

NE ATLANTIC MARINE BIOLOGICAL AQC SCHEME

Teleconference, 25 Sep 2017. 10.00-13.00

Actions, Minutes, and Updates

Attended: David Johns (DJ, SAHFOS, Chair), Tim Mackie (TM, Department of Agriculture Environment & Rural Affairs DAERA– Marine & Fisheries Division), Myles O'Reilly (MoR, SEPA, Benthic Invertebrate Contract Manager), Claire Mason (CM, CEFAS, PSA Contract Manager), Clare Ostle (CO, SAHFOS, Technical Secretary), Graham Phillips (GP, EA, Finance Manager), Karina Jakobsen (KJ, Thomson Ecology Ltd), David Hall (DH, Apem Ltd), Jim Ellis (JE, CEFAS, Fish Contract Manager), Grant Rowe (contractor's representative), Matt Green (MG, Natural Resources Wales), Matt Service (MS, AFBI-NI), Paul McIlwaine (PM, CEFAS).

Apologies: Joe Silke (JS, Marine Institute, Phytoplankton Contract Manager), Rafael Salas (RS, MI), Ruth Barnich (RB, Thomson Ecology Ltd), Lydia McIntyre-Brown (LMIB, Apem Ltd), Hayley Hinchey (HH, JNCC), Henk van Rein (HvR, JNCC), Claire Young (CY, DAERA, Macroalgal Contract Manager), Keith Cooper (KC, CEFAS), Annika Clements (AC, AFBI-NI), Paul Brazier (PB, Natural Resources Wales), Adele Boyd (AB, AFBI-NI).

NOTE: More detailed contractor reports/updates are attached at the end of this document.

ACTIONS still to complete from May meeting:

ALL

- let David J know if there is anything you want bringing up at the next HBDSEG meeting. **Next meeting early November.**
- if any of the committee have something they would like to see in the new Benthic Inverts, PSA or Fish contracts, please let Graham know. **Graham has received feedback, waiting for final comments/feedback asap.**

Myles, Keith, Annika and Tim

- To discuss QA requirements in tenders, there should be guidelines for CMAs how to write the 5% external auditing and how the process on how to contract this out. Also to discuss how to deal with continued failing of remedial action. **Outstanding – only informal chats. Would be useful to get together and discuss this. TM: There is a need to understand how procurement people apply what is included, e.g. Weighting needed? .etc. All four should get in touch with procurement people so that understanding of process is improved (get documentation/guide notes), and then discuss with each other.**
- Annika to send Myles details on a recent case of perpetual remedial action loop. **Has been resolved. Could feedback into above issue.**

Graham

- ask Roger for UNICORN support. **In progress - Case will hopefully go to next HBDSEG group**

Hayley

- to liaise with Henk, Tim and Annika to take epibiota component further – **Absent from meeting, will provide update to committee when possible**

David J

- investigate what data archives there are and how the data gets in these. **In progress, disconnect between CSEG and HBDSEG, need consistency**

ACTIONS from September Meeting:

ALL

- Component leads to read relevant sections of the annual report 2016/2017 and comment by 10th of October 2017

CM

- Send ideas around for PSA workshop – linking with benthic ecologists, to link analysis with use of data - **done**
- Get in touch with Ingrid Bakker (RWS CIV< Netherlands) about potential ideas/input for workshop - **done**

CO

- Send reminder to component leads to read through relevant section of annual report - **done**
- Send annual report to MoR once comments received- **done**
- Create guidelines for grade of paper to be used for SOPs

MoR and DJ

- Draft template for SOPs that is useable on range of machines, and then send to component managers for comment. DH has sent MOR a template for editing (25/09/17).

DJ

- Produce index of ring test specimens for zooplankton – similar to benthic
- NMBAQC should be in consistent data management system as needs quality flags, DJ to bring it up with HBDSEG and DASSH / Medin

MG

- To send details to the committee about database being developed for use within NRW

HH

- To write an update on the epibiota component and send to committee- **done**

MINUTES:

