

Meeting Information	
Topic	Reference Materials Guidelines Document Subgroup
Co-Chairs	Joe Konschnik and Alex Krynitsky
Date	08-12-2020
Time	11:00 – 12:00 PM
Location	Skype Video Conference Call
Attendees	Kate M., Terry G., Patti A., Alex K., Kathy S., Melissa P., Pearce M.,

Discussion	
Topic	Comments
Host	➤ Joe Konschnik
Logistics	➤ Skype Video Conference Call arranged and hosted by Joe K
Calls	• Bi-weekly
Share Drive	• Chapters labeled with REVIEW in their name are ready to review • Reviewer to change name to REVIEWED when completed.
Glossary	• Completed
Review of Chapters	• Completed
Scope of Guide	• Use of Reference Materials for Trace Contaminants Analysis
NACRW	• RMWG Webinar re-scheduled for October 13 th 10AM & 2PM
Deadlines	• Proposed Timeline: <ul style="list-style-type: none"> ○ August 31st: Complete document reviews ○ September 15th: complete review of compiled guide ○ September 30th: Incorporating changes and formatting final document ○ October 13th: Webinar Introduction of Guide – Jo Marie & begin 30-day comment period for NACRW community ○ November 12th: End 30-day comment period ○ Early December: Release final First Edition of RefMaTrA
Assignments & Next Steps	Other Action/Next Steps: <ul style="list-style-type: none"> • Review Team begin reviews of entire document. Please follow these instructions: <ul style="list-style-type: none"> ○ Save the document under a new filename, include your initials ○ Use either 'track changes', or highlight your edits ○ Focus on content, consistency and alignment of our message on the topics. Don't worry about formatting, we can fix later. ○ Send your completed reviewed document to Jo Marie and cc Joe and Melissa before or on August 31st
Next Meeting Date	August 27 th , 11:00AM EDT
Adjournment	11:23 am EDT