

## CALL MINUTES

Steering Committee (NanoRelease Consumer Products)

September 26, 2012

**Participants:** Darrell Boverhof, Yasir Sultan, Chris Kingston, Richard Zepp, John Monica, Aleks Stefaniak, Shaun Clancy, Treye Thomas, Chuck Geraci, Carolyn Cairns, Richard Canady, Libby Tsytsikova

Darrell Boverhof leads the call and first reviews the agenda, asking for any additions or comments

### (1) Approval of last call minutes

- SC members are asked to voice any objections or comments to the minutes from the last Steering Committee Call (August 28, 2012) during the call today or via email afterwards.

### (2) Steering Committee Co-Chairs

- As the project is currently moving out of Phase 2 and into Phase 2.5 and Phase 3, the Steering Committee needs to identify a new set of Co-Chairs.
- In the past, we had started with Shaun Clancy and Cathy Fehrenbacher as Co-Chairs for the first phase and then Yasir Sultan and Darrell Boverhof took over.
- SC members are asked if there are any objections to Wendel Wohlleben (BASF) to be nominated and approved as one of the new SC co-chairs. SC members voice no objections and note that Wendel is very knowledgeable, would provide good input from European standpoint, and will be great as a co-chair. SC members nominate and approve Wendel as SC co-chair.
- We are still looking for a second co-chair; SC members are asked to think about nominating another individual.

### (3) Official Summary of June Workshop (for final approval)

- This has been discussed on the last couple of calls, and SC members decide not to go through any specific details today.
- One SC member inquires as to how long the workshop's CPSC webcasts will stay up online at the CPSC website.

*Action item: SC member from CPSC will check how long the webcasts will stay up and will also check to see if CPSC can put up some background text on the workshop and the project in relation to the webcasts.*

- In relation to outreach, SC members are also asked to consider putting links to NanoRelease on their affiliation websites – SC members agree this is a good idea.

*Action item: SC members will look into putting links to NanoRelease onto their respective websites.*

- SC members agree overall that the summary is good and a fair representative of the workshop, although a disclaimer is necessary.

*Action item: Insert a disclaimer into the Official Summary of Workshop document explaining that any statements made in the document are those of the experts and not of their affiliations or the*

*project. A revised version of the document with the disclaimer will be shared via email for approval.*

- In regards to a specific comment on a scenarios-related statement in the Official Summary, SC members agree to a modification of phrasing this sentence (page 13 “How can we validate lab simulation methods especially for the scenarios of combined chemical degradation + mechanical stresses?”)
- SC considers creating a glossary of terms as the project sees them in order to stay consistent with the language used to discuss aspects of the project and the issue at hand (such as “standards”, “voluntary”, “release”, etc.) No specific action item in regards to this idea was decided on.
- SC members are asked to submit final comments to the secretariat by this Friday. This document will “go live” (be posted online) next week.

*Action item: SC members must send final comments on the document by **Friday, September 28<sup>th</sup>, 2012 (at any time)** to the secretariat and keep in mind that statements made by them are their responsibility to fix in the document in order to have the correct phrasing.*

#### (4) Group Updates (TG1-3, SOST)

- Task Group 1 (presented by Aleks Stefaniak) TG1 co-chairs had a call recently and agreed that the white paper needs significant work. A lot of time needs to be set aside to recall what was written and why, so that they can then figure out steps forward. Co-chairs will not be able to start working on this until October 2012. At this point, it is just a matter of co-chairs figuring out what they want to do before going forward. The SC offers to help with anything moving forward.
- Task Group 2 (presented by Chris Kingston and Richard Zepp) TG2 co-chairs have been coordinating with the secretariat to schedule a TG2 call in order to discuss edits to the white paper in the next week or two. TG2 co-chairs recall that the workshop brought up textiles as relevant for TG2 to add to their discussion in the white paper. TG2 co-chairs ask SC members to please send any information they may have for textiles as relevant to this project.
- Task Group 3 (presented by Chuck Geraci, and Richard Canady for Bernd Nowack) – There is a final draft of the review document ready for submission to publication. This group is ready to wrap up and just needs to now deal with publishing. TG3 is currently attempting a two-tier publication strategy but having some issues identifying the extent of the relation between the two levels of publication. Any further updates will be relevant for other TGs as well as the SOST.
- State of the Science Team (SOST) (presented by Richard Canady) – SOST is currently trying to reinvigorate authorship from authors that have not significantly engaged in drafting the report so far. SOST will face the same challenge as TG3 in the two-tier publication strategy.