1. Last Meetings Actions	see May actions	ALL
2. Minutes of the last meeting		
- Approval of May meeting minutes	approved	ALL
3. Epibiota update	apologies	HH
4. Phytoplankton update	See phyto update	RS and JS
5. Priorities from HBDSEG		DJ
6. Contractor's update APEM		DH
7. PSA Update	See PSA update	LMIB/CM
8. Benthic Invertebrates update	See BI update	DH/MoR
9. Macroalgae	apologies	CY
10. Contractor's update Thomson Ecology		RB/KJ
11. Fish update	See fish update	RB/KJ/JE
12. Zooplankton update		DJ
13. AOB		ALL
- format consistency of the Statement of Performance for different scheme components	MoR and DJ to send template to component managers	MoR
- Should documents/literature produced be made publically available?	agreed that should be made publically available	MoR
- Protected species statement	approved and ready to go online	JE
14. Annual report 2016/2017	Draft sent out	CO
15. Finance update		GP

- 1. Last Meetings Actions: ALL:** [see May actions](#)
- 2. Approval of May meeting minutes: ALL:** Approved
- 3. Epibiota update:** Apologies from HH: see [Epibiota update](#).
- 4. Phytoplankton update: RS:** apologies for not being able to attend, see [phyto update](#). The IPI scheme is running on schedule and we are increasing our capabilities year on year.
- 5. Priorities from HBDSEG**
- 6. Contractor's update APEM:** [PSA update](#) and [BI update](#) for detailed reports.
- 7. PSA Update: CM:** PSA workshop being prepared for 7th December - limit to 1 person for each laboratory attending initially, with scope for others once these placed confirmed. Samples have been sent to laser size people to show differences and limitations – this will be one of the main exercises in the workshop. Limitations of data for people using it, needs to be looked at – perhaps better suited for a different audience? Benthic ecologists are very useful to have at the workshop to link analysis with use of data.
- 8. Benthic Invertebrates update: DH:** Benthic: Into year 24 – good healthy sign up. First ring test has gone out, and had results back and interim reports issued. Just waiting for feedback before sending Ring Test bulletin sent out. Prep for next ring test is well under way, will be going out mid October. Have updated all of the protocol documents – clearer and standard reporting format. **GR:** meeting to discuss points raised? QA? Would be good to organise a participant meeting, to standardise various Taxonomic Discrimination issues. **MoR:** Adding to the new taxonomic literature list, it is looking good! Still a few more iterations to go. Rather than previous web-based format it will be a Word or PDF format which is easier to view and to amend .. **DH:** Still 49 failed Own Samples , many are now several years old and will probably remain as failed samples as remedial action now unlikely to be completed. More recent years

there have been fewer outstanding samples, remedial action has improved this. **Workshop TBC, need to recruit.**

9. **Macroalgae:** Apologies from **CY:** Nothing to discuss other than certificate formatting - happy to proceed with whatever format the committee decides
10. **Contractor's update Thomson Ecology:** [See fish update](#) for detailed report.
11. **Fish update KJ:** In addition to report sent around: SOPs have all been signed and sent off. 22 reverse ring test participants and 12 ring test participants have signed up. All on schedule.
12. **Zooplankton update: DJ:** Zooplankton workshop went well, report has been uploaded to the website. Test with small beads were added, and received well.
13. **AOB**
 - **SOPs: MoR:** Various Format of SOPs examples from different scheme components have been sent around, we need to stick to one. Year number just adds confusion, should just have calendar year. Header banner and participant details needs to be consistent. Discussion needed with component managers
 - **Making Documents public:** Issue raised about accessibility of the new Taxonomic Literature list as this was previously available to participants only (as a perk of scheme membership) and not posted on website. Agreed that all documents should be made available online/to the public, as effectively produced and paid for through the CMAs which are public bodies funded by the taxpayer .
 - **Protected species statement** – Agreed ready to go online. Possible to put in multiple places on website and include a news item.
14. **Annual report 2016/2017: CO:** All sections of draft overall Annual Report 2016/17 (Year 23) have been completed and compiled, with the relevant component reports already being uploaded to the website. Awaiting comment following draft sent out to component managers on the 12/09/2017, will send a reminder.
15. **Finance update**

UPDATES:

Epibiota update

HH: As you may remember, we now have a plan (seen by the committee) for next steps to progress the component and we still intend to implement that plan (although staff shortages have slowed progress somewhat).

