

Charter

Cannabis Science Task Force

Adopted October 18th, 2019

1. Purpose and Charge for Cannabis Science Task Force

1.1 The Cannabis Science Task Force (CSTF) was established by the Legislature in the 2019-2020 legislative session in HB2052. As specified in session law, the CSTF must:

1.1.1 Collaborate on the development of appropriate laboratory quality standards for marijuana product testing laboratories;

1.1.2 Establish two work groups:

1.1.2.1 A proficiency testing program work group to be led by the Department of Ecology

1.1.2.2 A laboratory quality standards work group to be led by the Department of Agriculture. At a minimum this work group will address appropriate approved testing methods, method validation protocols, and method performance criteria.

1.1.3 Submit a report to the relevant committees of the legislature by July 1, 2020, that includes the findings and recommendations for laboratory quality standards for pesticides in plants for marijuana product testing laboratories. The report must include, but is not limited to, recommendations relating to the following:

1.1.3.1 Appropriate approved testing methods;

1.1.3.2 Method validation protocols;

1.1.3.3 Method performance criteria;

1.1.3.4 Sampling and homogenization protocols;

1.1.3.5 Proficiency testing; and

1.1.3.6 Regulatory updates related to 1.1.3.1 – 1.1.3.5 above, by which agencies, and the timing of these updates.

1.1.4 To the fullest extent possible, the task force must consult with other jurisdictions that established, or are establishing marijuana testing programs.

1.1.5 Following development of findings and recommendations for lab quality standards for pesticides in plants for marijuana product testing laboratories, the task force must develop findings and recommendations for additional laboratory quality standards, including, but not limited to, heavy metals and potency of marijuana products.

1.1.5.1 The CSTF must submit a report on the findings and recommendations for these additional standards to the relevant committees of the legislature by December 1, 2021.

1.1.5.2 The report must include recommendations pertaining to the items listed in 1.1.3.1 – 1.1.3.6.

2. Task Force Tasks

2.1. Overview

Building upon existing science, the Task Force will define robust laboratory quality standards for cannabis testing laboratories to ensure these laboratories have the building blocks to produce credible data to support our state's cannabis industry.

2.2. Reports

2.2.1. **July 1, 2020**, submit a report to the relevant committees of the legislature that includes the findings and recommendations for laboratory quality standards for pesticides in plants. The report must include, but is not limited to, recommendations relating to the following:

- 2.2.1.1. Appropriate approved testing methods;
- 2.2.1.2. Method validation protocols;
- 2.2.1.3. Method performance criteria;
- 2.2.1.4. Sampling and homogenization protocols;
- 2.2.1.5. Proficiency testing; and
- 2.2.1.6. Regulatory updates related to 2.2.1.1 – 2.2.1.5 above, by which agencies, and the timing of these updates.

2.2.2. **December 1, 2021**, submit a report to the relevant committees of the legislature that includes findings and recommendations for additional laboratory quality standards, including, but not limited to, heavy metals and potency of marijuana products. The report must include, but is not limited to, recommendations relating to the following:

- 2.2.2.1. Appropriate approved testing methods;
- 2.2.2.2. Method validation protocols;
- 2.2.2.3. Method performance criteria;
- 2.2.2.4. Sampling and homogenization protocols;
- 2.2.2.5. Proficiency testing; and
- 2.2.2.6. Regulatory updates related to 2.2.2.1 – 2.2.2.5 above, by which agencies, and the timing of these updates.

2.3. Resources

2.3.1 The directors, or the directors' appointees, of the departments of agriculture, health, ecology, and the liquor and cannabis board must each serve as members on the task force.

2.3.2 The Department of Ecology will chair the task force.

2.3.3. The Department of Ecology will provide a full-time chemist to support the task force. This position will author the report to the legislature.

2.3.4. The Department of Ecology will provide a full-time secretary to support the task force.

2.3.5. The Department of Agriculture will lead the analytical workgroup.

2.3.6. The Department of Ecology will lead the proficiency testing workgroup.

3. Roles and Responsibilities

3.1. Members

3.1.1 The CSTF is comprised of a diverse membership. The full list of current members is shown below. Task Force members should consider diverse perspectives and work to find common ground. Workgroup membership may change as needed.

