
  - Also working to address some questions/comments from Neogen on the feedback we provided them on their DSP pre-proposal.
    - Efforts on this review highlighted the need to update the SLV SOPs, particularly with regards to qualitative methods, so an upcoming goal for the subcommittee is to begin work on drafting those updates and/or providing feedback to the Method Validation Subcommittee for necessary changes.

### Microbiology Subcommittee

- Working on finishing review of 15-114. February meeting falls on Presidents Day, so currently working to identify a new date for the February subcommittee meeting.

### Checklist Subcommittee

- Work continues on Proposal 19-141, the RBA for PSP Checklist. At most recent meeting, updated 1.2.5 and 1.2.6, and next meeting is this Friday.

### Method Validation Subcommittee

- Working on finalizing edits to updated Matrix Extension Guidelines and hope to distribute draft proposal to LC for review at February meeting.

### Method Portal

- Working on draft questionnaire to help identify ways to improve Table 14, and hope to distribute that draft to the LC for review at the February meeting.

### Engagement

- Subcommittee working to identify a new standing meeting date/time that will work better for meeting attendance.

### Lab Evaluation

- Subcommittee questions for FDA will be relayed to them in the near future.

## **Review Action Items:**

- LC Chair will finalize the November 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.

- LC Chair will send the LC recommendation on 19-140 to the Executive Board for consideration for interim approval at the next available opportunity.
- All LC Members should review the updated Matrix Extension Guidelines, Table 14 Questionnaire, and any other materials distributed in the near future so that all are prepared to discuss at the February LC meeting.

**Other Business**

**Adjourn**

**Next Meeting – Tuesday, February 15<sup>th</sup>, 3:00 – 5:00 p.m. ET**