We have managed to have some discussion here around developing an epifaunal Taxonomic Discrimination Protocol (TDP), as one of our colleagues (Dr Becky Hitchin) has worked something up with external colleagues and is keen to get further input to QA the content. Our plan would be to have a draft of this TDP ready by the end of October, which we would then hope to upload to One Drive as a spreadsheet and provide a link on the NMBAQC website to seek expert input from the epibiota group and other expert colleagues, inviting them via email to contribute to the work. The idea would be that we would upload the spreadsheet with locked technical content and some additional columns for experts to agree/disagree with the conclusions and add any comments. We would ask them to send their input to us by a certain date and then go through all of the contributions and produce a finalised TDP (which could be reviewed and updated periodically). Does that sound like a reasonable plan?

The TDP would support any future epibiota ring test and feed into several other areas of work e.g. epifaunal indicator development. We would also look to publish the outputs in the peer reviewed literature at some future point.

Phytoplankton update

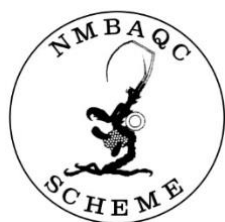
RS: The IPI scheme is running on schedule and we are increasing our capabilities year on year.

This year we had 91 participants for the IPI exercise in 2017. We continue to add new participants, laboratories and new countries. This year we had participants from Mauritius and Norway for the first time. The samples were sent in June to the participants and results are now back. We are carrying a final review of the results before the final statistical evaluation. Also, the 'online taxonomic assessment' using Oceanteacher is in full flow at the moment and the closing date for this assessment is the end of September, so results are trickling in for the past few weeks. The IPI2017 annual workshop will take place in Denmark, Hillerød in November 12-15th. This is a 3 day workshop very interactive, where we present the final results, allow participants to present their work, give a series of lectures in relevant marine Phytoplankton groups including live cultures for viewing through the microscope. The final report will be published by the end of the year.

This year we wanted to introduce Biovolume measurements to the identification and enumeration of cells in the samples but didn't gain enough traction among participants. However, there were enough participants interested (around 1/3 of the total) that would have been happy to participate, so it is something that we will be trying to pursue again next year for those participants that may be interested. An improvement to the scheme that we are working on this winter, is that we are moving towards accreditation of the scheme for 2018 under ISO17043. We are presently in communication with the Accrediting body here in Ireland and are starting to work in putting a quality system in place in the next 6 months.

We were also invited by the IODE office in Oostende to give a talk about our work on the IPI scheme at the BBNJ conference- Prep com side event on Building Capacity in Biological Ocean Observations to support the Implementation of a Potential BBNJ Instrument at the UN headquarters in New York this July, co-organized by the Intergovernmental Oceanographic Commission (IOC) of UNESCO and the International Seabed Authority (ISA).

PSA update



NMBAQC

NE Atlantic Marine Biological Analytical Quality Control Scheme

NMBAQC Committee Meeting

25th September 2017, Teleconference, 10:00 – 15:00

PARTICLE SIZE ANALYSIS COMPONENT PROGRESS REPORT

2017-18, Year 24

1. Subscriptions

LabCode	PS64/65	PS66/67	PS-OS10/11/12
PSA_2401	1	1	1
PSA_2402	1	1	1
PSA_2403	1	1	1
PSA_2404	1	1	1
PSA_2405	1	1	1
PSA_2406	1	1	1
PSA_2407	1	1	1
PSA_2408	1	1	-
PSA_2409	1	1	-
PSA_2410	1	1	-
PSA_2411	1	1	-
PSA_2412	1	1	-
PSA_2413	1	1	-
PSA_2414	1	1	-
PSA_2415	1	1	-
PSA_2416	1	1	-
PSA_2417	-	-	1
PSA_2418	-	-	1
PSA_2419	-	-	1
PSA_2420	-	-	1
PSA_2421	-	-	1
PSA_2422	-	-	1
°	16	16	13

2. 2017-2018, Year 24 Operations

All PS exercises were distributed in line with the 2017-2018 timetable (available below). Returns and results are summarised in the table below.

