

SWGTOX Meeting Minutes – St. Louis, MO – December 11-13, 2012

Tuesday, December 11, 2012

8:30 AM Group convened – led by Rob Middleberg

- Rob Middleberg introduced the Executive Committee (EC) and the attending members
- Marc LeBeau and Bruce Goldberger are Committee Chairs – their responsibilities in these roles were discussed
- All were thanked for volunteering their time and reminded of their obligations as members
 - Voting is required – EC will review voting history and may use lack of voting as a reason to dismiss members
 - When a task group completes a document, it should be a consensus. Group members should stand behind the document.
- Rob Middleberg attended the SWG Chair meeting in November. Each SWG funded by NIJ has funding for one meeting for Q1 in 2013. SWG Council was developed. Their goal is to standardize the SWGs where possible.
- Timeframe and location for next meeting were discussed.
 - Question came up as to whether or not the groups can meet elsewhere in conjunction with other meetings. This is up to the task leaders.

Task group updates

- Method Validation – Marc LeBeau
 - Public comment period closed in early August
 - Group has met weekly since September to go over 420+ comments from 51 individuals
 - There have been no significant changes to the document – just wording.
 - Cautionary note to all members to make sure they are reviewing appropriate version of a document to provide comments.
 - Did get comments on a past version from more than one person.
- Accreditation – Marc LeBeau
 - Public comment period closed in November
 - 357 comments were received from 68 people
 - The group will begin conference calls to address comments
- Training, Education and Certification – Sarah Kerrigan
 - New drafts have been prepared for the education and certification standards based on recent comments and comments from last December
- QA – Loralie Langman

- This document has become as overarching framework
- QC – Chris Heartsill
 - An outline for this document was developed in Charleston
 - The group has worked since to add content, and will continue
- RDTE – Jeri Roper-Miller
 - 72 comments were received from 24 people
 - All comments have been reviewed and the document should be ready for a vote at this meeting
- Breath Alcohol – Melissa Kennedy
 - A personnel document is out for member comment
 - The group is continuing to work on a method validation document

Lunch (12:15 PM – 1:15 PM)

1:15 PM – 4:00 PM: Breakout into subcommittees and task groups

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

- Certification and Education documents (Sarah Kerrigan): Major changes have been made to the certification document. Minor changes have been made to the education document.
 - Noted in certification document that the certification bodies should be in the process of achieving accreditation.
 - Eliminated Chief Toxicologist role as related to certification (no additional requirements).
 - These two documents will be formatted and then are complete.
 - Next group will work on a training and competency document.
- Mass Spec (Peter Stout): This is a new committee, so they started out with housekeeping and Scope. They also developed an outline of what they would like to cover.
- QC Document (Chris Heartsill) – Group is on track to be done this week.
- Breath Document (Melissa Kennedy) – Looking at method validation and instrumentation.

- A discussion arose about drafting an implementation statement to add to SWGTOX documents. The EC will work on this.

- Next meeting – second week of May (14-16); location to be determined

Wednesday, December 12, 2012

8:00 AM – Group convened

- Rob Middleberg reminded the group not to get bogged down with definitions. The glossary group can help with this.

8:15 AM - Breakout into subcommittees and task groups

Lunch (12:15 PM – 1:15 PM)

1:15 PM – 4:00 PM: Breakout into subcommittees and task groups

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

- QC (Chris Heartsill) – A few issues/questions were posed to the group to ensure consistency with work being done by other task groups. Topics discussed included:
 - How many points are required for a linear regression in daily use?
 - Can the LOQ be dropped from a non-linear calibration?
 - In a non-linear calibration, what is the minimum number of required points?
 - Should an internal standard be required for certain assays?
 - The topic of internal standard was not mentioned in the Validation document.
 - Determined that this topic would be covered in a Method Development document
 - The QC document covers use in quantitative methods but not selection.
 - What document should cover chromatography?
 - The consensus was to add it to the QC document.
- Education and Competency (Sarah Kerrigan)
 - Both documents are complete.
 - Training was added back into the Education document.
 - Documents will be discussed tomorrow.
 - The group is getting together with Breath Alcohol in the morning.
- Mass Spec (Peter Stout)
 - The group has made much progress and has a game plan for what will and will not be covered in their document(s).
- Breath Alcohol (Melissa Kennedy)
 - The focus today was on Method Validation; this document will not look like the main Method Validation document. The scope has been expanded.
 - Document may not be ready for distribution this week, but hopefully will be ready in Jan/Feb.

Thursday, December 13, 2012

8:00 AM – Group convened

- Rob Middleberg reminded the group that documents need to be reviewed yearly. This may be a challenge with people leaving the group.
- Laurel Farrell and Madeline Montgomery will work on a map of documents in progress and to be written.
- Bruce Goldberger presented the RDTE document.
 - About 72 comments were received; a third of which were persuasive
 - Document will go out for an email vote
 - Changes to document following public comment were also compiled
 - Document may be sent to JAT to request publication (and other documents as well)
- Sarah Kerrigan presented the Education and Certification documents
 - Certification document review
 - Clarified scope of the document
 - Discussion ensued about the required experience at different levels
 - Discussion ensued about whether all individuals need to be certified by a forensic body
 - Suggestions were made to move education issues out of certification
 - Discussion regarding applicability of current clinically based certification programs. Is the intent to require a forensic certification body? Decision - Yes.
 - Education and Training document review
 - Training and competency were added into this document
 - Academic qualifications and education definitions may not both be needed
 - Title may need to be changed to suggest that experience is also covered.
 - Discussion on time needed to gain experience
 - Prior to obtaining an advanced degree
 - Prior to certification
 - Is a trainee designation necessary?
 - Conversation ensued concerning the experience requirement for ethanol toxicologist and the general toxicologist
 - Discussion on level of detail on requirements for a training program. The level of detail is greater in the Breath Standard.
 - Discussion on percentage of continuing education training that must be external

- The certification and education group will meet with Breath today.
- Rob Middleberg suggested combining education and certification documents. There was not a consensus on this.

9:30 AM - Breakout into subcommittees and task groups

Lunch (12:15 PM – 1:15 PM)

1:15 PM – 3:15 PM: Breakout into subcommittees and task groups

3:15 PM: Group reconvened.

- Rob Middleberg commended the group on being so productive throughout the week.
- Task Group Updates:
 - QC (Chris Heartsill): Document pared down and things defined. Document not complete yet, but a meeting schedule for the next four months was planned. The goal is to send the document to the group before the next meeting.
 - MS (Peter Stout): Timeline roughed out. Planning to have a document for review and comment at the end of the next meeting.
 - Education and Certification (Jeri Roper-Miller): Comments from this morning were addressed. All qualifications were put into a table/matrix for all levels; this enabled them to improve the document. Everything was combined into one document. This is where it will remain (as one personnel document, just like Breath)
 - Breath (Melissa Kennedy): Personnel document is out for member comment and it will stay out for comment. Method Validation work continues; the hope is to get that out in January for member comment. The QC document has been outlined. Monthly web meetings are conducted.
 - Definitions and Document Map (Madeline Montgomery): A document map of current and proposed documents was drafted. It will go out to the EC for review and then to the membership. It will also make its way onto the website. All task group chairs should send working definitions as they are today to Madeline so that the glossary can be updated and distributed to the membership.

Minutes by Madeline Montgomery; December 13, 2012