

SWGTOX Meeting Minutes – Baltimore, Maryland – September 14-15, 2011

Wednesday, September 14, 2011

8:30 AM – Introductory session conducted by Rob Middleberg

- Welcome and introduction of new SWGTOX logo.
- Introduction of new member, Dr. Courtney Lias, FDA.
- Ethics document update – public comments have been received and returned to the subcommittee.
- Method validation comments from the members of SWGTOX have been received and returned to the subcommittee for consideration.
- Certification and accreditation have working documents.
- The following topics are yet to be worked on: organization/management; personnel; analytical SOPs; MS guidelines; safety; data review and reporting.
- Logistics – Marc LeBeau
- Sarah Kerrigan stated that SOFT's disbanding of the MS guidelines committee has bothered many in the field who are seeking this guidance in this area. Dennis Crouch has a draft of what the committee was working on. SWGTOX should work on this soon.

9:30 AM - 12:15 PM

- Breakout into subcommittees and task groups

12:15 PM – 1:15 PM

Lunch

1:15 PM – 4:30 PM

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4:30 PM – Progress reports from subcommittees and task groups.

- Loralie Langman gave an update of the Quality Management document. Thirteen sections have been incorporated into the document. This document will serve as the framework for many more documents.
- Dan Isenschmid gave an education / certification update. The draft education document will be distributed for members to review overnight. The certification

document needs formatting. It is not integrated with breath, and not sure yet if it will be or not. Draft ready to go shortly.

- Melissa Kennedy gave an update of the breath alcohol group. Training, education and certification are mirroring documents being created in the main committee.
- Jeri Roper-Miller gave an update on the RDTE group. Three projects are underway:
 1. Standards of Practice for Research document
 2. Survey for community
 3. Bibliography / other tools and resources for research
- Laurel Farrell gave an update of the ethics group. The public comments have been reviewed. Most are wording suggestions. A revision should be distributed to the subcommittee tomorrow and then will be distributed to the entire committee at the next meeting.

Thursday, September 15, 2011

8:30 AM –

- Rob Middleberg stated that a list of working definitions will be compiled. Each group should send their definitions (if any) to Madeline Montgomery.
- Marc LeBeau provided logistics information for the next meeting.
- Sarah Kerrigan reviewed the education document. There are four levels of responsibility defined in the document with different educational requirements for each.

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4:00 PM – wrap-up

- Loralie Langman briefed the group on the status of the Quality Management document which is very high level and has 12 bulleted items.

- Jeri Roper-Miller briefed the group on the status of the RDTE group’s progress. The survey was handed out to members; the subcommittee would like to have it approved by the executive board so it can be available on PCs at SOFT, then sent out to the community. The Research Objectives and Recommendations document was handed out and the subcommittee requested informal review and comments from the committee.
- Dan Isenschmid briefed the group on the certification and education groups. They are close to completing 4 draft documents, including the breath documents. The documents are being reviewed in the subcommittee and should be available for review by the whole committee a bit before the next meeting (Pasadena),
- Marc LeBeau briefed the group on the validation document. Even with limited members on-site, the task group has gone through about half of the comments from the committee.
- Graham Jones briefed the group on the accreditation group. They have prepared a high level document that should be available for distribution to the committee in mid-October.

Minutes by Madeline Montgomery 09/15/2011