3.1.1.1 Steering Committee Members

Annette Hoffmann, Ph.D Department of Ecology, Chair
Kendra Hodgson, Liquor and Cannabis Board Appointee
Shelly Rowden, Department of Health Appointee
Brad White, Department of Agriculture Appointee
Jessica Archer, Department of Ecology
Amber Wise, Medicine Creek Analytics
Jeff Doughty, Capitol Analysis
Nick Mosley, Confidence Analytics
Nicholas Poolman, Liquor and Cannabis Board (Non-Voting)
Sara Sekerak, Department of Ecology, Lead Chemist for the Task Force (Non-Voting)
Mike Firman, Department of Agriculture Workgroup Lead (Non-Voting)
Proficiency Testing Workgroup Lead (Non-Voting)

3.1.1.2. Analytical Work group

Mike Firman, Department of Agriculture, Lead of the Analytical Work group
Sara Sekerak, Department of Ecology, Lead Chemist for the Task Force
Steve Officer / Caroline West, Department of Health
John Weakland, Department of Ecology
Nicholas Poolman, Liquor and Cannabis Board
Tania Sasaki, Confidence Analytics
Matt Hall, Praxis Laboratories
Ben Hart, Testing Technologies
Julie Kowalski, Trace Analytics
Kyle Shelton, Medicine Creek Analytics

3.1.1.3. Proficiency Testing Work group

Sara Sekerak, Department of Ecology, Lead Chemist for the Task Force
Chemist 4, Department of Ecology
Steve LaCroix, Department of Health
Laboratory Accreditation Unit, Department of Ecology
Nicolas Poolman, Liquor and Cannabis Board
Taber Salewsky, Praxis Laboratories
Jay Burns, Treeline Analytics
Steve Logue, Integrity Labs

3.1.2. Task Force members will:

3.1.2.1. Actively participate in all Task Force meetings. Consistency in attendance is important.
Arrive on time and be prepared to participate.

3.1.2.1.1. Steering Committee or Workgroup members may send a proxy if they are unable to attend. Proxies will be non-voting participants.

3.1.2.1.2. If Steering Committee or Workgroup members miss more than 2 meetings, the Steering Committee will discuss and the chair will meet with the participant to determine if they are able to continue participating.

3.1.2.2. Work between meetings to educate themselves on issues. Members accept the responsibility to come to meetings prepared for the discussion.

3.1.2.3. Work cooperatively with each other, the chair and facilitator, and staff to accomplish the Task Force goals (see Appendix A).

3.1.2.4. Keep constituents informed of Task Force efforts, solicit input on issues discussed, and share this input with the Task Force.

3.1.2.5. Follow the discussion Ground Rules included in Appendix A.

3.1.3 Task Force members representing private organizations may request travel reimbursement for attendance in accordance with RCW 43.03.

3.2. The Task Force Chair will:

3.2.1. Preside over Steering Committee meetings.

3.2.2. Approve final Steering Committee agendas.

3.2.3. Approve assignments of additional work products from the Steering Committee to Work Groups.

3.2.4. Act as the Task Force's formal spokesperson (for example, in legislative committees), or appoint a designee.

3.2.5. When appropriate, facilitate communication between Steering Committee members, the work groups, State agencies, the Governor's office, and legislators.

3.3. Steering Committee

3.3.1. The Steering Committee will support and guide the work of the Task Force, and will:

3.3.2.1. Review and provide feedback on draft materials developed by the work groups including methods, protocols, and reports.

3.3.2.2. Vote on items brought forward by the work groups.

3.3.2.3. Ensure and enable a smooth and effective process that meets the goals and timelines of HB2052.

3.3.2.4. Approve final reports to the legislature.

3.3.2.5. Approve any changes to workgroup members.

3.3.2.5.1. Changes to workgroup members must originate from the workgroups and will be brought to the Steering Committee by the workgroup lead based on business needs.

3.3.2.6. Assign new work products to the Work Groups as needed to fulfill HB2052.

3.3.2.7. In view of a need for timely results and in recognition that the Task Force is breaking new ground, the steering committee will review the timeline periodically, look

for efficiencies, develop interim recommendations as appropriate to implement these efficiencies, as well as identify unanticipated challenges with solutions.

3.3.2 Steering Committee meetings are open to the public.

3.4. Work Groups Leads

3.4.1 Work group leads will support the Task Force, and will:

3.4.1.1. Be responsible for ensuring work group deliverables, as specified in HB2052 (including any additional assignments from the Steering Committee), are met.

3.4.1.2. Develop agendas, provide meeting materials, and provide materials to work group members sufficiently in advance of meetings.

3.4.1.3. Work with Ecology's administrative staff to ensure meeting logistics are in place.

3.4.1.4. Present to the Steering Committee, providing updates and items for decision at each Steering Committee meeting.

3.4.1.5. Determine when additional expertise is needed in the workgroup and bring recommendations for additional members to the Steering Committee for a vote.

3.4.1.6. Bring items to the where there is no consensus to the Steering Committee for a vote.

3.4.1.7. Provide decisions from the work group to the Lead Task Force Chemist for the reports to the legislature.

3.5. Work Groups

3.5.1. Work groups will support the work of the Task Force by researching, analyzing, and defining lab quality standards, identifying regulation changes required to implement these standards and providing these recommendations for consideration by the steering committee.

