

FY 2010 Scientific Working Group Semi-Annual Report

SWG Name: Scientific Working Group on DNA Analysis Methods (SWGDM)

Meeting Date: July 13-15, 2010

**Meeting Location: Fredericksburg Hospitality House & Conference Center,
Fredericksburg, Virginia**

I. Agenda:

Please see Attachment A.

II. Meeting Synopsis:

Tuesday, July 13, 2010

The Chairman, Mr. Ted Staples, opened the meeting by having all the attendees introduce themselves since this was the beginning of a new membership cycle. Mr. Staples welcomed the new Members and Invited Guests and reviewed the SWGDAM Bylaws explaining SWGDAM's mission and how it operates. Additionally, Mr. Staples described the Committees, the confidentiality to be afforded materials shared within Committees, that Invited Guests have voting privileges within their Committees, and that the Executive Board reviews the final Committee work product to determine how to proceed with the Committee work product (approval, publication, etc.).

Ms. Heather Seubert, Vice-Chair of SWGDAM, provided an update on the most recent SWG Chair Meeting and Subcommittee on Forensic Science's formation of five Interagency Working Groups (IWG) in the following areas: Research, Development, Test and Evaluation; Standards, Practices, and Protocols; Education, Ethics, and Terminology; Certification and Accreditation; and Outreach and Communication. Ms. Seubert explained that SWGDAM had already received a request for information from the Education, Ethics and Terminology IWG and that a SWGDAM Ad Hoc Group on Communication would be empaneled at this meeting to address that and any future requests for information.

Dr. Lawrence Quarino, Director of the Forensic Science Program at Cedar Crest College made a presentation on "Undergraduate Biology Curriculums and the Role of FEPAC (Forensic Science Education Program Accreditation Commission) in the Accreditation of Forensic Science Academic Programs."

Dr. Brendan Keating from the Center for Applied Genomics at the Children's Hospital in Philadelphia described the utility of SNPs (single nucleotide polymorphism) in the forensic arena and external visible trait, kinship and ancestry profiling using large scale SNP panels.

After the morning break, Mr. Staples explained proposed revisions to the SWGDAM Bylaws to more accurately reflect the new Units within the Biometric Analysis Section at the FBI Laboratory and reduce FBI representation from 5 members to 4 members: the Unit Chiefs of the CODIS Unit, Federal DNA Database Unit, Mitochondrial DNA Unit and Nuclear DNA Unit. The revisions were provided to the SWGDAM members in advance of the meeting in accordance with provisions in the Bylaws for notification of proposed changes. After some discussion, the revision to the Bylaws was voted upon by the members and passed by the required 2/3 of the members. The revision takes effect immediately; see Attachment B for SWGDAM Bylaws – July 2010.

Dr. Alice Isenberg addressed the group to introduce the update on NDIS Enhancements to be provided by Ms. Jennifer Luttmann, Chief of the FBI Laboratory's CODIS Unit. Both Dr. Isenberg and Ms. Luttmann emphasized that the FBI was considering all the comments from their discussions with the various stakeholder groups, including SWGDAM, as well as comments sent to the dedicated e-mail. Dr. Isenberg encouraged those with comments or suggestions to provide them to the NDIS Enhancements e-mail address. Ms. Luttmann also provided an update on the briefing of the stakeholders and the feedback on the original proposal. Ms. Luttmann advised that the original proposal was being shelved and she offered new proposals for minor modifications to the Quality Assurance Standards intended to provide the States with additional flexibility in managing their CODIS operations.

Dr. Thomas Callaghan of the FBI Laboratory's Biometric Analysis Section provided an update on the status of the Rapid DNA project.

Ms. Dawn Herkenham, with SAIC, presented an update on legislation and DNA case law with an emphasis on DNA sample collection from arrestees. As of July, 2010, there are now 25 states, the Federal government and the Department of Defense that are authorized to collect from felony arrestees (or defined categories of felony arrestees).

Wednesday, July 14, 2010

Committee meetings were held during the day.

A round table discussion was held in the evening and presentations were made by Mr. Jeffrey Nye (Michigan State Police) on the impact of the closure of the Detroit Police Department Laboratory; Dr. Russell Gettig (New York State Police Investigation Center) on a casework expert system; Mr. Chris Carney (Florida Department of Law Enforcement) on FDLE's DNA Investigative Support Database; and Dr. Jack Ballantyne (University of Central Florida) on the YSTR database maintained by the National Center for Forensic Science.

Thursday, July 15, 2010.

Dr. Jonathan Millman of the Centre of Forensic Sciences updated SWGDAM on his laboratory's operations including plans for building a new facility and the laboratory's major service expansion to address 2008 legislation that expanded the offenses for which DNA sample collection would be authorized. Additionally, Dr. Millman shared their research on the use of Plexor™ HY as a screening tool for internal sexual assault swabs demonstrating that there was reduced case processing time, reduced costs, and that sample retention was maximized; their research on this project is continuing.

