

Laboratory Committee

Meeting Report

November 18th, 2021

In Attendance: Andy Haines, Jennifer McDonald, Dana Dvoracek-Driksna, Matthew Forester, Jill MacLeod, Linda McFarland, Diane Regan, Wade Rourke, Richard Burrow, Steve Archer, Mona Hochman, Jacob Madden, Cheryl Lassitter, Stephanie Haynes, Johnna Fay, Jessica Jones, Gina Olson, Sara McGrath, Jonathan Deeds

Absent: Joseph DeCrescenzo, Shelley Lankford, Drew Sheehan, Leanne Flewelling, Joel Hansel, Shannara Lynn, Maggie Broadwater, Lizzie Farrell

Guests: None

Note Takers: Andy, Cheryl

AGENDA

1. Roll Call
2. Meeting Minutes – October 2021
3. Meeting Report – October 2021
4. Outcome of Executive Board Meeting Presentation
5. Guidance to New Manufacturer of Scotia Rapid Test
6. Review of Subcommittee Recommendation on Proposal 19-140
7. Subcommittee Reports
 - a. Biotoxin
 - b. Microbiology
 - c. Checklist
 - d. Method Validation
 - e. Method Portal
 - f. Engagement
 - g. Lab Evaluation
8. Review of Action Items
9. Other Business
10. Adjourn

**** DECEMBER MEETING CANCELLED**** Next Meeting – Tuesday, January 18th, 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 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 October 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.

Outcome of Executive Board Meeting Presentation

- The Executive Board accepted both of the LC recommendations on Proposal 19-136, including the motion to append the supplemental data to the proposal, as well as the motion to adopt the checklist as amended.

Guidance to New Manufacturer of Scotia Rapid Test

- We received a response to our follow up questions, and now need to focus on providing the new manufacturer with guidance on the types of data we are requesting.
- The LC discussed what tests should be done and what performance characteristics should be analyzed, and will prepare a set of recommendations for the new manufacturer.

Review of Subcommittee Recommendation on Proposal 19-140

- Proposal 19-140 includes a set of proposed modifications to the MSC section of the Microbiology checklist.
- There was a motion to accept the recommendation of the Checklist Subcommittee and recommend adoption of Proposal 19-140 as amended, with a second.

- This opened discussion, and the committee reviewed each of the modifications made by the subcommittee.
 - Noted several editorial changes in the checklist prior to section 3.10 to improve consistency throughout checklist.
 - 3.10.2 was removed to eliminate redundancy with 3.14.2, which was kept.
 - 3.11.3 – Changed bottom agar storage time to six weeks to correspond with the MSC SLV.
 - 3.14.13 – Added requirement that growth broth be room temperature before plating the negative control so that the control doesn't congeal before it is spread evenly.
 - 3.14.15 – Modified to only require a negative control plate at the end.
 - Several other minor modifications were discussed as well, and some references were updated.
- After discussion, a vote on the motion was held, and the motion carried.

Subcommittee Reports:

Biotoxin Subcommittee

- The subcommittee did not meet this month because of the holiday. Moving forward, subcommittee meetings will still be on Thursdays, but will begin one hour later than before.

Microbiology Subcommittee

- No meeting this month, but work continues on 15-114, the original MSC data for oysters, and the platform extension guidelines.

Checklist Subcommittee

- Subcommittee did not meet quorum for the last meeting, but work continues on Proposal 19-141, the RBA for PSP Checklist.

Method Validation Subcommittee

- Progress has been made on the Matrix Extension guideline updates, including the species groupings into matrix categories. An updated version has been circulated amongst the subcommittee for final comment, with the hopes of having a draft ready for review at the January LC meeting.

Method Portal

- Continue ongoing work to update and improve the method portal.
- Also began work on potentially trying to update Table 14. Have begun developing a questionnaire that will help identify suggestions from the broader conference on how this table can be improved.

Engagement

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

Lab Evaluation

- No new updates at this time.

Review Action Items:

- LC Chair will finalize the October 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 use the guidance provided at this meeting to generate a response to the new SRT Kit manufacturer regarding the data necessary to submit on the new SRT Kits.
- All LC Members should review any documents sent to the committee over the next few months so that everyone is prepared for the January meeting.

Other Business

Adjourn

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