Exercise	Status	Returns / Comments
PS64	Samples distributed 10/07/17 Sample deadline passed (08/09/17) Interim report in progress Exercise in progress	Mud/Sand Test 14 out of 16 returns received
PS65	Samples distributed 10/07/17 Sample deadline passed (08/09/17) Interim report in progress Exercise in progress	Sand/ Gravel Test 14 out of 16 returns received
PS66	Samples distributed 13/10/17 Sample deadline (15/12/17) Interim report (12/01/18) Exercise not yet started	Diamicton Test
PS67	Samples distributed 13/10/17 Sample deadline (15/12/17) Interim report (12/01/18) Exercise not yet started	Gravel Test
PS-OS07-09	Samples requested 10/07/17 Data submission deadline passed (31/07/17) Sample submission deadline passed (31/08/17) Deadlines extended to end Dec 17 Reports due (02/03/18) Exercise in progress	8 out of 14 lists of samples received 24 out of 42 samples selected 18 out of 42 workbooks received 18 out of 42 samples received

a. Issues arising

The deadline for PS-OS submission has been extended to increase returns.

The deadline for the Interim reports for PS64 & 65 has been extended to 29/09/2017 due to late returns of participant results. Both participants involved were issued with extensions until the 22/09/17. **b. Workshop**

The workshop that had been planned for October at the NOC (Southampton) has been cancelled due to a lack of interest from participants. Chris Mann from NLS has kindly offered to host the workshop at Olympia House in Leeds for those who were interested; this has now been re-arranged for the 6th and 7th December. Dave Hall and Claire Mason are currently finalising the organisation.



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NE Atlantic Marine Biological Analytical Quality Control Scheme

Particle Size Component 2017-2018 Timetable (Scheme Year 24)

Module / Exercise	Event	Date
PS64 & PS65	Samples distributed	10/07/17
	Results deadline	08/09/17
	Interim reports	22/09/17
	Final report	10/11/17
PS66 & PS67	Samples distributed	13/10/17
	Results deadline	15/12/17
	Interim reports	12/01/18
	Final report	09/03/18
PS-OS10–12	Request for sample data distributed	10/07/17
	Data submission deadline for sample selection	31/07/17
	Selected samples submission deadline	31/08/17
	Interim reports	02/03/18
	Final report	30/03/18
2017 Workshop	EA / NLS Leeds	6-7/12/17



NMBAQC

NE Atlantic Marine Biological Analytical Quality Control Scheme

NMBAQC Committee Meeting

25th September 2017, Teleconference, 10:00 – 15:00

BENTHIC INVERTEBRATE COMPONENT PROGRESS REPORT

2017-18, Year 24

1. Subscriptions

LabCode	RT53/54	LR22	OS65/66/67
BI_2401	1	1	1
BI_2402	1	1	1
BI_2403	1	1	1
BI_2404	1	1	1
BI_2405	1	1	1
BI_2406	1	-	1
BI_2407	1	-	1
BI_2408	1	-	-
BI_2409	1	-	1
BI_2410	1	-	-
BI_2411	1	-	-
BI_2412	1	-	-
BI_2413	1 (RT53)	-	-
BI_2414	1	-	-
BI_2415	1	-	-
BI_2416	1	1	-
BI_2417	1	-	1
BI_2418	1	-	1
BI_2419	1	-	1
BI_2420	1	-	-
BI_2421	1	-	-
BI_2422	1	1	1
BI_2423	1	-	1
BI_2424	1	-	-
BI_2432	-	-	1
BI_2433	-	-	1
BI_2434	-	-	1
BI_2435	-	-	1

