

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, Kate, Kyle, Patti, Kelly, Andre

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 August 12 at 11 am • Jo Marie will be on vacation and may not be able to make the call but will be watching for emails.
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. • Chapters labeled with REVISED are uploaded into the book • Joe and others are having trouble accessing the One Drive. Jo will send out another link
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"> • Over half of the chapters have been reviewed and revised. Others will be finished soon. Chapter 11 will take more time because of the extensive changes suggested. • Reviewers include Patti, Andre, Kate, • Terry Grim and rod Bennett indicated that they are still interested in reviewing. • Jo Marie will compile chapters into a book format. The most complete chapter, without corrections will be uploaded. Further revisions can be made to the book version during August reviews. • Melissa will complete the book compilation and send it via email to the reviewers on July 30th • The guide needs pictures and graphs to make it easier to read
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 23: Chapters compiled into the book • July 30: Melissa will complete book compilation and formatting. She will submit to reviewers. (Andre, Kate, Pat, Rod and Terry) • August 24: complete review of "book" form of guide • Sept 4: complete revisions of the guide • Sept 8: Webinar on Stability of mixes and introduce 1st "draft" addition of the Guide. • Nov 8: Comment period

	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Jo will compile chapters into the book and send to Melissa • Melissa will work on compilation of the book, formatting and addition of any new revisions • Melissa will email the “book” to reviewers • Jo will send out another link to the One Drive • Pearse will complete review of “In-House Materials” • Alex will complete reviews of 2nd Source Materials and RM Handling and Disposition chapters. Done! • Jon will complete review of Stability chapter • Patti will complete revision of Starting Material Characterization • Marcus and Kathy will complete revision of Measurement Uncertainty chapter.
Next Meeting Date	August 12, 2020, 10 am
Adjournment	11:55 pm EST