

## **SWGTOX Meeting Minutes – Charleston, SC – March 13-15, 2012**

*Tuesday, March 13, 2012*

8:30 AM – Introductory session conducted by Rob Middleberg

- Welcome to new members
  - Jason Sklerov and Jen Limoges are new members for the Measurement Uncertainty and Traceability group
  - Madeline Montgomery will become a voting member after the Bylaws are updated
  - Some members have left due to completion of tasks or because of other interfering obligations
- Unified Bylaws for the SWGs are coming from one of the IWGs
- We are now operating with one chair, Rob Middleberg (Bylaws will be updated to reflect single chair)
- The schedule for today is to clean-up the existing documents

8:45 AM – Logistics (Marc LeBeau)

- We are working on a group dinner for Wednesday night
- Members were reminded to review documents received in between meetings
- Rob reminded all to vote as well

9:00 AM – 12:15 PM: Breakout into subcommittees and task groups

Lunch (12:15 PM – 1:15 PM)

12:15 PM – 4:00 PM: Breakout into subcommittees and task groups

4:00 PM 5:00 PM – Subcommittee and task group updates

- Validation document (Marc LeBeau): comments have been addressed; document is ready for distribution and vote to determine if ready for public comment
- QA document (Loralie Langman): most comments have been addressed; the group needs more time to finish before the document is routed to the membership for another 30-day comment period
- Accreditation document (Graham Jones): the document is done; the group decided to remove all references to analysis of non-biological specimens; the group has described the forensic toxicology sub-disciplines a little differently than in the By-laws and is not sure if this is acceptable

- Education and certification document (Dan Isenschmid): the two main documents are complete; the breath ones are nearly complete; a member asked if training was being removed from the education document and a discussion ensued
- RDTE document (Jeri Roper-Miller): comments have been addressed; document is ready for distribution and vote to determine if ready for public comment

*Wednesday, March 14, 2012*

- 8:30 AM – 8:45 AM – Introductory session conducted by Rob Middleberg
  - The plan for today is to work in the new groups at 10:30 AM, except for uncertainty and traceability which will start immediately
  - The RDTE document will be distributed today for a vote tomorrow (to determine if ready for public comment)
  - The validation document will be distributed today, but an e-mail vote will be conducted
- 8:45 AM – 10:30 AM: Breakout into subcommittees and task groups
- 10:30 AM – 10:45 AM: Discussion led by Rob Middleberg
  - New task groups were formed
  - A Definitions task group was formed comprised of Madeline Montgomery and Jeri Roper-Miller
  - Tables of contents will be added to most documents
  - Education document will be updated to add more on competency testing and training – Rob will form this group soon
  - New task groups should define their scope
- 10:45 AM – 12:00 PM: Breakout into subcommittees and task groups

Lunch (12:00 PM – 1:00 PM)

- 1:00 PM – 4:30 PM: Breakout into subcommittees and task groups
- 4:30 PM – 5:00 PM – daily wrap-up conducted by Rob Middleberg
  - QA document (Chris Heartsill): all comments have been addressed; document is ready for a second thirty day comment period by the membership
  - QC document (Chris Heartsill): document has been started

- Analytical procedures document (Bruce Goldberger): document was started in Pasadena and is close to a first draft
- MS document (Peter Stout): the group has started looking at their scope and possible additional members
- Uncertainty/Traceability (Marc LeBeau): the scope has been defined; the group will start with traceability; definitions are in progress
- Proficiency Testing (Graham Jones): the table of contents has been drafted as well as most of the first rough draft
- Definitions (Madeline Montgomery): a definitions list has been compiled from existing draft documents; cited definitions have been identified for some items on the list
- Breath Alcohol (Melissa Kennedy): the education document is on hold; the group is looking into merging their certification document with the main certification document; the accreditation and methods validation documents are being reviewed to see how breath fits in

*Thursday, March 15, 2012*

- 8:30 AM – 9:00 AM: Group discussion led by Rob Middleburg. We have the option to discuss each document before voting in order to hear what others' comments are/were and evaluate. It was decided that this was the best approach.
- 9:00 AM – 9:30 AM: Jeri Roper-Miller led the group discussion of the RDTE document.
- 9:30 AM – 11:00 AM: Break to review the method validation document and prepare to discuss,
- 11:00 AM - noon: Marc LeBeau led the group discussion of the method validation document.

Lunch (Noon – 1:00 PM)

- 1:00 PM: Marc LeBeau continued leading the group discussion of the method validation document.
- 2:15 PM – 2:45 PM: Break to review the accreditation document.

- 2:45 – 3:45 PM: Graham Jones led the group discussion of the accreditation document.
- 3:45 PM – 4:30 PM: Dan Isenschmid and Melissa Kennedy went over the merged main and breath certification document. The consensus of the group was to add breath to the main documents when possible.

4:30 PM: Concluding remarks by Rob Middleberg:

- All new groups should send their scope and any definitions to Madeline
- All were reminded to continue working on the documents before the next meeting
- Let Rob know if you have any reimbursement issues
- Bylaws will be updated and e-mailed to members for an e-mail vote
- Next meeting will be in Denver (the week of August 6)

*Minutes by Madeline Montgomery; March 15, 2012*