BI_2436	-	-	1
BI_2437	-	-	1
BI_2438	-	-	1
BI_2439	-	-	1
BI_2440	-	-	1
BI_2441	-	-	1
BI_2442	-	-	1
BI_2443	-	-	1

NMBAQC BI Contractor Report
David Hall, APEM Ltd., 19/09/17

BI_2444	-	-	1
BI_2445	-	-	1
BI_2446	-	-	1
BI_2447	-	-	1
BI_2448	-	-	1
	24/23	7	30

2. 2017-2018, Year 24 Operations

Exercise	Status	Returns / Comments
RT53	Specimens distributed 10/07/17; Submission deadline passed 08/09/17; Interim reports to be issued 22/09/17; Ring Test Bulletin to be issued 10/11/17; Exercise in progress.	General Ring Test; 23 out of 24 returns received; 1 lab did not participate.
RT54	Specimens to be distributed 13/10/17; Submission deadline 15/12/17; Interim reports to be issued 12/01/18; Ring test Bulletin to be issued 09/03/18; Exercise in preparation.	Targeted Ring Test (Spionidae).
LR22	Request for specimens distributed 10/07/17; Submission deadline passed 31/08/17; LR Module Summary Report to be issued 02/03/18; Exercise in progress.	General; 2 out of 7 returns received; 1 lab has an extension to end Sept; none reported to date.
OS65-67	Samples requested 10/07/17; Data submission deadline passed 31/07/17; Sample submission deadline passed 31/08/17; Extension deadline (CMA labs) 31/12/17; Interim report final deadline 02/03/18; OS Module Summary Report drafted 30/03/18; Exercises in progress.	17 out of 30 data/lists of samples received; 17 out of 30 datasets received & samples requested; 45 out of 51 requested samples received, including 6 samples for external audit; 1 set of samples reported.

3. Issues arising

The next version of the NMBAQC Standard Taxonomic Literature List will soon be available for circulation to all 2017/18 (Yr24) Benthic Invertebrate participants.

4. Outstanding issues

Remedial actions are continuing to be tracked from 2013/14 (Year 20) and are summarised at the end of this report. Forty-nine failed Own Samples remain without completed remedial actions. A number of these samples are very unlikely to be progressed any further.

NMBAQC BI Contractor Report
David Hall, APEM Ltd., 19/09/17

Remedial Action

Year 20 (2013/2014)

		OS53		OS54		OS55	
Lab code	OS reported	Score	RA	Score	RA	Score	RA
BI_2016	18 March 2015	88.213	RA completed 8/4/15	85.482	RA outstanding	-	-
BI_2017	27 March 2015	-	-	-	-	70.588	RA outstanding
BI_2019	25 March 2015	-	-	78.431	RA outstanding	78.161	RA outstanding
BI_2033	27 March 2015	43.478	RA outstanding	63.768	RA outstanding	69.333	RA outstanding
BI_2047	30 March 2015	-	-	40.000	RA completed 2/7/15	77.362	RA completed 2/7/15 - evaluated Aug 2016 - Fail, further RA required
BI_2048	30 March 2015	70.424	RA completed 2/7/15 - evaluated Aug 2016 - Fail, further RA required	89.384	RA completed 2/7/15 - evaluated Aug 2016 - Fail, further RA required	86.607	RA completed 2/7/15 - evaluated Aug 2016 - Fail, further RA required
BI_2056	30 March 2015	63.758	RA outstanding	71.795	RA outstanding	88.446	RA outstanding
BI_2058	25 March 2015	-	-	66.667	RA outstanding	-	-
BI_2059	30 March 2015	84.058	RA outstanding	-	-	85.714	RA outstanding
BI_2071	19 May 2015	15.942	RA outstanding	40.945	RA outstanding	49.505	RA outstanding

*NB – Outstanding remedial action includes 4 CMA labs that sub-contract analysis

Year 2014/2015 (Year 21)

OS56	OS57	OS58
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Lab code	OS reported	Score	RA	Score	RA	Score	RA
BI_2106	14 May 2015	72.607	RA undertaken; unable to evaluate as residue discarded	52.174	RA undertaken; unable to evaluate as residue discarded	-	-
BI_2118	26 May 2015	-	-	55.039	RA outstanding	-	-
BI_2121	26 May 2015	-	-	78.987	RA outstanding	89.431	RA outstanding
BI_2126	24 April 2015	89.320	RA outstanding	82.784	RA outstanding	78.008	RA outstanding
BI_2127	15 May 2015	68.803	RA completed 24/08/15 (without APEM agreement) - TO BE EVALUATED	63.106	RA completed 24/08/15 (without APEM agreement) - TO BE EVALUATED	55.738	RA completed 24/08/15 (without APEM agreement) - TO BE EVALUATED
BI_2128	19 May 2015	85.584 (from 76.43)	Specimens reviewed May 2016; RA outstanding	87.879	RA outstanding	76.471	Specimens reviewed May 2016; RA outstanding
BI_2131	24 September 2015	-	-	-	-	75.000	RA outstanding
BI_2132	26 May 2015	-	-	-	-	FAIL	RA outstanding
BI_2133	29 September 2015	83.426	RA outstanding	-	-	-	-

***NB – Outstanding remedial action includes 5 CMA labs that sub-contract analysis (or CMA samples submitted under a contractor’s subscription)**

Year 2015/2016 (Year 22)