Mr. Jeff Modler of the Royal Canadian Mounted Police provided an update on his laboratory. Mr. Modler explained that the Biology casework section is using the Forensic Investigative Process (FIP) that features improved communication, improved workflow efficiency and reduced turnaround times. Mr. Modler also shared their Volume Analysis Results for B & E and armed robbery and identified the following factors for a successful volume analysis program: exhibit acceptance criteria, guidelines for rework, guidelines for the interpretation of mixed profiles, and dedicated teams for the processing of volume analysis samples.

Dr. John Butler of the National Institute of Standards and Technology (NIST) provided an update on the Applied Genetics Group at NIST including a discussion of the following topics: STR kit testing for concordance, the SRM 2391c, Rapid PCR, Kinship analysis, and the 3rd edition of the Forensic DNA Textbook.

Dr. Douglas Hares, NDIS Custodian, presented an update on the National DNA Index System (NDIS). Dr. Hares reported that NDIS now contains over eight million DNA profiles and there have been reported over 116,000 investigations aided. Additionally, Dr. Hares provided an update on revisions to the NDIS Procedures (composite and criminal paternity profiles), research into potential expansion of the CODIS core loci, CODIS 7.0, and the Annual CODIS Conference to be held in Salt Lake City, Utah on November 15, 2010.

Each Committee provided an update of its progress toward the tasks and objectives and the meeting adjourned in the afternoon.

III. Attendees:

Please see Attachment C.

IV. Status Update on Progress toward Goals and Objectives:

The Quality Assurance Committee was reconvened to review proposals for minor modifications to the Quality Assurance Standards.

The Mass Spectrometry/Mitochondrial Committee did not hold a Committee meeting in July.

Other Committees continue work on their tasks for the next meeting in January, 2011.

V. Current and Planned Standards/Best Practices/Guidelines Development Activities:

The CODIS, Mass Spectrometry and Missing Persons Committees continue to work on their tasks that do not, at this time, include standards or guidelines.

The Enhanced Detection Methods Committee has just begun to identify the tasks for their Committee and will be collecting protocols from laboratories using such methods for review and consideration. This Committee's goals include the recommendation of guidelines for the use of enhanced detection methods.

The Mixture Committee will be working on training guidelines for mixture interpretation for use by the DNA community.

The Ad Hoc Committee on Communication will be reviewing previous SWGDAM documents/guidelines to determine if revisions are needed as a result of the revised Quality Assurance Standards.

VI. Next Meeting:

The next SWGDAM meeting is tentatively scheduled for January 11-13, 2011 with the location still to be determined.

VII. Additional Information:

There is no additional information to report at this time.



**SWGDM July 13-15, 2010
AGENDA – Attachment A**

Tuesday, July 13, 2010

8:30 a.m.	Welcome and Introduction	Ted Staples
9:00 a.m.	SWG-Chair Meeting Update	Heather Seubert
9:30 a.m.	Cedar Crest College Forensic Program	Larry Quarino
10:00 a.m.	SNP Work	Brendan Keating
10:30 a.m.	BREAK	
10:45 a.m.	By Laws Discussion	Ted Staples
11:00 a.m.	NDIS Enhancement Plan	Jennifer Luttman
12:00 p.m.	LUNCH	
1:30 p.m.	NDIS Enhancement Plan	Discussion
2:45 p.m.	Biometrics	Thomas Callaghan
3:30 p.m.	BREAK	
3:50 p.m.	Legislative Update	Dawn Herkenham
4:30 p.m.	Wrap up/Adjourn	Ted Staples
4:45 p.m.	Executive Board Meeting	

Wednesday, July 14, 2010

8:30 a.m. to 4:00 p.m. Committee Meetings
6:00 p.m. Roundtable (*presentations from invited guests*)

Thursday, July 15, 2010

8:30 a.m. Centre of Forensic Sciences Update Jonathan Millman
9:00 a.m. RCMP Update Jeff Modler
9:30 a.m. NIST Update John Butler
10:00 a.m. NDIS Update Douglas Hares
10:15 a.m. BREAK
10:45 a.m. Committee Updates
12:00 p.m. LUNCH
1:30 p.m. Committee Updates
3:00 p.m. Wrap up-Adjourn Ted Staples

Attachment B

Bylaws of the Scientific Working Group on DNA Analysis Methods

Scientific Working Group on DNA Analysis Methods (SWGDM)

The Scientific Working Group on DNA Analysis Methods (SWGDM), formerly the Technical Working Group on DNA Analysis Methods, has adopted the following bylaws:

I. Responsibilities of SWGDM

- A. The FBI Director has charged SWGDM with recommending revisions, as necessary, to the *Quality Assurance Standards for Forensic DNA Testing Laboratories* and the *Quality Assurance Standards for Convicted Offender DNA Databasing Laboratories*.
- B. SWGDM shall serve as a forum to discuss, share, and evaluate forensic biology methods, protocols, training, and research to enhance forensic biology services.
- C. When necessary, SWGDM shall recommend and conduct research to develop and/or validate forensic biology methods.

