

May 13, 2011

TO: See Distribution List

FROM: Martha Lamont, Director

Monitoring Programs Division

SUBJECT: 2011 Semi-annual Program Plan (July through December) – Microbiological Data

Program

This Program Plan serves as the current Statement of Work for the period 1 July through 31 December 2011 for each State participating in the Microbiological Data Program (MDP).

I. ADMINISTRATIVE UPDATES

- **A. Program Status:** The MDP FY2011 budget has been approved. The Agency allocation to MDP totaled \$4.231 million which is \$120,000 less than FY2010 funding. This means that MDP may have to adjust Program operations to offset potential budget shortfalls for this fiscal year.
- **B. Personnel:** State Program participants are required to inform the Monitoring Programs Division of any critical personnel vacancies, staffing issues, expected increase in rent (e.g., due to laboratory or office renovations/relocations, etc.) or delays in sample turn-around-time (e.g., due to staffing issues, equipment repairs, etc.) and sampling or technical issues. These requirements are listed under the terms of MDP Cooperative Agreements (Section II, Responsibilities) between USDA and participating States, as well as Program Standard Operating Procedures (SOPs).
- State Personnel changes since January 2011: Michigan Department of Agriculture
 Bonnie Moon, Laboratory Division Director
- **C. Data Reporting:** State Program participants shall transmit **routine batch data results** (this does not refer to positive pathogen detection results) within 60 days of receipt of the last sample of each batch to the Remote Data Entry (RDE) System. This is a requirement per SOP MDP-DATA-01, subsection 5.1.5.2.
- **D. Financial/Cooperative Agreements:** The fiscal year budget for 2011 was passed by Congress and signed by the President in mid-April. Cooperative agreements were amended and sent to the States for signature. The States must submit an amended SF-424 and 424B that reflects projected expenditures for the entire amount provided by MDP. Program participants should prepare and submit a Standard Form 270 (SF-270), *Request for Advance or Reimbursement*, for each month of the fiscal year. The SF-270 must be received no later than 30 days after the period covered.

E. MDP Meetings: The MDP/PDP Sampling/Quality Assurance/Technical training events/meeting, which was cancelled due to delays in passing the FY 2011 budget, has been rescheduled. The combined training events/meeting will be held in Manassas, Virginia during the week of June 13-17, 2011.

F. MDP Advisory Committees:

Sampling Advisory Group: Current members of the Sampling Advisory Group (SAG) are: Brian Regan (Michigan), Nathan Lubliner (Washington) and Tim Parker (New York) serving as the Chairperson.

Technical Advisory Group: Current members of the Technical Advisory Group (TAG) are: Kristina McCallum (Colorado), Patricia Hanson (Florida), Frances Mohnke (Michigan), Barton Olson (Minnesota), Cynthia Mangione (New York), Crystal Verellen (Washington), Dora Rodgers (Wisconsin), and Maya Achen (Ohio) serving as the Chairperson.

G. Electronic Transfer of Data: The current version (Build 14) of the web-based RDE System was installed in June 2010. A version upgrade (v4.0) to the electronic Sample Information Form (e-SIF) software, which works on Windows-based desktops, laptops, tablets and netbooks, was distributed in March 2011. The v4.0 upgrade included modifications to increase the size of all data entry screens and fields, add new Brand Name and Expire/Use-by Date fields, allow for sample split/replication for MDP/PDP, and display the transmission status of each entered SIF record. There will be no further upgrades for the PDA (Pocket PC) platform due to compatibility and synchronization problems, limited screen space of handhelds, and feasibility issues. There are plans to restart development for a Build 15 version upgrade in August/September 2011 to increase the size of some text fields, add new fields to capture sample identity elements (Expire/Use-by Date, Brand Name, etc.), fix sample receipt location in the LIMS-to-RDE Import database, revise the file import routines to eliminate the need for registering separate DLL (library) files on the Web server, and other modifications based on State's/Laboratory's suggestions, where feasible. The Monitoring Programs Division maintains a Change Request Database to capture all problems identified and suggestions made regarding the RDE system.