#### (5) Scheduling Call to Discuss Phase 2 Publication Strategy

- There are decisions that need to be made about how we can do two-tier publication, if we need to do that, and if we cannot, what information needs to get out and what information can be removed in order to reduce length of text.

- This call (to be scheduled) will have lead authors from the TG white papers and the SOST authors, as well as legal representation from ILSI for general guidance. Other SC members interested in joining the call should email Libby regarding their interest.

*Action item: The secretariat will schedule this call with the above mentioned participants as well as anyone else that wishes to join.*

- Prior to this call, secretariat will have try to arrange a meeting with a relevant copyright office of a targeted journal in order to confirm the details of publishing abilities and limitations for a two-tier strategy.
- ILSI RF does have an in house publishing group that can publish the white papers in a very nice widely available format. Another option the SC has is a publisher interested in creating a book about this topic. The call will discuss all of these options in order to maximize release of information and authors' benefit.

#### (6) Phase 2.5 Updates

- The "Phase 2.5 Work Proposal" is a document that describes the need for Phase 2.5 and what will be looked at. It is proposed that, as part of Phase 2.5, a contractor will complete a literature review and interviews of relevant existing efforts, all the while considering the questions identified in the work proposal (what can we pull from existing studies in terms of materials, methods, scenarios? Etc.)
- The idea is that an Oversight Committee will directly guide and evaluate the work of this phase with continuous guidance from a balanced group of stakeholders.

*Action item: The secretariat will gather a Phase 2.5 Oversight Committee (likely members from the Steering Committee) and propose the composition to the Steering Committee for approval.*

- As a prequel to this phase, a one page document will be made to define "release" and "measurement". No specific action item or deadline was identified for this issue.
- University of California CEIN project should be added to the list of efforts to be looked at/interviewed. NIST/CPSC (Keana Scott) should be added to this list as well. SC members are asked to add to this list, as it is not currently comprehensive and suggestions are welcome.

*Action items: Secretariat will add these two efforts to the Phase 2.5 Work Proposal document. SC members should think about any other missing relevant efforts and send to the secretariat to add to the document. **SC members are asked for comments on this document by October 10th, then the document will be considered approved for going forward.***

- Adequate funding must be identified for this phase. The SC will set up a separate call in order to see if we can arrange funding for this phase (although some is available now). We do need to be able to arrange funding before we go forward. Funding should come from all sources in order to maintain stakeholder balance. SC members interested in talking about and brainstorming about funding will be invited to the call (several SC members identified interest today in joining that call). Joining that call discussion in no way commits participants to funding.

*Action item: Secretariat will set up a separate call to discuss funding for upcoming phases of the project, and invite any interested SC members.*

#### (7) Updates on Outreach

- As mentioned, SC members will consider putting links on their affiliation websites to the project website and the CPSC webcasts for the workshop.
- For next year's Society of Toxicology meeting, the deadline is October 3<sup>rd</sup>. The SC considers putting an abstract forward for presenting NanoRelease CP at that meeting. SC members are asked to consider who is willing to present the project at SOT.

*Action item: Secretariat will help willing SC member to draft an SOT abstract prior to October 3<sup>rd</sup>.*

- Rick Canady is co-chairing a community of research sponsored by the White House nanotech effort and DG research. There is a workshop in Helsinki at the end of Oct 2012. NanoRelease is currently connecting with this effort very often.
- Chuck Geraci is a cochair for EHS Nanotech 2013 symposium. NanoRelease would be good to have on the agenda for this symposium.

*Action item: Secretariat will follow up on applying for NanoRelease to be presented at EHS Nanotech 2013.*

- SC members are encouraged to think about more ideas for outreach (whether via websites or via conferences/meetings).

#### (8) Sharepoint/ILSI Extra

- This is a password protected data and document sharing website/program which allows you to directly edit using Excel and Word, etc. We are shifting away from Glasscubes to using Sharepoint, which is likely more secure and less likely to be blocked by firewalls.
- Over the next few weeks, all documents from Glasscubes will be moved to Sharepoint, so SC members are asked be aware that Glasscubes document links will start to disappear as the documents are transferred to Sharepoint.
- The login details are provided in the draft agenda to the Committee.

#### (9) Final Comments/Questions

- No further comments or questions are voiced by Steering Committee members.