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| **Meeting Information** | |
| **Topic** | Reference Materials Guidelines Subgroup |
| **Co-Chairs** | Joe Konschnik and Alex Krynitsky |
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| **Date** | 10-24-2019 |
| **Time** | 11:00 am – 12:00 noon |
| **Location** | Video Conference Call |
| **Attendees** | See introductions below |

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| **Discussion** | |
| **Topic** | **Comments** |
| Host | * Joe Konschnik |
| Logistics | * Skype Video Conference Call arranged and hosted by Joe K |
| **Introductions of**  **Sub-Committee Members** | * Andre de Kok – Formerly with Netherlands Food & Security.  Now with WFSR - Wageningen Food Safety Research part of Wageningen Univ. in Netherlands.  Senior Analytical Chemist with National Reference Laboratory for Pesticide Residues in Food and Feed * Francesca Mottola – Lab Instruments S.r.l. an Italian company.  Manufacturer of Pesticides, Mycotoxins and Vet Drugs CRMs * Jo Marie Cook – Formerly with Florida Dept. of Ag.  Long standing member and current treasurer of NACRW.  Organizer for NACRW Working Groups. * Kyle Heater – Omic USA, OR  Contract Testing Lab – experienced with Pesticides and other contaminant testing on imports and exports * Rick Jordan – Pacific Agricultural Lab, OR Contract Testing Lab – experienced with Pesticides testing for import/export commodities * Kathy Stenerson – Millipore Sigma (formerly Supelco in NA, Known as Merck in Europe) Chromatography Consumables Manufacturer including CRMs. Work in R&D Group focused on sample prep products. * Kelly Dorweiler – General Mills.  14 years with Medallion labs, now with General Mills.  Pesticides RM and stability background and research * Alex Krynitsky – FDA for 42 years, now retired and actively working as consultant for CRO Symbiotic Research, new product research, agriculture chemical registration, etc.  Also RMWG Co-Chair * Kate Mastovska – Eurofins Global – Career in contaminants testing and pesticides for foods.  Will help with final technical review of Guidance Document * Joe Konschnik – RESTEK Corporation – Business Development Manager, With RESTEK for 18 years.  35+ years in analytical testing including environmental and food |
| Discussion on the  **Guidelines Outline**   * 1. Any additions, or changes | **Joe showed current draft outline and solicited ideas from participants**  i.     Kathy S. – Application & Use of RMs – Andre’ – maybe place it before #9  ii.     Kyle – Proper disposal of Materials – purchased a whole gram, but some is unused.  iii.     Kelly - Methods of disposal/responsible use.  Requalification of materials.  Place these under Expiration topic.  iv.     Alex – use of expired materials – can they be used for identification, diagnostic, screening, Not for GLP, method validation or compliance.  v.     Kate – SANTE guidelines allow for use of expired materials for screening.  Specific section on Standards can be used in our guidance.  vi.     Jo – Introduction – include a general discussion on how these materials are prepared and what is required to make a CRM according to ISO 17034  vii.     Andre’ – should we include references to ABs with regard to interpretation of standards |
| Action Items | * Members will begin drafting agreed upon sections of the guide * Agree on delivery dates and timeline for completion (Will cover during next meeting) * Joe will revise outline document to include today’s edits and changes. * Jo will post to RMWG page * All – Consider other sections you would like to draft and notify Jo and Joe when you’re ready |
| Assignments | **Assign authors for outline topics**   * 1. Kelly D., Alex K. – Stability & Interactions upon mixing,   sub-section on MS vs. other detector response,  e.g. Mass spectra, instrument effects, breakdown products   * 1. Kyle H. – Expiration – specifically toward disposition and requalification criteria   2. Francesca M. -  Handling Tips  (Joe K. will collaborate on review)   3. Joe K. – CoAs  (Francesca M. will collaborate on review)   4. Jo Marie – Second Source Reference Materials |
| Next Meeting Date Reminder | Group agreed to meet once per month for now.  Scheduled next for Nov. 21st at 11AM US ET Zone, will use Skype Again |
| Adjournment | 12:00 noon |