

Meeting Information	
Topic	Reference Materials Guidelines Document Subgroup
Co-Chairs	Joe Konschnik and Alex Krynitsky
Date	06-25-29020
Time	11:00 – 12:00 PM
Location	Skype Video Conference Call
Attendees	Joe, JoMarie, Alex, Kathy, Melissa, Jon

Discussion	
Topic	Comments
Host	➤ Joe Konschnik
Logistics	➤ Skype Video Conference Call arranged and hosted by Joe K
Calls	<ul style="list-style-type: none"> • Next call is scheduled for July 16 • This is a due date to complete reviews
Share Drive	<ul style="list-style-type: none"> • Chapters labeled with REVIEW in their name are ready to review • Reviewer to change name to REVIEWED when completed.
Glossary	<ul style="list-style-type: none"> • Glossary V8 was posted with additions of definitions related to reports required for RM's
Review of Chapters	<ul style="list-style-type: none"> • 00 – Outline updated to show reviewers • 01b is nearly complete. • Chapter 04: Jo Marie C., Melissa P. and Joe K. will have a conference call on reference materials report requirements, names and interrelationship • Kate to submit Chapter 9 by July 3. • References: to be compiled from chapters but references will remain in the chapters. • Jon Wong has agreed to review a chapters 6 and 7.
Scope of Guide	<ul style="list-style-type: none"> • Due to a lack of a volunteers at this time, Chapters 12: Troubleshooting, Chapter 13: FAQs and Appendix A1: RM providers are planned additions to the second edition of the guide for 2021 • Appendix for examples of Measurement uncertainty and evaluation of homogeneity were deleted. This information is covered in the chapters.
NACRW	<ul style="list-style-type: none"> • Joe and Jo Marie will present a NACRW webinar on September 8. It will include a presentation on pesticides stability, followed by the introduction of our new guide to the NACRW community.
Deadlines	<ul style="list-style-type: none"> • June 16: complete chapter reviews • August 30: complete review of compiled guide • Sept 8: Webinar on Stability of mixes and introduce Guide
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Joe and Melissa and Jo will talk about RM records terminology and content of Chapter 4. 6/25/20 3:30 pm • Complete Chapter 4 • Send email to entire group with plan for reviews and follow-up with individual reviewers to facilitate • Send reviewer comments to authors

	<ul style="list-style-type: none"> • Compile chapters into a single guide • Melissa to assist in final editorial additions to the guide. • Choose a catchy name for the guide. <p>Jo suggests Guide to Reference Materials use in Trace Level Analysis (RM-TraLA)</p>
Next Meeting Date	Joe will send out a meeting invitation as a test run using Microsoft Teams within the next week or two. New meetings will probably be held using Skype if NACRW's MS Teams account is not yet working. Our next meeting will be held on July 16 th .
Adjournment	12:20 pm EST