

# Laboratory Committee

## Meeting Report

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

In Attendance: Andy Haines, Dana Dvoracek-Driksna, Joseph DeCrescenzo, Matthew Forester, Jill MacLeod, Diane Regan, Richard Burrow, Gina Olson, Joel Hansel, Melissa Farrell, Shannara Lynn, Mona Hochman, Leanne Flewelling, Jacob Madden, Jessica Jones, Johnna Fay, Sara McGrath, Jon Deeds

Absent: Jennifer McDonald, Shelley Lankford, Linda McFarland, Leonora Porter, Wade Rourke, Cheryl Lassitter, Steve Archer, Avi Singh, Maggie Broadwater, Drew Sheehan

Note Takers: Andy, Gina

## AGENDA

1. Roll Call
2. Meeting Minutes – February 2021
3. Meeting Report – February 2021
4. Subcommittee Reports
  - a. Biotoxin
    - i. 13-114 Review
  - b. Microbiology
    - i. Platform Extension Progress
  - c. Checklist
    - i. 19-136 – Summary of Changes
  - d. Method Validation
  - e. Method Portal
  - f. Engagement
  - g. Lab Evaluation
5. Review of Action Items
6. Other Business
7. Adjourn

**Next Meeting – Tuesday, April 20<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 February 16th, 2021 Laboratory Committee Meeting were reviewed and discussed. A motion was made to approve the minutes as written and the motion 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 February 16<sup>th</sup>, 2021 Laboratory Committee Meeting was reviewed and discussed. A motion was made to approve the minutes as written and the motion carried.

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

### **Subcommittee Reports:**

The focus of this meeting today is for each subcommittee to provide a status update on ongoing projects, and to prep the committee on items that might be available for review in the near future.

#### **Biotoxin Subcommittee**

- 13-114 Update –
  - The last subcommittee meeting was primarily focused on reviewing the February call with California, and discussing next steps.
  - A draft of the proposal review will be generated based on the subcommittee discussion, and it will be circulating it for review amongst the subcommittee before relaying it to the full LC.
- Other Subcommittee Updates

- The subcommittee also discussed the recent documents provided by Neogen relating to their Reveal 2.0 for DSP proposal, as well as an upcoming comparison study between DSP test kits and the existing LCMS Method.
- There was also discussion on the process for making sure that follow up data, experiments, and correspondence that are pertinent to a method or proposal end up in the publicly available record for that proposal.
  - This is particularly relevant in making sure that all of the reviewed and approved data is available to other labs are going through the method verification process.

#### Microbiology Subcommittee

- An updated draft of the Platform Extension Guidelines is being developed, and will be circulated for review amongst the subcommittee before being distributed for input from other subcommittees and the full LC.

#### Checklist Subcommittee

- Had to cancel the March meeting, so will aim to finish the 19-136 review at the April meeting.
- Next up after completion of this proposal is a review of 19-141 (RBA checklist).

#### Method Validation Subcommittee

- The March subcommittee meeting was cancelled so that subcommittee members could focus on completing their “homework”.
- All of the matrix extension species grouping research has been saved in a communal folder, and will be compiled into a draft recommendation before the next subcommittee meeting.

#### Method Portal

- An updated draft of the portal website is nearing completion, and will be reviewed at the next subcommittee meeting. Once complete, the draft website will be circulated to the full LC for review and comment.

#### Engagement

- The last subcommittee meeting had to be cancelled, but the group will be meeting at the end of March to review the feedback and comments received on the ISSC HAB Priorities List and to discuss next steps.

#### Lab Evaluation

- The last subcommittee meeting had to be cancelled, but the group will be meeting again next Tuesday. The focus of the meeting will be on some potential modifications to the Quality Systems Checklist that will help to address some of the issues identified in Proposal 19-101.

**Review Action Items:**

- The LC Chair will finalize the February Meeting Minutes and Meeting Report and will distribute both to the LC and the Executive Office.
- The LC Chair will prepare Meeting Minutes and a Meeting Report for the March meeting, and will also update the Tracker and Proposal Status documents to reflect recent activities.
- The following items will be circulated to the full Lab Committee as soon as they are complete, and all Lab Committee members should be prepared to review them and bring comments/questions to the April LC meeting:
  - The review letter regarding proposal 13-114
  - The draft Method Portal website
  - The checklist subcommittee recommendation on Proposal 19-136
  - The matrix extension species groupings and supporting rationale.
- If you are interested in joining any subcommittees at any time, please reach out to the LC Chair to indicate which you would like to participate with, and arrangements will be made to get you added to the roster and included on the meeting invitation.

**Other Business**

There was some discussion on a change in manufacturer for the Scotia Rapid Test, and if the LC needed to be involved. LC members will investigate and this topic will be discussed further at the April meeting.

**Adjourn**

**Next Meeting – Tuesday, April 20<sup>th</sup>, 3:00 – 5:00 p.m. ET**