Lab code	OS reported	OS59		OS60		OS61	
		Score	RA	Score	RA	Score	RA
BI_2203	18 December 2015	6.48	RA outstanding	0.300	RA outstanding	0	RA outstanding
BI_2205	23 March 2016	86.588	RA undertaken; unable to evaluate as residue discarded	-	-	-	-
BI_2213	05 January 2016	-	-	85.623	RA outstanding	85.106	RA outstanding
BI_2239	06 January 2016	72.165	RA outstanding	85.625	RA outstanding	89.971	RA outstanding

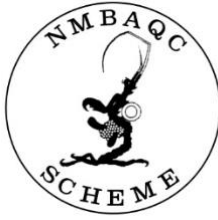
***NB – Outstanding remedial action includes 2 CMA labs that sub-contract analysis (or CMA samples submitted under a contractor’s subscription)**

Year 2016/2017 (Year 23)

Lab code	OS reported	OS62		OS63		OS64	
		Score	RA	Score	RA	Score	RA
BI_2331	18 August 2016	-	-	82.819	RA outstanding	83.186	RA outstanding
BI_2346	18 August 2016	78.095	RA outstanding	-	-	-	-

Year 2017/2018 (Year 24)

		OS65		OS66		OS67	
Lab code	OS reported	Score	RA	Score	RA	Score	RA
Exercises in progress							



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NE Atlantic Marine Biological Analytical Quality Control Scheme

Invertebrate Component 2017-2018 Timetable (Scheme Year 24)

Module / Exercise	Event	Date
RT53 - General	Samples distributed	10/07/17
	Results deadline	08/09/17
	Interim reports	22/09/17
	Final report	10/11/17
RT54 - Targeted	Samples distributed	13/10/17
	Results deadline	15/12/17
	Interim reports	12/01/18
	Final report	09/03/18
LR22	Protocol and request for specimens distributed	10/07/17
	Specimen submission deadline	31/08/17
	Final reports	02/03/18
OS65–67	Request for sample data distributed	10/07/17
	Data submission deadline for sample selection	31/07/17
	Selected samples submission deadline	31/08/17
	Interim report final deadline	02/03/18
	Final report	30/03/18
Workshop –beginners	TBC	Oct/Nov 2017

Fish update



NMBAQC
NE Atlantic Marine Biological Analytical Quality Control Scheme

Fish Component
Meeting Report # 36

Committee Meeting, 25th September 2017

Author: Karina Jakobsen
Email: Karina.jakobsen@unicomarine.com

Thomson Unicomarine Ltd.
Date of Issue: 25 September 2017

thomson
unicomarine

Scheme Membership Details

2017 / 2018 Participation

Laboratory Code	Fish Reverse Ring Test	Fish Ring Test
F_2401	Y	Y
F_2402	Y	-
F_2403	Y	-
F_2404	Y	-
F_2405	Y	-
F_2406	Y	Y
F_2407	Y	-
F_2408	Y	-
F_2409	Y	-
F_2410	Y	-
F_2411	Y	-
F_2412	-	Y
F_2413	Y	Y
F_2414	-	Y
F_2415	Y	-
F_2416	-	Y
F_2417	-	Y
F_2418	Y	Y
F_2419	Y	Y
F_2420	Y	-
F_2421	Y	-
F_2422	-	Y
F_2423	Y	-
F_2424	Y	Y
F_2425	Y	Y
F_2426	Y	-
Total	21	12

(List correct as of 22 September 2017)

Progress on circulations

Scheme Year 2017/18 Fish component

Exercise / Report	Event / Date	Notes
F_RRT09	Protocol and request for specimens distributed 05/09/2017. Completed Fish boxes for sending RRT specimens prepared and distributed to participants upon request. Specimen submission deadline 08/12/2017. Pending Bulletin deadline 09/03/2018.	<u>Fifteen fish taxa to be from NW European waters</u> (CSEMP where appropriate).
F_RT11	Distribution of samples 05/12/2017. Pending Results deadline 19/01/2018. Bulletin deadline 16/02/2018.	<u>General Fish Ring Test</u> Assorted Fish Taxa (15 taxa).
Annual Report	Bulletin deadline 30/03/2018.	<u>Annual Report</u> Detailing exercises and results from RRT and RT exercises.

Other news

All SOP certificates have been signed and TE awaiting confirmation they have been sent to participants.