

## **CSOS Pilot Conference Call Meeting Minutes – March 19th, 2002 1:00 p.m.**

### **Attendees:**

Abbott Labs – Raj Banda and Tom Turner  
Abbott Labs – Marieta Niess  
AmerisourceBergen - Doug Mackie and Jan Black  
Anda Inc. - Albert Paonessa III  
Baxter Anesthesia and Critical Care – Bruce Pittman  
Baxter Healthcare – Mark Chasse, Mark Davis  
Baxter – Tim Stern and Roy Erickson  
Cardinal Health – Steve Reardon  
DEA – Andy McFaul, Michelle Ferritto and Gwen Townsend  
HDMA – Sherri Fink, Lori Bickel and Lisa Clowers  
McKesson – Jenny Melton  
McQueary Bros. Drug Co. – Louise Rook  
North Carolina Mutual Wholesale Drug Company - Becky Saydak and Tina Carter  
PEC Solutions, Inc. – Steve Bruck, Gus Orogas, Trung Tran, Margaret Leary  
Purdue – Hershel Kenny, Greg Knowles  
Walmart – Ron Mosler, Lloyd Lancelot

**Meeting Coordinator:** Andrew McFaul, DEA; Steve Bruck, PEC Solutions

**Meeting Objective:** There were three primary agenda items for this meeting:

1. Obtain feedback on Phase I testing efforts, encouraging those who had not completed their test plans to do so before the due date of 04/05/02.
2. Address Phase II testing requirements and general goals.
3. Define the scope of Phase III testing and test objectives.

### **Meeting Minutes:**

- Phase I Testing.
  - A review of results to-date was provided to the Pilot participants. Participants were offered the opportunity to ask questions regarding the test. The Phase I timeline was reviewed and testers were requested to submit their completed test plans by April 5<sup>th</sup>.
- Phase II Testing.
  - Phase II requirements for using an actual POA or Registrant (or both) were stressed, with participants limited to only those who could actually order controlled substances.
  - Phase II Test Plans will be made available to participants by April 2<sup>nd</sup> for review and comment.

- Phase III Testing
  - PEC reviewed Phase 3 of the project, discussing the requirements for Phase 3. PEC wanted to know how the group could organize themselves to make the pilot as successful as possible. It was also noted that the group should send an e-mail to [csopilot@pec.com](mailto:csopilot@pec.com) identifying which group (signer or verifier) they would like to be in.
  - DEA stated that they would not require certificate extension information (DEA name, etc.) within the body of the order. This allows the relying party to rely on certificate information instead.
  - **Order numbers**
    - A question was asked about how to generate order #s and if those order #s had to be sequential numbered, with all numbers accounted for as with paper orders?
    - The group decided that it would be best for the purpose of the pilot and for future communications if a standard number format can be agreed upon for order/tracking controlled substances. The group indicated that there needs to be a uniform format for these generated order #s and this format should be consistent with ARCOS.
    - DEA took an action item to verify how ARCOS is tracking orders.
    - The group decided that for the purpose of the pilot that they would separate the payload (order) from signing/verifying of orders – however the group should begin thinking about how they will want the payload to be sent (i.e. as a signature surrounding the 850 transaction, etc.)
    - DEA brought up a question for the group to consider: Would it be better if DEA wrote format requirements into the regulations, requiring customer DEA # - Julian Date - # sequence.
    - Mark Davis of Baxter made the comment that if a company is using paper that you must be able to link to an electronic record – there would need to be some type of identifier.
  - **Centralized ordering.**
    - Steve Lucas with Abbott asked how central processing would be handled. DEA indicated that the DEA would have to work with those pilot participants to develop a process flow for how it will work but that it would be permitted.

- An issue was raised over FDA regulations (21 CFR Part 11) restricting use of email as a secure transport for orders. HDMA will set up a meeting with group members interested in the further discussing the matter. Contact Lori Bickel at 703-787-0000 ext. 234 or e-mail at [lbickel@hdmanet.org](mailto:lbickel@hdmanet.org).
- PEC asked that the group consider looking for a development “toolkit” that would be useful for testing.
- PEC suggested that the group email requirements to us and we can build an area on the website for sharing these issues.
- Participants are to send an email to [csospilot@pec.com](mailto:csospilot@pec.com) indicating which area of the Pilot Phase III they would like to perform

**Follow-Up:** A follow-up conference call will be scheduled to discuss:

- What toolkit should be used?
- What approach should be taken?
- Distribute information back to participants on who wants to do what role.