

Meeting Information	
Topic	Reference Materials Guidelines Document Subgroup
Co-Chairs	Joe Konschnik and Alex Krynitsky
Date	03-25-2020
Time	11:00 – 12:00 PM
Location	Skype Video Conference Call
Attendees	Joe K., JoMarie C., Kathy S., Pat A., Alex K., Melissa P.

Discussion	
Topic	Comments
Host	➤ Joe Konschnik
Logistics	➤ Skype Video Conference Call arranged and hosted by Joe K
Biweekly calls	Joe has sent out meeting notices for the dates: April 8 th and 22 nd at 11:00am EDT Joe mentioned that his company is moving away from Skype and will provide more information when the change is made. The Microsoft product might be better.
Share Drive	<ul style="list-style-type: none"> • Joe described problems he has been having with the saving, deleting and moving files on the One Drive. He and Jo Marie will investigate and try to find solutions. • Jo Marie may have to do some things for authors but the links should give everyone full permissions and they should be able to do these things.
Glossary	<ul style="list-style-type: none"> • Melissa added definition for Certificate of Analysis. There will be additional terms needed as authors write their chapters. The glossary has definitions only. Additional explanations about terms and how they are used should be included in the chapters. • Joe asked how to reference the glossary. Jo Marie indicated that the glossary will be the second chapter and it is not necessary to reference it in the chapters. It is important that all authors use the terms is defined in the glossary. Reviewers may have some comments about inconsistencies in using terms which can be addressed later. • Jo Marie mentioned that, when writing, she opens her chapter and the glossary and refers to it as she writes to be sure she uses the correct term and uses it correctly. She also notes any additional terms that might need to be added. She hopes to complete her 1st draft shortly and send to Hakan Emetborg for further input.
Review of Guide Outline	Joe noted that we now have authors for all our chapters.
Scope of Guide	<ul style="list-style-type: none"> • Jo Marie asked if we might add a chapter at the end with specific examples about challenges using RMs and it was agreed.
Review of Chapters	<ul style="list-style-type: none"> • It was decided that the guide should be written in the third person and not include the use of pronouns such as 'you' and 'your' and 'our'. • Kathy asked some questions about including examples of calculating measurement uncertainty in the Guide. Jo Marie suggested that we add an appendix and/or references to good examples that have already been

	<p>published. We may need to add some important references as appendix so that information won't be lost. We would, of course, need to get permission from owners.</p> <ul style="list-style-type: none"> • Jo Marie is still working on In-House Materials and will add examples of challenges relevant to the pesticide community to another chapter on "Challenges" • Joe is still working on Certificates of Analysis and has created a generic certificate for his chapter. He asked Melissa to review what he has written thus far and give advice. • Patti and Kathy and still working on Starting Materials Characterization. • Many of the authors are working on emergency issues due to CoVid-19 including Kelly.
Deadlines	<ul style="list-style-type: none"> • June 1: Send "draft" to reviewers • NACRW: present the "draft" to attendees of the Working Group for comment
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Joe and Jo Marie will have another conference call and try to resolve some of the problems with the One Drive • Joe will submit a presentation to the NACRW. If accepted, he will advertise the Guide.
Next Meeting Date	Joe has sent out meeting invitations for April 8 th and 22 nd . If you haven't received these please let Joe know via email.
Adjournment	12:00 pm EST