

| Meeting Information | |
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| Topic | Reference Materials Guidelines Document Subgroup |
| Co-Chairs | Joe Konschnik and Alex Krynitsky |
| Date | 06-03-29020 |
| Time | 11:00 – 12:00 PM |
| Location | Skype Video Conference Call |
| Attendees | Joe, JoMarie, Alex, Kyle, Pat, Kelly |

| Discussion | |
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| Topic | Comments |
| Host | ➤ Joe Konschnik |
| Logistics | ➤ Skype Video Conference Call arranged and hosted by Joe K |
| Biweekly calls | <ul style="list-style-type: none"> • 1st drafts of chapters are due June 24. 6 chapters are “Ready for Review”; 3 are nearly complete and 2 need to be written. • June 24 meeting planned to discuss reviewer comments. • Joe hopes to move future meetings to Microsoft Teams platform. He will send out new invitations after it’s set-up |
| Share Drive | <ul style="list-style-type: none"> • Several updates and reviews to the chapters have been uploaded to the Share Drive. |
| Glossary | <ul style="list-style-type: none"> • No updates |
| Review of Chapters | <p>This meeting focused on discussions of the status of all the Chapters of the Guide.</p> <ul style="list-style-type: none"> • When the chapters are completed, a couple reviewers need to look at it to be sure content and formatting are consistent. • It was decided to leave references in the individual chapters. • The Introduction contains a diagram depicting the family of RMs. The entire subgroup should review this diagram and send comments / suggestions. |
| Scope of Guide | <ul style="list-style-type: none"> • Guide outline now shows chapters that are “Ready for Review!” • 1a: Intro, part a is Ready for Review • 1b: Patti – Patti and Markus will review their section one more time and upload it. • 2a: Glossary of terms: Ready for Review • 2b: Acronyms not yet complete. Authors please add to this list. • 3: RM & CRM Handling Tips – Joe nearing completions • 4: CoA Chapter – Jo, Joe and Melissa will schedule a meeting to discuss. • 5: Patti still working on this Chapter due to many work priorities. • 6: Kelly and Alex worked together and completed all sub-sections. Kelly compiled all the sections into a single chapter. It is Ready for Review. • 6: Kelly D. –will add reference the MU section; read other chapters and add other references where appropriate. • 6: Alex – referenced Joe’s recent poster and oral presentation files in his sections. • 7: Kyle submitted draft 2 up onto site with some changes added from last call discussions. It is ready for review. • 8: In House RMs is Ready for Review. |

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| | <ul style="list-style-type: none"> • 9: Kate is still working on this Chapter • 10: Ready for Review • 11: Measurement Uncertainty – nearly ready for review. Authors taking one more look • 12: Troubleshooting – Chapter to be completed in next revision, possibly 2021 • 13: Frequently Asked Questions (FAQ) – New chapter to be added after Version 1 is published. – possible 2021 <p>Appendices:</p> <p>A1 – CRM Sources listing – need a volunteer to add more companies to this list.</p> <p>A2 – Håkan recommended we include an example for a homogeneity study. Does someone have a good example of this? Look for a publicly available resource for this? RMPs can investigate with their internal experts to see if there’s a resource we can use here. There are specific problems when trying to characterize contaminant materials because the precision of MS methods is 10 – 15%. A more precise method is needed to determine homogeneity. Kelly – I referenced Good Samples to address this in my chapter. Will this work here? Jo- no, because analytical precision needs to be addressed. Jo – Could this be addressed by offering guidance on how to narrow measurement precision by using selective detectors? This is why I thought we needed an example.</p> <p>A3: Jo will ask Markus and Kathy if they feel an example of MU measurement is needed.</p> |
| NACRW | <ul style="list-style-type: none"> • NACRW has cancelled the July 2020 meeting. • July: Steve Lehotay webinar • August: Jens Andersen webinar • September: Joe Konschnik webinar and introduction to RM Guide |
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| Deadlines | <ul style="list-style-type: none"> • June 3: Begin sending “draft” to reviewers • June 24: Authors complete chapters • Sept TBA: prepare a webinar and introduce Guide |
| Assignments & Next Steps | <p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Joe – schedule next call three weeks from today • Joe & Jo – send an email out to the Technical Reviewers asking them to begin their review of completed chapters. • Everyone – read through other chapters to look for alignment and opportunities to reference other chapters • Patti – submit chapter to site for review • Joe & Jo – check with Kate on Chapter 9. • Jo – check with Kathy and Markus to confirm Chapter 11 is complete and ready for review • Joe will confirm that reviewers are still willing. Technical reviewers are Patti, Kate, Andre’, Terry Grimm, and Rodney Bennett. There may be others. |

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| | <ul style="list-style-type: none"> • Joe and Jo to try using MS Teams with Joe’s new NACRW permissions. • Joe – schedule a meeting with Melissa to discuss CoA Chapter • Jo: send an email to the entire Sub Group making some general announcements on the progress of our work and asking <p>Questions:</p> <ul style="list-style-type: none"> • Would any of you like to introduce the Guide to NACRW audience on the September webinar? • Are you familiar with using MS Teams meetings? • Could you please suggest a catchy title with a good acronym for our Guide? |
| Next Meeting Date | Joe will send out one more invitation for June 24 th at the same time: 11am EDT. New meetings will probably be held using Skype if NACRW’s MS Teams account is not yet working. |
| Adjournment | 12:20 pm EST |