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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
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| Logistics | * Skype Video Conference Call arranged and hosted by Joe K
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| **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
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| 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 17034vii.     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
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| 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
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| 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 |