

SWGTOX Meeting Minutes – St Louis, Missouri – April 26-28, 2011

Tuesday April 26, 2011

8:30 AM

Introduction of members (Rob Middleberg)

Logistics (Marc LeBeau)

Bylaws (Bruce Goldberger)

- The scope of SWGTOX will be updated this meeting.
- Term limits for the members at large on the executive committee were proposed.
- Removing the position of either consultants or advisors was discussed.

Document Control (Bruce Goldberger)

- All were reminded that SWGTOX documents are not to leave the group until approved and sent out for public comment.

9:30 AM

Paul Cary lectured the group on an Introduction to Drug Courts, the similarities and differences between Drug Court Testing and other forensic toxicology testing, and how this testing fits into SWGTOX.

10:15 AM

The group discussed breath alcohol testing: what aspects of a breath alcohol test will SWGTOX address. The individual subcommittees were instructed to discuss whether or not they could fit breath testing into their documents in progress.

11:00 AM – 4:15 PM

Individual subcommittee breakouts

4:15 PM

The Ethics Subcommittee provided hard copies of a document for members to review before a scheduled vote on Wednesday morning.

The subcommittees reported on whether or not they could fold breath testing into their current documents, or whether they would have to have a separate document.

Wednesday April 27, 2011

8:30 AM

Rob Middleberg reminded the group of the charge of SWGTOX, and reminded members that they are to be drafting *standards*, not recommendations or guidelines.

Bylaws – Bruce Goldberger

- An updated scope was discussed. There was debate about removing or including workplace drug testing. Bruce will rework the scope and bring it back to the group.
- The function of advisor was removed from the bylaws.
- A two year term was set for the members at large on the executive board. The two members' at large terms will be staggered and will not be term limited.
- Wording was changed in 1.3.2 to “standard” of professional conduct.

Voting on the Ethics Document – Rob Middleberg

- The footer needs to be fixed. (Acknowledged – will be done before posting to the website.)
- A title change was recommended and was made by the committee.
- After discussion to move sections ended, the members voted on the document and it was approved.
- The title of the document as approved is: SWGTOX Standard for Codes and Guides of Professional Conduct.
- The document will be posted to the SWGTOX website for public comment before the end of the meeting in St. Louis.

Sarah Kerrigan started a discussion on whether SWGTOX is recommending best practices or standards.

Logistics - Marc LeBeau. Next meeting will be either the week of November 14, 2011 or the week of December 12, 2011. (Then March and summer of 2012.)

9:45 AM – 3:15 PM

Individual subcommittee breakouts

3:30 PM

Sarah Kerrigan presented issues in the Education Committee's “Education and Training in Forensic Toxicology”. Specifically the roles and educational requirements for technicians, analysts and toxicologists were discussed.

Laurel Farrell shared that the executive board decided to start two new task groups to start on breath testing. One will cover certification and will be led by Yale Caplan. The other will cover education and training and will be led by Melissa Kennedy.

Jeri Roper-Miller presented the Research Subcommittee's document on objectives. Gap analysis needs to be addressed but may be out of the committee's purview at this time. A bibliography may be easy to put together.

Thursday April 28, 2011

8:30 AM

Bruce Goldberger announced that the SWGTOX website has been updated with the draft document approved yesterday, and that a new e-mail address has been created to collect comments (comments@swgtox.org). Madeline Montgomery will handle updating the website.

Rob Middleberg reminded the group that we must define the forensic toxicology field of the future not the forensic toxicology field of today.

8:45 AM

Loralie Langman shared the QA/QC group's document. The document lays out bullet points of what will be covered in more detail in other, subsequent documents. She also explained the group's definitions and requirements for competency and proficiency.

Peter Stout brought up that reporting results is an important issue. A task group will probably tackle that as a separate document.

Sarah Kerrigan asked about MS/MS guidelines. A task group will probably tackle that as a separate document.

9:45 AM – 1:45 PM

Individual subcommittee breakouts

1:45 PM

Bruce Goldberger brought the updated bylaws to the group. There was unanimous approval of the bylaws.

Marc LeBeau presented the draft validation document, "Standard Practices for Method Validation in Forensic Toxicology". Per the Bylaws 11.2, the draft document will be distributed to SWGTOX members, consultants and invited guests for a 30 day comment period.

Rob Middleberg and Madeline Montgomery updated the group on the progress of the flowchart of the various groups, what they are working on and where they are going.

Dan Isenschmid provided an update on the certification and education groups. The groups have worked together a lot and will probably continue to do so.

Graham Jones provided an update on the accreditation group, as well as the short document they have been drafting.

Amanda Jenkins provided additional updates on the certification group.

A suggestion was made to create a document detailing the history of SWGTOX and its activities that can be used to educate and as PR material.

The meeting was adjourned by Rob Middleberg at 3:50 pm.

Minutes by Madeline Montgomery 04/28/2011