

## SWGTOX Meeting Minutes – Virtual – November 19-21, 2013

*Tuesday, November 19, 2013*

10 AM – 1 PM and 2 PM – 3:30 PM: Individual groups met to work on their documents.

QC

MS

Personnel

Accreditation

3:30 PM – Entire SWG Met

3:35 PM – Rob Middleberg convened group.

- Rob thanked RTI for their assistance with running the virtual meeting.
- Rob went over his agenda.
  - Meeting flexibility: the group was informed that once we see how today goes we will plan timing for tomorrow and Thursday.
  - Rob welcomed the new members. For this meeting, Suman Rana and Ruth Winecker will join QC. Iain McIntyre will join Personnel. Larry Bowers will join MS.
- Rob reminded and encouraged the group to use our consultants.
- Rob informed everyone that the SWGTOX program document has been updated and can be viewed on the website.
- Rob informed everyone that the EC gave a SWGTOX update at SOFT this year, and will do the same at AAFS in 2014.
- The NIST Guidance Groups plans were discussed.
  - The SWGTOX response to NIST on this issue was already sent to members. One issue of note is that SWGTOX recommended against the term Guidance Groups since we should be writing standards rather than guidance documents.
  - NIST has requested funding to get these groups going, but due to federal budget issues there is no news on this yet.
  - The SWG stakeholder meeting that was scheduled for this fall did not materialize, likely due to the federal government shutdown of all nonessential functions.

- A new Administrative Group on Document Review will be stood up. This group will be charged with coordinating the yearly document review. Volunteers should email Madeline to let her know they are interested in participating.
  - Question: does the general public know about this annual document review and do we have a mechanism for receiving ongoing public comments. Rob responded that this is being added to the website as we increase functionality.
- New subcommittees will be stood up soon.
  - Tom Rosano will lead the Identification subcommittee.
  - Proficiency testing
  - SOPs
  - Specimen collection and storage
  - Breath Validation
  - Rob also suggested the idea of a screening group, but several on the chat suggested that this should be covered in the Identification document.
- Rob announced that the Member at Large Position was up for nomination and vote. This is a 2 year term according to SWGTOX Bylaws. Jeri will remain on the EC tasked as the Committee Chair of two groups (RDTE, EDUC/CERT).
- Volunteers to step in as the new Executive Secretary in late 2014 are requested to let Madeline know they are interested.

4 PM – Laurel Farrell took the floor to present the final Accreditation draft that was sent to the membership this week.

- The scope of the document has been narrowed to explain that it applies to accrediting bodies.
- Definitions: There was a request that definitions be deleted for words that are no longer used in the document.
- The Basis of Accreditation was discussed. There was a request for clarification of this section; Laurel explained.
- The Length of Accreditation Cycle was discussed.
- The Scope of Accreditation was discussed. The SWG was asked to look at this closely as this is all new wording. Much discussion arose.
  - Both the list of matrices and the list of instrumentation were discussed.

5 PM – Rob Middleberg brought the discussion to an end and asked that the entire SWG meet at 10 AM tomorrow to continue the discussion.

*Wednesday, November 20, 2013*

10 AM – 11 AM: The entire group convened. Laurel continued with the accreditation standard review

- The revised document was sent out last night. Some comments have already been received via email
- The list of analytical techniques and matrices were discussed extensively.
- Question as to how CLIA labs that perform probation and parole testing are affected. If they are required to be CLIA certified are we also requiring them to be accredited based on an ISO standard too? Is that our intent? Does the scope need to be updated to clarify this? Suman will get more information on the laws/regulations in this area before we make a decision on this. There was conversation as to whether or not laws and regulations in this matter may vary by state.

11 AM – 1 PM and 2 PM – 3:30 PM: Individual groups met to work on their documents.

QC

MS

Personnel

Accreditation

3:30 PM: Entire SWG reconvened. Madeline announced that three individuals have accepted nominations for the vacant member-at-large position. They are Loralie Langman, Melissa Kennedy and Jarrad Wagner.

