

Meeting Information	
Topic	Reference Materials Guidelines Document Subgroup
Co-Chairs	Joe Konschnik and Alex Krynitsky
Date	07-16-2020
Time	11:00 – 12:00 PM
Location	Skype Video Conference Call
Attendees	Joe, JoMarie, Alex, Kate, Kyle, Pearse, Jon, Patty

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 21 at 10 am • This is a due date to complete reviews • This is a due date to complete final chapter drafts • Compiling the chapters into a single document will begin after the call
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	<p>Steve Lehotay suggested new title and acronym: Reference Material use in Trace Analysis</p> <ul style="list-style-type: none"> • 00-a file showing the Chapter names and order of presentation created • 01-Introduction has been reviewed. Pat will ask Marcus if he accepts the changes. • 02-Glossary review not received • 03-Handling Tips: Reviewed by Joe and sent to Francesca • 03 & 07: Joe pointed out that the topic of expiration is covered in several chapters. It was decided to combine the chapters together • 04-Documentation: Joe and Jo will work on completion by Friday • 05-Starting Materials reviewed by Kathy. She will contact Mario for comments • 06-Stability: Jon completing review • 07-Expiration: To be consolidated with 3 and then sent to Jon for review • 08-In-House: Pearse completing review • 09-Application of RM: completed, reviewed and revised. Chapter will be moved to position following the glossary • 10-Second Source: Jo and Joe will complete and send to Alex for review • 11-Measurement Uncertainty: Reviewed and under revision by authors
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"> • July 16: complete chapter reviews • July 21: complete chapter reviews and author revisions • July 30: complete compiling the chapters into a single document. Melissa will help. Submit to reviewers. (Andre, Kate, Pat) • August 30: complete review of compiled guide • Sept 8: Webinar on Stability of mixes and introduce Guide. Ask audience for comments and suggestions
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Joe and Jo will review Chapter on 2nd Source Materials, revise and send to Alex for review • Joe and Jo will complete Chapter and documentation and submit to Melissa for review • Jo will combine Chapter on expirations with Chapter 3 and send to Jon for review • Jo will reorder the chapters based on discussion.
Next Meeting Date	July 21, 2020, 10 am
Adjournment	12:03 pm EST