

Laboratory Committee

Meeting Report

November 17th, 2020

In Attendance: Andy Haines, Dana Dvoracek-Driksna, Matthew Forester, Shelley Lankford, Jill MacLeod, Linda McFarland, Diane Regan, Leonora Porter, Wade Rourke, Richard Burrow, Gina Olson, Shannara Lynn, Linda Chandler, Steve Archer, Mona Hochman, Leanne Flewelling, Jacob Madden, Jessica Jones, Johnna Fay

Absent: Jennifer McDonald, Joseph DeCrescenzo, Joel Hansel, Melissa Farrell, Cheryl Lassitter, Avi Singh, Maggie Broadwater, Drew Sheehan

Guests: Sara McGrath

Note Takers: Johnna, Andy

AGENDA

1. Roll Call
2. Meeting Minutes – October 2020
3. Meeting Report – October 2020
4. Review Updated Tracker
5. Discuss Potential Committee Action on Proposals 13-111 and 17-108
6. Discuss Suggestion For Potential 2021 Proposal From Lab Committee
7. Subcommittee Reports
 - a. Biotoxin
 - i. 15-109
 - b. Microbiology
 - c. Checklist
 - i. 17-110
 - ii. 19-136
 - d. Method Validation
 - i. Matrix Extension Guidelines
 - e. Method Portal
 - f. Engagement
 - g. Lab Evaluation
8. Review of Action Items
9. Other Business
10. Adjourn

Next Meeting – Tuesday, December 15th, 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 October 20, 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 October 20, 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 with full Lab Committee

- Active Proposals Tab
 - Includes links to Proposal Status documents as well as associated data and other supporting information.
 - Also includes Proposal Title, Liaison (if assigned), current Subcommittee assignment (if assigned), the date of last review or data submission, and a brief summary of the current proposal status.
- Preproposals Tab
 - Provides information on preproposals that have been reviewed and approved by the LC, but for which we have not yet received a full proposal.
 - Includes links to preproposal materials, submitter information, submission and approval dates, and liaison assignments.

- Activities and Archive Tabs
 - Not yet populated, but will include information on other LC activities not related to proposals, as well as an archive of previous LC proposal actions.

Discuss Potential Committee Action on Proposals 13-111 and 17-108

- Both proposals reached 18 months of inactivity as of April 2020. Letters were sent to the proposal submitters in September 2020 inquiring on their intent to continue pursuing these proposals.
- Data for proposal 13-111 was last submitted in June 2017, and the LC received no response to the September 2020 letter.
 - After discussion, the Laboratory Committee voted to recommend “No Action” on proposal 13-111. This recommendation will be submitted to the Executive Board for consideration.
- The submitter of proposal 17-108 provided a response to the September 2020 letter indicating that they are actively working on generating the data necessary to provide a response.
 - Several Lab Committee members with familiarity with the ongoing research provided background information on the work currently underway.
 - After discussion, the Laboratory Committee voted to keep proposal 17-108 on the list of active proposals, and to provide the submitter with more time to generate the necessary data. A letter notifying the submitter of this decision will be drafted and the LC Chair will work with the Executive Office to provide this response to the submitter.

Discuss Suggestion For Potential 2021 Proposal From Lab Committee

- Section IV, Chapter 2, .20 of the Guidance Documents provides an outline for how to verify the performance of an Nssp Approved or Approved Limited Use Method when that method is being newly adopted within a laboratory. Much of this guidance focuses on comparing the data generated in the implementing lab with the data included in the original SLV.
- However, there are several Approved or Approved Limited Use Methods within the program that do not include SLVs or detailed original datasets, so it was suggested that the Lab Committee develop additional guidance for how to verify the performance of lab methods in these situations.
- After discussion, it was agreed that there was a need for this additional guidance, and the task to generate a first draft of this proposal was assigned to the Method Validation Subcommittee.

Subcommittee Reports:

- Biotoxin Subcommittee – At their November meeting, the Subcommittee reviewed the most recent data submission in support of proposal 15-109. A review summary is currently being drafted, and will be circulated to the full Lab Committee in time for consideration at the December LC Meeting.

- Microbiology Subcommittee – No active charges currently, but held first subcommittee meeting earlier this week to provide members with introductions and to familiarize everyone with the subcommittee processes.
- Checklist Subcommittee – The Subcommittee recently completed review of proposal 17-110, and after discussion, voted to recommend to the full Lab Committee that the checklist be adopted as written, with applicable edits to synchronize this checklist with the other microbiology checklists that were updated during the 2019 Biennial Meeting.
- Method Validation Subcommittee – Current priority is to address the request from the Executive Board to clarify the Matrix Extension Guidelines that were approved at the 2019 Biennial Meeting. The Subcommittee has modified the applicable Constitution, Bylaws, and Procedures passage, as well as the associated Method Application Format documents, to eliminate the use of the word “species” and replace it with “matrix” instead. These modifications were voted on and approved by the Lab Committee, and will be submitted to the Executive Board for consideration. The next step for the Subcommittee is to generate a series of tables or guidance documents that better define what constitutes a “matrix” and which species may be grouped together when generating data to validate a laboratory method.
- Method Portal – Reviewing existing content for accuracy, and working with the newly published NSSP Guide to update checklist links for the portal. Still working on how to provide supporting documents for methods that do not have references available to post online.
- Engagement – Working to set up standing meetings. Looking to update ISSC Biotoxins Priority List.
- Lab Evaluation – Working to set up standing meetings

Review Action Items:

- LC Chair will finalize the 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 November meeting, and will also update the Tracker and Proposal Status documents to reflect recent activities.
- LC Chair will provide notification to the Executive Office of the Lab Committee votes on proposals 13-111 and 17-108.
- All Lab Committee members should review proposal 17-110 and come to the December meeting prepared to discuss and potentially vote on this proposal.
- 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 on Friday, December 11th.
- The Biotoxin Subcommittee will complete a draft response on Proposal 15-109 and will provide it to the full Lab Committee in time for review at the December LC Meeting. Lab Committee members should review this draft response prior to the December meeting and come prepared with comments.

- The LC Chair will notify the Executive Office of the LC vote on the Matrix Extension Guidelines and the intended next steps.

Other Business

Adjourn

Next Meeting – Tuesday, December 15th, 3:00 – 5:00 p.m. ET