

Meeting Information	
Topic	Reference Materials Guidelines Document Subgroup
Co-Chairs	Joe Konschnik and Alex Krynitsky
Date	05-06-2020
Time	11:00 – 12:00 PM
Location	Skype Video Conference Call
Attendees	Joe, JoMarie, Kathy, Alex, Kyle, Pat, Markus

Discussion	
Topic	Comments
Host	➤ Joe Konschnik
Logistics	➤ Skype Video Conference Call arranged and hosted by Joe K
Biweekly calls	One more meeting is scheduled for May 20 th . This is the last scheduled meeting before submitting the Guideline to reviewers. Joe hopes to move future meetings to Microsoft Teams platform. He will send out new invitations
Share Drive	<ul style="list-style-type: none"> Several updates and reviews to the chapters have been uploaded to the Share Drive. Several new resources have also been uploaded to the Share Drive.
Glossary	<ul style="list-style-type: none"> No updates Hakan provided a reference identifying a family of reference materials. This terminology will be described in the introduction and any updates to the glossary will be discussed with the glossary working group.
Review of Guide Outline	<p>This meeting focused on discussions of the scope and content of the various chapters, reviewer's suggestions and new reference materials.</p> <ul style="list-style-type: none"> 1. Introduction: Jo will add some discussion of terminology describing the family of RMs to the Introduction 4. COA: Jo asked how to best describe the traceability of calibration standards prepared in-house from neat material CRMs. Joe mentioned that the purity of manufactured neat pesticides must be verified by the laboratory using them and that some neat materials have been found to contain up to 10% impurities. 5. Starting Materials: Kathy described the significant challenges in characterizing isomers. Kathy asked the group for assistance in describing how to characterize purity of manufactured neat materials, especially when they contain isomers. A section on characterization of isomers will be discussed in Chapter 5. 6. Stability: Alex asked to discuss the accuracy needed for weighing neat materials, the decimal places of balances and weighing vs volumetric dilutions. A procedure for weighing volatiles was described. Alex submitted a new section on stability. Joe will provide reports and data on stability of mixed standards conducted by Restek. Joe provided an overview of data showing losses in mixed standards on storage for only a few days. 8. In-house RMs: Hakan Emteborg provided an extensive review of this chapter, provided 2 reference resources and described so terminology that will be incorporated into the introduction.

	<ul style="list-style-type: none"> 11. MU: Kathy and Marcus submitted a very nice chapter. They had some questions about the scope of the chapter and the guide. Marcus emphasized that the contribution of stability should be included in the MU. Marcus will add this information to the chapter. Kathy and Marcus will also write some general information on calculating uncertainty for in-house materials and provide some references. Some discussion on terminology for the family of RMs was also discussed as well as the importance of the ISO guides 17034 and 80.
Scope of Guide	<ul style="list-style-type: none"> No updates to the scope of the guide at this time.
Review of Chapters	<ul style="list-style-type: none"> Melissa has completed an extensive review of Chapter 4 on Certificates of Analysis. The updated chapter has been posted on the share drive. Alex uploaded a draft on neat materials for Chapter 6. Alex is working on two other sections: <ol style="list-style-type: none"> Individual Stock Standards. Matrix Matched Standards Kelly is completed her first draft of Chapter 6, adding bullets and uploaded it today. She is trying to keep it concise and 3 pages or less. Jo has posted a rough draft of Chapter 8 and would welcome reviews and suggestions. Hakan Emteborg has completed an extensive review and Jo will revise her chapter before additional review. It will be posted before the next call. Kathy is working on Chapter 11 on Measurement Uncertainty. The group discussed the amount of detail needed. Should the Chapter deal with only the uncertainty contributed by certified reference materials or should it also include detailed instructions for in-house prepared reference materials. Jo suggested that the process for in-house RMs might be described briefly and references provided. Andre mentioned that if the uncertainty due to the RM is less than 1% then it is negligible. It might be useful to provide an example or two for individual compounds. Question was asked about what format our final document will be in. Jo – we'll use a PDF format. We will also want to include some graphics and images to dress up the document a bit. Asked the group to begin thinking about what kinds of images and graphics we might want to use for each chapter.
NACRW	<ul style="list-style-type: none"> NACRW is waiting until mid-May to decide if they will hold a meeting. NACRW will survey potential attendees to get their opinion before making a decision.
Deadlines	<ul style="list-style-type: none"> June 1: Send "draft" to reviewers NACRW: a virtual meeting on RMs might be planned
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> Joe will send test MS Teams application with Jo Joe will send out meeting invitations using MS Teams and add Hakan Emteborg to these invitations. Joe will include a link to the shared drive in the invitations. Jo will review the Guide Outline and make updates to Chapter 6
Next Meeting Date	Joe will send out two more invitations for May 20 th at the same time: 11am EDT. New meetings will probably be using MS Teams.
Adjournment	12:23 pm EST

