

SWGTOX Meeting Minutes – St. Louis, MO – May 14-16, 2013

Tuesday, May 14, 2013

8:30 AM: Group convened – led by Rob Middleberg

- Welcome and introductory remarks
- Change to schedule announced – method validation document review will take place later this afternoon (1:30 PM) to allow us to conference in those that could not make it.
- Task group updates
 - Mass Spec (Rosano) has been looking at fundamentals as related to toxicology (screening/confirm, etc.); the group is assembling thoughts in preparation for developing a document; harmonization with SWGDRUG was also discussed
 - QC (Heartsill) is about 75% through the content of their document. Thanks to Marc for hosting monthly meetings.
 - Accreditation (Farrell) has received the public comments and is reviewing those; the group would like to give an overview of where they are for feedback while we are here.
 - Breath (Kennedy) has released a document for vote (Personnel document). This has been put on hold while the main education and certification group catches up
- Future of SWGs discussed
 - NIST and DOJ will be working together to run the new forensic commission
 - Next SWG chair meeting is in June at NIST
 - SWGs will most likely be called “Guidance Groups” in the future
 - NIST is looking at SWGTOX as a model organization
- Thanks to Dan Anderson and SOFT for funding for small ticket items at meetings such as copying
 - Is SWGTOX going to look into a webinar service? Yes. This will be arranged through RTI.

9:30 AM – 12:15 PM: Task groups broke out to work on documents

12:15-1:15 – Lunch

1:15 – Group reconvened

- Middleberg shared that the Breath Committee and Education and Certification groups met with the EC this morning to discuss progress on these documents. The document review process was discussed and is being evaluated. Documents will be discussed as a group or via webcast in the future before a vote.

1:30 – 2:30: Method Validation Document review (LeBeau) with participation by those Members not present via web access

- All have received the most recent version of the Validation document along with a document summarizing abbreviated changes. Changes to the document were discussed
- Hoping for a vote. Document will be sent to JAT for publication once approved.
- Task group will develop a checklist from the standard
- Discussion about document took place
- A motion was made to approve the document after the few changes that were suggested are made and typos are cleaned up. Motion was seconded. Vote was taken. Document was approved. (All present approved and 5 present over the web approved.)

2:30 – 4:45 Task groups broke out to work on documents

4:45 – 5:45 Updates on the day's progress.

- QC made a lot of progress and has gotten stuck on a few issues:
 - How many QCs are required within a batch for a quantitative chromatographic assay?
 - Will QC cover items that are not covered in the method validation document? (ie., CO-oximetry)
- MS has been thinking about MS as used in the entire analytical scheme, but is now focusing more on the MS identification
- Accreditation has made it through a lot more comments. They are on track, and hope that by tomorrow afternoon will have a summary of major comments.
- Education, certification and breath are harmonizing the two documents.

Wednesday, May 15, 2013

8:30 AM: Group met together to go over document map (Montgomery)

8:45 – 12 noon: Task groups broke out to work on documents

12 noon – 1:00 PM: lunch

1:00 PM – 4:00 PM: Task groups broke out to work on documents

4 PM – 5:15 PM: Group reconvened

- Planning for next meeting was discussed.
- Task group updates
 - MS (Stout): MS comparison criteria are being fleshed out.
 - QC (Heartsill): Progress has continued on this document.
 - Breath/Education and Certification (Kennedy): Groups harmonized documents more today. Formatting is needed. Documents should be done tomorrow and can be given to members to digest.
 - Accreditation (Farrell): 25 comments left to address.
 - One comment suggested a definition of a toxicology laboratory.
 - Sub-disciplines as defined in the accreditation document may be updated in the bylaws
 - The scope in the RDTE and accreditation documents were compared to the by-laws
 - An update to the by-laws will be drafted and e-mailed to the membership after the meeting

Thursday, May 16, 2013

8 AM: Group met as a whole.

- Logistics for the day were discussed
- Laurel Farrell's 2 year term as Member-at-Large is complete. This position will be filled today. Members should give Madeline their nominations by noon today. A vote will take place this afternoon. Those not present will be given a chance to nominate and vote via e-mail.

8:15 AM – noon: Task groups broke out to work on documents

Noon – 1 PM: Lunch

1:00 PM – 1:30 PM: Task groups broke out to work on documents

1:30 PM: Group reconvened

- Middleberg asked that next time, people do not fly out on the last day until after 7 pm so that all of us are together for the entirety of the last day.
 - Suggestions were made to move the meeting around during the week so that we could get a half day of work in on Monday and a half day on Thursday
 - Middleberg explained that we are bound by the federal agency that is providing the funding
- The updated scope in the bylaws was introduced (the scope was taken from the RDTE document).
 - The inclusion of a note after the 5 lines of scope to note that SWGTOX standards do not apply where codified rules and regulations exist was discussed.
 - The updated bylaws will go out for an email vote after this meeting.
- Farrell brought the current version of the Accreditation document to the group
 - Significant changes were shared with the group
 - There were many public comments questioning why we are even writing this standard.
 - The accreditation task group did feel that there are some things that need to be left in for accreditation bodies that are applicable to toxicology specifically.
 - Many comments suggested that it was unclear what the accreditation body is responsible for versus what the lab is responsible for
 - This was addressed throughout
 - Farrell asked that the membership read the document a few times when it is released for final vote.
 - The group was asked if there is anything that needs to be addressed in the document before it goes out for vote.
 - Discussion regarding the detail required in a scope of accreditation:
- Stout - the MS task group status
 - The group is now looking at data analysis such as smoothing, background subtraction, integration parameters
 - By mid-June the group would like to have a document and hopes to have it available for the group to see by the next meeting
- Heartsill updated the QC group's status. They are up to the fine tuning stage and intend to distribute the document to the group before the next meeting.
- Ropero-Miller updated the group on the status of Breath/Ed/Cert/Training. They would like to meet as a group soon and have the documents ready for the membership soon.

- Middleberg asked everyone to keep in mind that other documents are being written/will be written. We need to strive for consistency in terminology and concepts.
- There was a request to have the glossary updated and added to the website.
 - We could look into putting drafts in progress up on a dropbox account.
- Laurel Farrell was elected to start another term as member-at-large starting now.
- Jeri Roper-Miller's 2 year term as member-at-large will be up in November 2013

Minutes by Madeline Montgomery; May 16, 2013