

SWGTOX Meeting Minutes (Virtual)

Tuesday, April 1, 2014

10 AM ET – 1 PM ET: Individual subcommittees met and worked on their documents.

2 PM ET – 4 PM ET: Individual subcommittees met and worked on their documents.

4 PM ET – 5 PM ET: The entire SWG convened.

- Rob Middleberg welcomed everyone and thanked them for their participation.
 - The Accreditation standard has been published.
 - We continue to march forward.
 - Many attended the NIST presentation at AAFS.
 - The Leahy bill has received bipartisan support.
 - SWGTOX was given 45 minutes to present at AAFS in the Tox Section. NIST attended the presentation. We are recognized as a high performing SWG.
 - Marc LeBeau and Rob are attending a meeting at NIST this Wednesday to talk about how OSAC changes affect SWGTOX. They will bring back information from the meeting to present to SWGTOX on Thursday.
- Jeri Roper-Miller updated the group on the progress of the Breath and General Personnel documents
 - Each document has over 300 public comments to address.
 - Most comments deal with 5-6 of the same issues.
 - Education vs experience
 - Degree requirements
 - Cost/burden to the lab to implement/adhere to standard
 - Grandfathering requests
 - Scope
 - They have a good shot at getting through the comments this week, as things are progressing much quicker than expected.
- Mike Baylor updated the group on the progress of the QC document
 - They are well along and are finalizing the references.
 - They will likely turn over the document for member comment this week.
- Peter Stout updated the group on the progress of the MS document
 - The group made a very big dent in the comments at the last meeting.
 - A clean version will be sent out to the MS group tonight.
 - The document should be ready for a vote this week to determine if the document is ready for public comment.
- Laurel Farrell updated the group on the newly formed Document Review Team
 - The scope of the new group was presented.
 - The group has developed a process for document review, to include:
 - Evaluation of relevancy of the documents
 - Review of any comments received on the documents since the last review
 - Consistency check between the document and other SWGTOX documents
 - A recommendation to:

- Maintain as is
 - Maintain with minor changes
 - Recommend document for further review/discussion/revision
- The team is going to recommend a bylaws change to update the review process time period from one year to two years. The revised bylaws would also reference the Operating Procedure. The membership was asked to comment on this change.
- The team will review the ethics and RDTE documents as they are both overdue for review.
- Rob asked if there were any questions to bring to NIST tomorrow, or any other questions.
 - Has the OSAC timeline been finalized?
 - As far as he knows, not yet, still “coming soon”. The comment period on the process closed March 31. He hopes to have information on this after he and Marc meet with NIST tomorrow.
 - The newly formed groups (SOP, PT and Specimens) were put on hold – is that still the case?
 - We will likely get the groups restarted after this week.

Wednesday, April 2, 2014

10 AM ET – 1 PM ET: Individual subcommittees met and worked on their documents.

2 PM ET – 5 PM ET: Individual subcommittees met and worked on their documents.

Thursday, April 3, 2014

10 AM ET – 1 PM ET: Individual subcommittees met and worked on their documents.

2 PM ET – 5 PM ET: The entire SWG convened.

- A quorum of the group was not met, so there was no bylaws change vote.
- Peter Stout presented the MS document that was sent out to the membership via e-mail the night before.
 - The group reviewed about 110 SWGTOX comments.
 - Some were out of scope, which made the group realize they needed to clarify the scope of the document.
 - The vast majority were editorial.
 - Floor opened for questions
 - There is some redundancy in the introduction and scope as to what the document doesn’t cover which led to confusion.
 - There was discussion about waiting until the identification document is ready to be released to release this document. One possibility is to put the MS document out for public comment with a statement explaining that this is not the whole picture; there will be more to come about making a full identification for reporting purposes.

- Next steps:
 - The MS group will draft an introductory paragraph for review.
 - Once agreed upon, and after the document is properly formatted, it will be sent out to the membership for vote along with the introductory paragraph.
- Chris Heartsill presented the QC document that was sent out to the membership via e-mail the night before.
 - The layout of the document was reviewed.
 - The title, and Sections 1-5 were reviewed and the floor was opened for questions on each section.
 - The rest of the QC document review was tabled as time was running short.
- Madeline Montgomery presented the Document Review Team's suggestions for updating the ethics document. This included changing it from a *Standard* to *Recommendations*; it was suggested to call it *Guidelines* based on OSAC wording. Additionally, a change history was added, the "standard box" on the cover was removed, and the language through was changed from "musts" and "wills" to "should". Updates will be posted soon.
- Rob Middleberg updated the membership on the meeting he and Marc LeBeau attended at NIST yesterday.
 - The Forensic Commission is a joint DOJ and NIST endeavor, while the OSACs are a NIST endeavor.
 - The organizational chart of the OSAC system was shared. (Toxicology is a Subcommittee that will consist of 20 voting members.)
 - The document review process was described.
 - The timeline of the program was discussed.
 - Applications will be solicited as early as next week, so keep an eye out if you want to be involved. Volunteers will have to donate a minimum of two weeks of their time per year.
 - The FSSB will be appointed in May.
 - The SACs (Scientific Area Committees), LRC (Legal Review Committee), QIC (Quality Infrastructure Committee) and HFC (Human Factors Committee) will be appointed in June.
 - Subcommittee members will be chosen beginning in August.
 - An in-person meeting will occur in November.
 - The floor was opened for questions.
 - What's the plan for SWGTOX? We will finish outstanding work and won't start anything new, at least for the time being.
 - Does NIST understand that 20 people is not a lot when you have a lot of work to do? Yes, but there needs to be some predictability based on funding issues.
 - Could there be more than one Tox Subcommittee? Yes, that may happen at some point. Another option is that task groups can work within the structure of the system, including using individuals that aren't members, and work could be fed up into the OSAC system.
 - The EC will meet and discuss options for the next meeting.

- Melissa Kennedy gave an update on the Breath and General Personnel documents. The group is making good progress and hopes to be through the comments soon.

Minutes by Madeline Montgomery