II. Membership, Terms, and Vacancies

- A. The membership of SWGDM shall consist of an Executive Board and regular members. The term "member" shall be used to describe the Executive Board and regular members.
- B. The Executive Board shall consist of the Chairman, Vice-Chairman, Executive Secretary, and five members. Either the Chairman or the vice-Chairman shall be a representative of the FBI. All members of the Executive Board shall have voting privileges, except the Executive Secretary.
 - 1. The Chairman shall be appointed by the FBI Director.
 - 2. The Vice-Chairman shall be appointed by the Chairman.
 - 3. The Executive Secretary shall be appointed by the Chairman.
 - 4. Executive Board member selection
 - a. The Chairman will nominate seven regular members to be placed on an election ballot. The nominations will not include more than two FBI regular members.

b. By vote, the membership will select five of the nominated individuals. The Chairman will vote in the event of a tie.

c. The Executive Secretary and a two-member panel appointed by the Chairman will count the ballots and report the results to the Chairman. The Executive Secretary will record the results of the election in the meeting notes.

d. A vacancy in the Executive Board will be filled by selection of the individual receiving the next highest number of votes. In the event that a vacancy occurs in the Executive Board and all the individuals on the original ballot have been selected to serve on the Executive Board, the Executive Board shall recommend a member to the Chairman to serve on the Executive Board. The Chairman shall appoint the regular member to serve on the Executive Board for the remainder of that Executive Board member's term. Such an Executive Board member shall be eligible to serve on the Executive Board for two additional terms of three years.

e. Executive Board members shall be eligible to serve on the Board for two three year terms in accordance with the nomination and election process described in a. above.

C. Regular members shall be appointed by the Chairman based on the recommendation of a Membership Committee.

1. The Membership Committee shall consist of the Vice-Chairman and two Executive Board members. The Membership Committee shall receive nominations, in a form and manner determined by the Chairman, and make recommendations to the Chairman for the regular member positions. The recommendations shall, to the extent possible, provide representation from federal, state, and local forensic DNA laboratories as well as the geographic regions of the United States (i.e., Northeast, Atlantic, South, Midwest, Northwest, Southwest, and West).

2. Regular members shall serve in a representational capacity of a federal, state, or local forensic DNA laboratory.

3. The FBI shall have four regular members representing the following DNA Units: CODIS Unit, Federal DNA Database Unit, MtDNA Unit and Nuclear DNA Unit.

4. Regular members shall have voting privileges.

D. The Chairman may invite guests to participate in meetings. Invited guests shall not be considered members of SWGDAM and shall have no voting privileges; however, invited guests shall have voting privileges with respect to committee business in accordance with Section IV of these bylaws.

E. The term of the Chairman will be determined by the FBI Director. The initial term for the Vice-Chairman, Executive Secretary, and Executive Board members shall be three years. Regular members shall be appointed for three-year terms. Subsequent terms of appointment for all members shall be three years.

F. A vacancy may occur as a result of the death of a member, resignation of a member, resignation of a member from the federal, state, or local DNA forensic laboratory that nominated him/her, or completion of a member's term. In the event of a member's absence from three consecutive meetings without good cause, the Chairman may remove that member from SWGDAM. A vacancy shall be filled in the manner prescribed for the initial appointment of that member for the remainder of that member's term.

III. Executive Board Members' Responsibilities

A. The Chairman shall manage the activities of the Board and perform all duties incident to the office of Chair, including but not limited to, scheduling meetings, preparing the agenda, presiding at meetings, nominating Executive Board members, appointing regular members, appointing committees, inviting guests to meetings, assigning tasks to members or committees, acting as spokesperson for SWGDAM, and forwarding recommendations on to the FBI Director.

B. The Vice-Chairman shall serve as the Chairman and preside over meetings in the absence of the Chairman, with the agenda set by the Chairman.

C. The Executive Secretary shall perform duties assigned by the Chairman or the Executive Board and shall perform all administrative duties incident to the office of Executive Secretary, including but not limited to, preparing summary notes of the meetings, maintaining records of meetings, and keeping custody of the records and communications to SWGDAM. Staff provided by the FBI may assist the Executive Secretary. The Executive Secretary will have no voting privileges.

