

## Minutes of the January 30, 2002 Meeting of the SBS Microplate Standards Development Committee

### Attendees:

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### Agenda:

1. Committee Update
  - Working Group members (ListServ)
  - Current Consensus Body members
2. Update on the ANSI Update
3. Update on existing draft versions of standards
  - Determine if SBS-1, SBS-3, SBS-4 are complete and ready for ANSI submission
  - Discuss SBS-2
  - Determine if parts 4.1 and 4.2 are considered complete
  - Discuss beginning part 4.3, shorter plates
  - Continue discussion on SBS-5
4. Update on online polls/ Additional Standards

## **Committee Update**

The current Working Group, as represented by the membership of the ListServ, contains almost 200 members representing over 100 organizations from over 15 nations. The current Consensus body had 28 eligible members (organizations that had been represented at one of the past three meetings). Of these, 14 were in attendance at the meeting. A quorum was not present. (A quorum requires a majority of the voting members present).

3M <sup>1</sup>	MatriCal <sup>1</sup>
Abgene <sup>1,2</sup>	Merck & Co. <sup>3</sup>
Apogent Discoveries <sup>1,2</sup>	Millipore <sup>1,2</sup>
BD Biosciences <sup>1</sup>	MJ Research <sup>1,2</sup>
Beckman Coulter, Inc. <sup>1,2</sup>	Molecular Devices <sup>1,2</sup>
Boehringer-Ingelheim <sup>3</sup>	Nalge Nunc Int'l <sup>1</sup>
Carl Zeiss <sup>2</sup>	REMP <sup>2</sup>
Cellomics <sup>2</sup>	Roche <sup>3</sup>
CoBio Engineering <sup>3</sup>	SBS <sup>3</sup>
Corning <sup>1</sup>	TekCel Inc. <sup>2</sup>
Edge Biosystems <sup>?</sup>	Thermo LabSystems <sup>1,2</sup>
Greiner BioOne <sup>1</sup>	Thomson Smith <sup>?</sup>
Hamilton Co <sup>2</sup>	TPP Techno Plastic Products <sup>1</sup>
Innovative Microplate <sup>1</sup>	Whatman <sup>1</sup>

Interest groups

1. Manufacturers of microplates (n=16)
2. Manufacturers of instrumentation that utilizes microplates (n=11)
3. Users of microplates that do not fit in either of the previous categories (n=4)

## **ANSI Update**

The SBS applied to become a member organization of ANSI in the end of 2000 and became a member organization in January 2001. Next, the MSDC developed a "Policies and Procedures" document as required by ANSI. A copy of this is available at

<http://sbsonline.com/disgrps/platestd/details.html> or

[http://groups.yahoo.com/group/microplate\\_standards/files/](http://groups.yahoo.com/group/microplate_standards/files/). The SBS MSDC then submitted an application to become an accredited ANSI standards developer in September 2001. The period for public comment on our application ended December 31, 2001. We expect the ANSI Executive Council to vote and accept our application by the end of Feb 2002.

After the MSDC is accredited as an ANSI standards developer, the following process begins for EACH of the standards we are drafting:

1. File a PINS (Project Initiation Notification System)  
This is required for new and revised standards. It is submitted at the start of a project. We expect to file this in March 2001 for standards one through five.
2. File a BSR-8  
This is a request to initiate a public review - also known as the "Call for Comment". It is required whenever substantive changes to the text of the standard are made since the close of the prior public review period. There is a minimum 30 day review period before moving on to the next step.
3. File a BSR-9  
This accompanies the final submittal of a candidate standard to ANSI.

### **Update on existing draft versions of standards**

At the last meeting, it was mentioned that the proposed standards had to be rewritten and the drawings redone to meet ANSI style guidelines. Which much help from Marty Popoloski of Corning, this was completed for SBS 1,2,3 and 4. These standards were reviewed during the meeting.

#### **SBS-1**

No changes were suggested. This standard appears ready for ANSI submission.

#### **SBS-2**

The following changes were suggested:

- All references to a “Normal Height” plate in the text and figure legends should be changed to “Typical Height”. This is because some people felt the word normal could refer to a perpendicular line.
- Note B in Figure 1 should have to word “tolerance” changed to “clearance”.