3:40 PM: Melissa Kennedy and Jeri Roper-Miller introduced the changes made to the Personnel documents.

- No substantive changes have been made since the last version of the documents that the membership saw.
- As shared at SOFT, reminder that SWGTOX membership comment period ended October 16, 2013 for both Personnel documents. For the General Personnel document 16 commenters and 77 comments received. For the Breath Alcohol Personnel document 13 commenters and 47 comments received.
- Toxicologist and Technical Director have been separated throughout the document.

- Educational requirements were left as is, since comments were received on both sides. This was nonetheless debated.
- The breath and main document were harmonized.
- Certification requirements were discussed.
- External continuing education was discussed.
- There was a question as to whether the group considered keeping requirements that are only specific to forensic tox, specifically for certification. The committee left these items in on purpose.

5:00 PM: Madeline informed members that once discussed updates were made by Subcommittee Chairs (Jeri and Melissa), both Personnel documents would be distributed overnight for review and planned vote on Thursday. Marc LeBeau wrapped up the meeting and told everyone to be in their subcommittee groups at 10 AM tomorrow. The EC will decide if the entire SWG needs to meet back up before 3:30 and will send out a message about that after the 10 AM meeting.

*Thursday, November 21, 2013*

10 AM – 1 PM Individual groups meet.

2 PM – 3:45 PM: Entire group convened. A quorum was met.

- Rob Middleberg thanked RTI and NIJ for their support in facilitating the virtual meeting.
- The next meeting will be April 1-3, 2014. We hope for funding for an in-person meeting. As successful as this week as been, an in-person meeting would be much more productive.
- The member-at-large nominations were announced: Melissa Kennedy, Loralie Langman, Jen Limoges and Jarrad Wagner. After an anonymous vote, Melissa Kennedy was elected as member-at-large on the Executive Committee.
- Rob Middleberg announced that the Executive Committee is working towards providing more guidance on document formatting. More to come on this item.
- Rob Middleberg announced that the Executive Committee has not done a good job at orienting new members, but that more effort will be made in this arena in the future.
- Rob Middleberg shared the new subcommittees with the SWG membership. New subcommittees will be proficiency testing (led by Mike Baylor), standard operating procedures (led by Laurel Farrell) and specimen storage/collection (led by Madeline Montgomery). Identification will not pick up until MS is finished. The new group list will be sent to the membership after the meeting.

- Jeri Roper-Miller shared that some editorial changes to the Personnel documents were made after the documents were sent out last night. These are typo and grammatical issues and can be addressed after the vote.
- The vote for sending out the two Personnel documents was held. Both documents passed unanimously.
- Laurel Farrell announced that the Accreditation document will be temporarily on hold until we hear from CLIA concerning the probation and parole accreditation question.
- Peter Stout introduced the current status of the MS document.
  - 79 comments were received from SWG members
  - The title of the document has been modified to be more specific, and specifically references “definitive identification”.
  - Running a reference standard concurrently for identification was extensively discussed.
  - There was a conversation about SIM requirements vs full scan requirements.
  - There was discussion about whether or not this document should be part of the Identification document vs stand alone.
- Chris Heartsill introduced the current status of the QC document, and brought specific questions to the SWG.
  - Should the document spell out that it is not intended for breath? Yes; see Personnel document for an example of how this was done.)
  - Calibration was discussed.
  - Controls for chromatography were discussed.
  - Immunoassay and spectrophotometry controls were discussed.
  - There was much conversation about how to control standard addition.
  - The group will be ready for the initial SWG review soon.
- Rob Middleberg reminded all to stay with their new subcommittees once the subcommittees are started.
- Rob Middleberg asked for volunteers for the Document Review subcommittee.

*Minutes by Madeline Montgomery; November 21, 2013*