

Laboratory Committee

Meeting Report

October 20th, 2020

In Attendance: Andy Haines, Dana Dvoracek-Driksna, Joseph DeCrescenzo, Shelley Lankford, Jill MacLeod, Linda McFarland, Diane Regan, Leonora Porter, Wade Rourke, Richard Burrow, Gina Olson, Joel Hansel, Melissa Farrell, Shannara Lynn, Cheryl Lassitter, Linda Chandler, Steve Archer, Avi Singh, Leanne Flewelling, Jessica Jones, Johnna Fay, Maggie Broadwater, Drew Sheehan

Absent: Jennifer McDonald, Matthew Forester, Mona Hochman, Jacob Madden

Guests: Sara McGrath

Note Takers: Cheryl, Johnna, Andy

AGENDA

1. Roll Call
2. Meeting Minutes – September 2020
3. Meeting Report – September 2020
4. Review Pre-Proposal From Neogen
5. Review Draft Letter 15-114
6. Protocol Submission From Neogen For Proposal 19-150
7. Letter From California DPH on Proposal 13-114
8. Subcommittee Reports
 - a. Biotoxin
 - b. Microbiology
 - c. Checklist
 - d. Method Validation
 - e. Method Portal
 - f. Engagement
 - g. Lab Evaluation
9. Review of Action Items
10. Other Business
11. Adjourn

Next Meeting – Tuesday, November 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 September 15, 2020 Laboratory Committee Meeting were reviewed and discussed, and one edit was made. A motion to approve as amended 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 September 15, 2020 Laboratory Committee Meeting was reviewed, 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 Pre-Proposal From Neogen:

- A new pre-proposal was submitted by Neogen for the Reveal 2.0 for DSP Test Kit.
- Kit is a competitive immunoassay intended as a cost effective rapid method for screening and precautionary closures in mussels, clams, and oysters.
- The pre-proposal was reviewed and discussed by the LC, and was found to meet the requirements of Procedure XV, Section 1.
- The LC voted on a motion to recommend approval of the pre-proposal.
- **ACTION ITEM: The LC Chair will notify the Executive Office of the vote to recommend approval, and will work with them to prepare a letter inviting the submitter to submit a full SLV.**
- The LC also voted to assign a liaison.

Review Draft Letter For 15-114:

- Per ISSC Constitution, Bylaws, and Procedures, Procedure XV, Section 7, a method submitter has 18 months from the date of a written request from the ISSC to provide the information/data necessary to complete an evaluation of a method. If there is no response from the submitter within this timeframe, the LC can vote to recommend no action on the proposal.

- Proposal 15-114 reached 18 months of inactivity as of April 2020.
- The LC is drafting letters to these proposal submitters to inquire on their intent to continue pursuing approval of these methods before voting.
- Letter to the submitter of proposal 15-114 was reviewed, edited, and approved by the LC.
- **ACTION ITEM: The LC Chair will work with the Executive Office to finalize this letter and to have it mailed.**

Protocol Submission For Proposal 19-150:

- The LC recently received a protocol proposal from Neogen for review. The intent of this submission is to receive feedback from the LC on if this protocol will be adequate to generate the data necessary to address outstanding LC questions on proposal 19-150.
- Proposal history and an outline of the proposed protocol were presented and discussed.
- This proposal is assigned to the Biotoxin Subcommittee, so they will be responsible for drafting the initial response to this request.

Letter From California DPH On Proposal 13-114:

- The LC recently received a letter from the California DPH attempting to address some of the outstanding questions and concerns included in the last review of this proposal.
- A history and background on the proposal was presented, and the LC has some initial discussion on some of the items presented in the letter.
- This letter requests a meeting with the Biotoxin Subcommittee to further discuss, so they will be working to prepare a response and to arrange the meeting.

Subcommittee Reports:

- Subcommittee rosters sent out a few weeks ago, and subcommittees have begun setting up standing meetings.
- Biotoxin Subcommittee – Currently three proposals ready for review, including 15-109, 19-150, and 13-114
- Microbiology Subcommittee – Working to set up standing meetings
- Checklist Subcommittee – Eight charges, with DSP checklist and Vibrio checklist as priorities
- Method Validation Subcommittee – Initial priority is to define what constitutes a “matrix” and to provide edits to the language included in the matrix extension guidelines to eliminate the use of the word “species”
- Method Portal – Focused on how to deal with copyright issues
- Engagement – Focused on updating the list of priority needs for methods, disseminating info and resources available from NOAA and other organizations, and coordinating efforts between Lab Committee and Biotoxin Committee when needed.
- Lab Evaluation – Working to set up standing meetings

Review Action Items:

- The LC Chair will finalize the Meeting Minutes and Meeting Report and will distribute both to the LC and the Executive Office.
- The LC Chair will work with the Executive Office to prepare a letter to Neogen notifying them of the approval of their pre-proposal and inviting them to submit a full SLV.
- The LC Chair will work with the Executive Office to finalize and mail the approved letter to the submitter of proposal 15-114.
- Subcommittees will continue to work to establish standing meeting times, and will begin meeting to address charges.

Other Business**Adjourn**

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