There was a discussion started by the members from Nunc on whether the height range for parts 4.3 and 4.4 should be made to include plates of about 30 mm in height. This had been discussed at the last meeting, and it was felt that these plates should be part of a separate part. The members from Nunc took it upon themselves to initiate the relevant discussion on the ListServ. As a reminder, the measurements previously submitted for other height plates are summarized in the table below:

<b>Plate</b>	<b>Volume (ul)</b>	<b>Wells</b>	<b>Material</b>	<b>Height (mm)</b>
AbGene AB-0859	600	96	PP	31.1
AbGene AB-0564	1000	96		42.5
BD 353964	1000	96	PP	44.06
Corning	2000	96		43.815
Corning	1000	96		42.164
Corning 3957	500	96	PP	27.178
Corning		384		27.813
Greiner	500	96	PP	22.6
Greiner	1000	96	PP	41.5
Greiner	2000	96	PP	44.0
Greiner	240	384	PP	22.0
Greiner	20	1536	PP	10.4
Nunc 278605	1000	96	PS	41
Nunc 278607	1000	96	PP	41
Nunc 260251	1000	96	PP	31.5

As there had been no discussion on the ListServ regarding shorter height plates (such as used for 1536 well plates), it was agreed that no sections would be added to the standard unless someone initiated the relevant discussion on the LisatServ.

#### **SBS-3**

No changes were suggested. This standard appears ready for ANSI submission.

#### **SBS-4**

The following changes were suggested:

- Change Figure 1 to match Figures 2 and 3 by removing the well center lines.
- A question was posed as to whether language should be added to the standard discussing how to find the center of an irregularly shaped well.

Based on discussions at the last meeting, an online poll had been created asking whether SBS-4 should “include a clause specifying a MINIMUM well diameter?” The purpose of this question was to see if the standard should dictate a minimum opening for accessing the well with a liquid handling device or reader. The response to the poll was:

- No: 13/16
- Yes: 3/16

### **SBS-5**

This standard still needs work. No rigidity data was provided prior to the meeting as agreed upon in September. REMP provided data for their plate at the meeting. Once again members are being asked to provide the data. Marc and Carol will ask the SBS board if funds can be allocated by the board to pay for some of this testing. Bryan Wildman, Amer El-Hage and Marty Popoloski will work on how this standard should be written. If this standard is not complete when SBS can file the other standards, the others will go forward without SBS-5 (which will be submitted at a later date).

### **Update on online polls/ Additional Standards**

At the last meeting, a number of attendees questioned whether a standard for well depth would be useful. An online poll was created asking “Would a new standard defining well depth (defined as the height from the top of the plate to the bottom inside of the well) be useful?” The response to the poll was:

- Yes: 3/15
- No: 12/15

## Next Meetings

There will be two more regularly scheduled meetings of the MSDC after which meetings will be scheduled on an as needed basis. By scheduling two more meetings, an opportunity is presented to anyone to attend both of these meetings and still become a member of the consensus body in time for the vote on the standards. (This also provides an opportunity for those who were unable to attend the September meeting).

The next meeting will be held on Monday, May 13, 2002 at the Hilton hotel in East Brunswick, NJ to coincide with the LRIG vendor show (exact time to be determined). The purpose of this meeting will be to review any outstanding business and we will also have a speaker come from ANSI to answer any questions about ANSI standards.

The consensus body (those members eligible to vote) at the next meeting will include those of the following companies (with their identified interest group in superscript) who are in attendance:

3M <sup>1</sup>	Innovative Microplate <sup>1</sup>
Abgene <sup>1,2</sup>	MatriCal <sup>1</sup>
Apogent Discoveries <sup>1,2</sup>	Merck & Co. <sup>3</sup>
BD Biosciences <sup>1</sup>	Millipore <sup>1,2</sup>
Beckman Coulter, Inc. <sup>1,2</sup>	MJ Research <sup>1,2</sup>
Boehringer-Ingelheim <sup>3</sup>	Molecular Devices <sup>1,2</sup>
Carl Zeiss <sup>2</sup>	Nalge Nunc Int'l <sup>1</sup>
Cellomics <sup>2</sup>	Pfizer <sup>3</sup>
CoBio Engineering <sup>3</sup>	REMP <sup>2</sup>
Corning <sup>1</sup>	Tecan <sup>2</sup>
Greiner BioOne <sup>1</sup>	TekCel Inc. <sup>2</sup>
Hamilton Co <sup>2</sup>	Thermo LabSystems <sup>1,2</sup>
Hoffman La Roche <sup>3</sup>	Whatman <sup>1</sup>

### Interest groups

1. Manufacturers of microplates (n=15)
2. Manufacturers of instrumentation that utilizes microplates (n=13)
3. Users of microplates that do not fit in either of the previous categories (n=5)

The following organizations will lose their membership on the consensus body if they are not in attendance at the meeting:

- 3M
- CoBio Engineering
- MJ Research
- TekCel
- Thermo LabSystems

The August meeting will be held in Boston in conjunction with Drug Discovery Technology (August 4-9 2002). At this meeting, we will be voting to pass the standards. Members that wish to vote must be in attendance at this meeting. There are no absentee votes. If you are not now part of the Consensus Body (voting members), you can gain voting rights by attending both the June and August meetings. **Remember, that we need a quorum at the August meeting to pass the standards, so please plan on attending!**