

## SBS Special Interest Group (SIG) Microplate Standardization Meeting Minutes

January 24, 2006

Lab Automation, Palm Springs, ALA room 2B

Minutes recorded by Deb Morton (Corning); typed by Michael Shanler (BD)

Amer El-Haj (co chair) started the meeting at 1:35PM. Carol Homon (co chair) was not present

**ATTENDANCE:** 20 people

Millipore (M.Engelstein), Bridge Biosciences (B.Turner), BD Biosciences (M.Shanler, A.Muser), Evotec Technologies (G.Bauer), Fisher (M.Price, D.Schroen, J.Levy), Thermo (S.Raivio, I.Suominen), Boehringer Ingelheim (P.Taylor), Griener Bio-One (R.Heller), Molecular Devices (J.McKie), Corning (D.Morton, J.Carlson, B.Loucks, J.Buttarazzi), Tecan (A.Wyatt), Beeston (A El-Haj), Labcyte (M.Miller)

### BUSINESS:

- 1) Some questions about the ListServ.
  - a. Yahoo Group – minutes, procedures, document copies
  - b. 2 groups: Committee Group, interest Group
- 2) Previous meeting's minutes from SBS-Geneva, were approved. (No Objections)
- 3) Operating Procedures were discussed from last meeting.
- 4) There were no objections about sticking with 3 groups (Instrument Manufacturer, Microplate Vendor, and User)
- 5) How do you give all members a chance to vote?
  - a. In Geneva, the group agreed we need to have a policy for this. Idea: finalize vote after those absent have had some amount of time to vote, and then we shall ratify the vote.
  - b. This was not resolved, but many agreed to this approach. Amer will put this on the ListServ for discussion.
- 6) ACTION ITEM: Attendees for last 5 meetings on list serve to determine the company representative; to designate a point person.
- 7) Voting Body was reviewed.
- 8) Michael Shanler (BD Biosciences) voted in as co-chair.
  - a. Yes= 12
  - b. no without comments= 0
  - c. no with comment = 0
  - d. abstain=0
- 9) Operating Procedures
  - a. The discussion group advised Amer to update with agreed upon changes from today. A vote will be held at the next meeting.
- 10) Standard # 6
  - a. Purpose for #6 was no not clear to many. Is it (A) Definition and Nomenclature-only?; (B) Definition and attributes; (C) One Value with tolerances?; or (D) Several categories?
    - i. At the last meeting discussion (SBS-Geneva), the group voiced focusing on "A" Definition an nomenclature, only. We need to get to an agreement on definition, and maybe get to "D" later.
  - b. Updates are needed to the standard:
    - i. Intra-well WBEV
    - ii. Inter-well WBEV
    - iii. Deb will ask Marty Poploski to add these in. Additionally, a sub-group might be formed to help deliver an updated draft drawing.
    - iv. Mike Shanler(BD) to follow up with imaging companies to see if we can have data at the next meeting.