D. The Executive Board shall review and evaluate all recommendations made by SWGDAM committees and vote on the recommendations. A majority of the total number of members of the Executive Board (four) constitutes a quorum. The affirmative vote of the majority of the members of the Executive Board, at which a quorum is present, shall be required to approve recommendations to be presented to the FBI Director. A vote by the Executive Board shall be considered the final action on a committee's recommendation. The Executive Board shall, in its discretion, determine when an e-mail vote on SWGDAM business is necessary.

IV. Committees Empanelled by the Chairman

A. Committee selection

1. The SWGDAM Chairman will select the members of committees. Executive Board members may serve on committees but cannot serve as chairman or cochairman.
2. The committee will select a chairman and cochairman as their first order of business by vote. The SWGDAM Chairman will vote in the event of a tie. Selection of an invited guest to serve as chairman of a committee shall be subject to the approval of the SWGDAM Executive Board.

B. All members and invited guests appointed by the SWGDAM Chairman to serve on a committee shall have voting privileges during committee meetings with respect to committee business. A majority of the total number of members of the committee constitutes a quorum. The affirmative vote of the majority of the members of a committee, at which a quorum is present, shall be an act of the committee.

C. Committee business

1. The committee will report regularly to the membership on the status of their delegated task(s).
2. The committee, on completion of their task(s), will advise the SWGDAM Chairman.
3. The committee will distribute a draft copy of the committee report to the membership for technical review. The membership will have 30 working days to respond to the committee chairman. A technical review is a written evaluation of the committee's findings and/or report.
4. The committee will make a final report to the SWGDAM membership after evaluating the technical reviews.
5. The committee will submit the final report to the Executive Board. Based on the Executive Board's recommendations, following a successful executive review, the SWGDAM Chairman will either:
 - a. Distribute the completed report to the membership and place the topic on the agenda for the next regularly scheduled SWGDAM meeting for a majority vote.

or

b. Accept the report and distribute, publish, or archive, as necessary, without a membership vote.

6. Once it is determined that all issues assigned to the committee by the Chairman have been addressed, the committee shall be dissolved by the SWGDAM Chairman.

V. Meetings

- A. SWGDAM shall meet at least twice a year or as the Chairman directs.
- B. All members shall be notified of meetings as far in advance as feasible.
- C. The FBI, contingent on funding, shall make travel and lodging arrangements for the members.
- D. Executive Board and regular members shall receive no compensation or honoraria in lieu of salary or wages for time spent attending SWGDAM meetings or working on SWGDAM business.

VI. Conduct of Business

- A. A majority of the total number of members constitutes a quorum.
- B. The affirmative vote of the majority of the members, at which a quorum is present, shall be an act of SWGDAM.
- C. At the discretion of the Chairman, members of the Executive Board may participate in Executive Board meetings by means of telephone conference calls or other remote conferencing facilities and any voting Executive Board member so participating shall be deemed to be present at a meeting for all purposes.
- D. In its discretion, the Executive Board shall determine if e-mail voting on SWGDAM business is necessary. The Executive Secretary will conduct the e-mail vote and document compliance with paragraphs A. and B. of this section.

VII. Amendment of Bylaws

- A. Proposed amendments to the bylaws shall be provided to members at least 30 days prior to the meeting at which they are to be voted on.
- B. A majority of the total number of members constitutes a quorum.
- C. The affirmative vote of two-thirds of the members, at which a quorum is present, shall be required to approve amendments to the bylaws.

Revision to Section II.C.3. approved July 13, 2010.

Attachment C
July 2010 Meeting
Members and Invited Guests

SWG DAM Chair

Ted Staples

SWG DAM Vice-Chair

Heather Seubert

SWG DAM Executive Board

Philip Kinsey

Margaret (Peg) Schwartz

Angelo Della Manna

Ken Konzak

Taylor Scott

SWG DAM Executive Secretary

Dawn Herkenham (IG)

Members and Invited Guests

Jack Ballantyne (IG)

Suzie Barritt-Ross (IG)

Todd Bille (IG)

John Butler (IG)

Thomas Callaghan (IG)

George Carmody (IG)

Chris Carney (IG)

Jodi Dahl (IG)

Russell Gettig (IG)

Ann Marie Gross

Richard Guerrieri

Douglas Hares (IG)

Bruce Heidebrecht (IG)

Brian Hoey (IG)

George Li

Eugene Lien
Jennifer Luttmann
Beth Ann Marne
Cathy McCord
Amy McGuckian
Jonathan Millman (IG)
Jeff Modler (IG)
Tamyra Moretti (IG)
Steven Myers (IG)
Jeffrey Nye (IG)
Anthony Onorato
Thomas Parsons (IG)
John Planz
Eric Pokorak
Joanne B. Sgueglia (IG)
Gary Sims
John Stewart (IG)
John Tonkyn
Tim Zolandz (IG)