

Laboratory Committee

Meeting Report

June 22nd, 2021

In Attendance: Andy Haines, Dana Dvoracek-Driksna, Joseph DeCrescenzo, Matthew Forester, Shelley Lankford, Jill MacLeod, Diane Regan, Wade Rourke, Richard Burrow, Jacob Madden, Joel Hansel, Shannara Lynn, Maggie Broadwater, Cheryl Lassiter, Stephanie Haynes, Johnna Fay, Sara McGrath, Jonathan Deeds

Absent: Jennifer McDonald, Linda McFarland, Drew Sheehan, Steve Archer, Mona Hochman, Leanne Flewelling, Lizzie Farrell, Jessica Jones, Gina Olson

Guests: Steve Crupi (Alaska)

Note Takers: Andy, Cheryl, Johnna

AGENDA

1. Roll Call
2. Meeting Minutes – May 2021
3. Meeting Report – May 2021
4. Review of Checklist Subcommittee Recommendation on Proposal 19-136
5. Subcommittee Reports
 - a. Biotoxin
 - b. Microbiology
 - c. Checklist
 - d. Method Validation
 - e. Method Portal
 - f. Engagement
 - g. Lab Evaluation
6. Review of Action Items
7. Other Business
8. Adjourn

Next Meeting – Tuesday, August 17th, 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 May 18th, 2021 Laboratory Committee Meeting were reviewed and discussed. One typo correction was made, and then a motion to approve the minutes as amended with a second was made. 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 May 18th, 2021 Laboratory Committee Meeting was reviewed and discussed. The same typo correction was made, and then a motion to approve the minutes as amended with a second was made. The motion carried.

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

Review of Checklist Subcommittee Recommendation on Proposal 19-136:

- Reminder that the recommendation from the subcommittee is to recommend adoption of the DSP checklist as amended. Additionally, looking for a mechanism to move the supplemental data produced during checklist generation into the permanent record.
- A motion was made to append the supplemental data to this checklist proposal, with a second.
 - There was some discussion about why we would have this data appended to the checklist proposal versus the original method proposal, and the answer was that the Conference has already completed action on the original method proposal (17-103), so we can't go back now to amend.
 - After additional discussion, the motion was voted on, and carried unanimously.
- In order to start discussion on the checklist, a second motion to accept the recommendation of the checklist subcommittee and to recommend adoption of the proposal as amended was made, with a second.
 - Edits were suggested to checklist items 2.5.1 and 1.4.10, and were adopted by unanimous consent.

- There was extensive discussion on items 2.4.3 and 2.4.4 involving concerns with requiring bracketing calibration curves and a suggestion to replace with calibration check standards.
- This discussion on these suggested changes approached the end of the scheduled meeting time, so a motion to table discussion on proposal 19-136 was made, with a second, and the motion carried.

Subcommittee Reports:

Biotoxin Subcommittee

- The subcommittee is continuing to work through the two Neogen proposals, and are also reviewing the qualitative method guideline drafts provided by the Method Validation Subcommittee.

Microbiology Subcommittee

- The subcommittee hasn't had the opportunity to meet yet to review the updated draft of the Platform Extension Guidelines.

Checklist Subcommittee

- The subcommittee has begun review of proposal 19-140 (updates to the MSC portion of the micro checklist).

Method Validation Subcommittee

- No new updates at this time.

Method Portal

- The portal was made live on the ISSC website following the last meeting.

Engagement

- No new updates at this time.

Lab Evaluation

- Subcommittee membership is continuing work on addressing the remaining subcommittee concerns on this proposal, and a meeting will be scheduled once additional background work has been completed.

Review Action Items:

- LC Chair will finalize the May 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 June meeting, and will also update the Tracker and Proposal Status documents to reflect recent activities.

- All Lab Committee members will continue to review proposal 19-136, and come prepared to discuss at the next LC meeting.

Other Business

Adjourn

Next Meeting – Tuesday, August 17th, 3:00 – 5:00 p.m. ET