3.6. Lead Task Force Chemist

3.6.1. The Lead Task Force Chemist will:

3.6.1.1. Attend all Steering Committee and workgroup meetings.

3.6.1.2. Serve as a technical resource and liaison between the steering committee and workgroups.

3.6.1.3. Author all reports to the legislature.

3.7. Observers

3.7.1. Meetings of the Steering Committee will be open to the public.

3.7.2. At each meeting, a brief period for public participation will allow observers to offer feedback related to issues at hand, subject to time limits stated on the agenda.

3.8. Facilitator

3.8.1. The Steering Committee Chair or work group leads may choose to hire or appoint a facilitator. The facilitator is an impartial individual who guides the process and facilitates meetings.

3.8.2 The facilitator will:

3.8.2.1. Keep the group focused on the agreed-upon agenda.

3.8.2.2 Suggest alternative methods and procedures to move forward when necessary.

3.8.2.3. Encourage participation by all group members.

3.8.2.4. Halt or redirect dialogue that is disrespectful, off-topic, or dominating the conversation so that others are not able to effectively participate.

3.8.2.5. Ensure that Task Force members adhere to the ground rules found in Appendix A. or to those in Appendix B

4. Decision Making and Voting

4.1. The Steering Committee and the Workgroups will use consensus-based decision-making and will not rely on parliamentary procedure.

4.2. When the Workgroups cannot reach consensus, options will be brought to the Steering Committee for a vote.

4.3. The Steering Committee may bring the item for decision or determine that more time is needed to gather information.

4.4. The Steering Committee and Workgroups will strive toward consensus. The levels of consensus includes:

- I can say an unqualified "yes".
- I can accept the decision.
- I can live with the decision.
- I do not fully agree with the decision; however, I will not block it.

4.5. If consensus cannot be reached after substantive discussion, members may state, "I object to the decision" and the Chair or Workgroup Lead may ask for a vote using a modified version of Robert's Rules of Order (Appendix B). The vote will carry if two-thirds (66%, rounded down of the members present vote in favor.

4.6. Minority reports will be allowed for all decisions and use in Task Force reports and meeting summaries that will highlight the pros and cons of the actions discussed.

5. Communications

5.1. The Task Force will develop key messages, approved by the Steering Committee, to represent the work of the Task Force.

5.2. Members who discuss the work of the Task Force outside of approved key messages with the media, governing bodies, or other outside groups must be explicit that they speak for themselves or for the constituency they represent.

6. Charter Revisions

6.1. The Charter can be revised at any time if two-thirds of the Steering Committee members present agree to make revisions.

Appendix A

DISCUSSION GROUND RULES

To ensure that Task Force discussions and deliberations are efficient, productive and civil, the Task Force, staff, facilitator (if hired), and other participants all agree to abide by the following discussion ground rules. The Task Force will support the Chair's (or facilitator's) efforts to run meetings in accordance with these ground rules.

Task Force Members agree to:

1. Be Respectful

- Listen when others are speaking. Do not interrupt and do not participate in side conversations. One person speaks at a time.
- Recognize the legitimacy of the concerns and interests of others, whether or not you agree with them.
- Cooperate to ensure that everyone is given equitable time to state their views. Present views succinctly and try not to repeat or rephrase what others have already said.
- Silence cell phones and refrain from using electronic devices during the meeting, except to take notes.

2. Be Constructive

- Stay on topic. We all recognize that there are many related topics that are outside of the work of the Task Force, but still impact the work of cannabis labs. It is important that we stay on topic to accomplish the goals and meet the deadlines required by the Legislature.
- Participate in the spirit of giving the same priority to solving the problems of others as you do to solving your own problems.
- Share comments that are solution focused. Avoid repeating past discussions.
- Do not engage in personal attacks or make slanderous statements. Do not give ultimatums.
- Ask for clarification if you are uncertain of what another person is saying. Ask questions rather than make assumptions.
- Work towards consensus. Identify areas of common ground and be willing to compromise.

- Minimize the use of jargon and acronyms. Attempt to use language observers and laypersons will understand.

3. Be Productive

- Arrive on time and stay until the meeting is adjourned.
- Adhere to the agenda. Respect time constraints and focus on the topic being discussed.
- Volunteer for tasks between meetings.

4. Bring a Sense of Humor and Have Fun

Appendix B

STEERING COMMITTEE VOTING PROCEDURE

STEP 1. The Chair recognizes a member who makes a motion;

STEP 2. The Chair recognizes another member who seconds the motion;

STEP 3. The Chair restates the motion to the assembly and for the record;

STEP 4. The members debate the motion;

STEP 5. Chair asks for the affirmative votes & then the negative votes;

STEP 6. The Chair announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.

STEP 7. This process may be repeated if there are amendments to be considered after STEP 6.