**NACRW Reference Materials Working Group**

**Guidance Document Draft Outline**

**October 28, 2019**

Title: Best Practices for Use and Handling of Reference Materials

1. Introduction
	1. Scope
	2. Manufacturer/Producer Requirements
		1. ISO 17034
		2. ISO 17025
2. Glossary of Terms
3. Reference Documents
4. RM & CRM Handling Tips (Francesca M. & Joe K.)
5. Certificates of Analysis (Joe K. & Francesca M.)
6. Starting Material Characterization
	1. Traceability
	2. Purity
	3. Identity
7. Stability (Kelly D., Alex K.)
	1. Detection – MS vs. UV
	2. Monitoring breakdown products
8. Expiration (Kyle H.)
	1. Requalification/Recertification
	2. Responsible re-use
	3. SANTE Guidelines
	4. Disposition
9. Application & Use of RMs
10. Interactions upon Mixing (Kelly D., Alex K.)
11. Second Source Reference Materials (Jo Marie C.)
12. Measurement Uncertainty