II. PROGRAM SAMPLING AND TESTING UPDATES

A. Sampling: Shipping Charts are distributed on a quarterly basis to Sampling Managers by the Monitoring Programs Division. Draft Shipping Charts for the 3rd and 4th quarter of calendar year (CY) 2011 are attached to this document and are usually distributed 45 days prior to the start of each quarter. Actual shipping dates and fact sheets will be sent under separate cover with the final version of each quarter's Shipping Chart approximately 30 days prior to the start of each applicable quarter. A finalized 4th quarter Shipping Chart, fact sheets and proposed sampling schedule can be expected by September 1, 2011.

<u>Sampling Continuations:</u> Cantaloupe, cilantro, hot peppers, bagged lettuce (leaf/Romaine), bagged spinach, sprouts (alfalfa/clover), cherry/grape and plum/Roma tomatoes.

No Sampling Changes Planned.

For July through December sample shipping destinations, please refer to the attached CY2011 3rd and 4th quarter <u>Draft</u> Shipping Charts.

- **B. Sample Analysis:** During this plan's timeframe, any changes to analytical procedures or methods will be reflected as revisions and/or updates to applicable Program SOPs that are scheduled for discussion at the upcoming June meeting. Please see Section D below, "Laboratory SOPs Currently under Revision".
- **C. Quality Assurance:** A combined MDP/FERN Proficiency Test (PT) round is tentatively scheduled for the 4th quarter of CY 2011. Additional details will be provided in future communications.
- **D. Standard Operating Procedures:** All SOPs are posted to the MDP website at the time of distribution to Program participants. Please refer to: http://www.ams.usda.gov/mdp.

All currently active MDP SOPs are also available on the Extranet site.

Laboratory SOPs Currently under Revision (Tentative Effective date: 1 August 2011)

- MDP-DATA-01: Data Entry, Record Keeping and Results Reporting, Rev 11, 8/1/2011
 - o Form 001, MDP Isolate Information
 - o Attachment 1, Fillable Reporting Form, 8/2011
 - o Attachment 2, MDP Contact Information
 - o Attachment 3, PulseNet Quick Reference Guide
- MDP-LABOP-02: Sample Receipt, Elution, Pre-enrichment and DNA Extraction, Rev 18, 8/1/2011
 - o Appendix A, Cantaloupe
 - o Appendix B, Cilantro
 - o Appendix C, Hot Pepper
 - o Appendix D, Lettuce
 - o Appendix E, Spinach
 - o Appendix F, Sprouts
 - o Appendix G, Tomato
- MDP-LABOP-03: Microbiological Media and Reagents, Rev 4, 8/1/2011
- MDP-MTH-06: Isolation and Identification of *Escherichia coli* O157 by Immunomagnetic Separation (IMS) and Cultural Methods, Rev 7, 8/1/2011
- MDP-MTH-10: Isolation and Identification of *Salmonella* using Cultural Methods, Rev 4, 8/1/2011
- MDP-MTH-11: Real-time PCR Detection of Shiga-toxin Producing *Escherichia coli* (STEC), Serotype O157 and non-O157 in Fresh Produce and Food

- MDP-SHIP-03: Procedures for Packaging, Shipping and Archiving Microbiological Cultures, Rev 5, 8/1/2011
 - o Attachment 1, Shipment Destinations, Contacts and Schedules
 - Attachment 2, MDP Participating Laboratories Addresses and Contact Staff for Shipment of Cultures
 - o Attachment 3, Shipments Flowchart
 - o Attachment 4, Fillable MDP Shipment Form, 08/11
 - **E. Transfer of Data:** MDP data is uploaded to the FDA FERN eLEXNET system on an annual basis and is also transferred to the Centers for Disease Control and Prevention (CDC) and the FDA on a regular basis; pathogenic findings are communicated to the FDA, CDC and applicable State agencies as soon as possible. In addition, MDP data is reported to USDA's Food Safety and Inspection Service (FSIS) and Agricultural Research Service (ARS). Customized MDP data reports are provided upon request.