

Meeting Information	
Topic	Reference Materials Guidelines Document Subgroup
Co-Chairs	Joe Konschnik and Alex Krynitsky
Date	01-20-2021
Time	11:00 AM – 12:00 PM EDT
Location	Microsoft Teams Video Conference Call
Attendees	Jo Marie K., Andre' D., Alex K., Kate M., Terry G., Patti A., Jon W., Francesca M., Mario S., Pearce M., Marcus O., Kathy S., Kelly D., Kyle H., Joe K.

Discussion	
Topic	Comments
Host	➤ Joe Konschnik
Logistics	➤ Microsoft Teams Conference Call arranged and hosted by Joe K
Agenda	<ol style="list-style-type: none"> 1. Public Comments Period Results 2. Document Distribution Options 3. Planning Next Edition 4. Next Steps
Discussion	<p>Document Distribution Options</p> <ul style="list-style-type: none"> • Jo Marie – asked group for opinions on whether the document should be offered for free to the community, or if there should be a fee as a fundraising effort for NACRW • Patti – Suggested we make this first version free to membership. Ask for donations to NACRW. • Pearce – if at all possible we should keep it free for ease of access to everyone; to increase awareness for everyone in the community and not make it challenging. • Terry - Suggest we have people register to receive it and expand our list of contacts for NACRW • Kate – perhaps it can be free to participants at our next meeting? <ul style="list-style-type: none"> ○ Also, if there is a printed version, perhaps it can be either sold by NACRW, or sponsors might contribute to having it printed. ○ Our objective is to have an impact on our community and not to charge for it. • Joe – is the 800 downloads list inclusive of others outside of NACRW, or within our community mostly? • Jo Marie - It appears downloads have occurred and were shared through social media, within organizations, etc. We have no list of who downloaded at this point. <p>Jo Marie – will be working with Teri on how to create a registration capability on the web site in order to capture contact information for each download so we can contact recipients in the future to invite them to meetings.</p>

Public Comment Period Results

- Jo Marie - We only received the one comment from Jens. Thanks to Jens for his comments. Most were about the Introduction. Without reading it out to everyone, were there any questions about Jens' comments?
 - RefMaTRA document, dated 1-13-21, was distributed to the group via email. Changes in response to comments were highlighted in the revision.
 - A copy of Jens' comment form with responses to the comments was also distributed to the group via email.
 - These comments will be password protected so no one can change this draft version.
 - Jens asked us to discuss how researchers might use RMs in comparison with how industry might use them and to describe how this application is different. It was decided that this group cannot advise scientists on how they should use RMs in their work. An introductory sentence was added to indicate that these Best Practices are intended as information for those using RMs with a particular emphasis on trace level analysis.
 - Made some changes to the figure 1 to make it easier to understand.
 - Change the use of the word "error" to "uncertainty" in the Uncertainty chapter.
 - Section 2.4.6. was deleted since it was repetitious.
- When updates to the document and responses to comments are completed, these will be posted on the website for anyone who would like to review the reviews and responses. Proposing to make a new section titled "comment period recommendation"
- Patti – suggest changing use of numbers for footnotes in figure 1 to avoid confusion. Use letters instead of numbers so there is no confusion between these and overall document reference numbers.
- Jo Marie – Using A,B,C, D will work well.
- Joe – does anyone have feedback on this comment from Jens – there is a difference between how RMs are used in "research" vs. in an "industrial" environment?
 - Patti – I agree, there is no difference, a best practice is a best practice.
 - Jo Marie – I've been cautioned by NACRW that we aren't in a position to tell people what to do; we can only recommend.
 - Patti – trying to distinguish between the two may be confusing and we've fulfilled our goal of offering best practices, and guidelines for their daily work.
 - Jo Marie – It's possible we might have a new chapter in the future on how to apply other approaches for certain scenarios, but for now this remains non-specific best practices to apply as desired by either.
- Terry Grim suggested that we review the document and replace "error" with "uncertainty". Jo Marie mentioned that the Theory of Sampling group uses "error" terminology. Pat A. described "error as more general a term and "uncertainty" is used when there is a calculation.

Vote	<p>Vote to Approve 1st Edition</p> <ul style="list-style-type: none"> • Jo Marie – I propose that this be called the 1st Edition and dated to clarify when it was published and distinguish it from future versions. • Jo Marie - I'd like to propose we are now finished with this first Edition version when revised as suggested and are ready to publish it. Can we vote on this today? • Vote: Anyone who disagrees with publishing this as a final version? • All agreed to publish current version as revised. A supermajority of the contributors were present on this call.
Future Activities	<p>Planning Next Edition</p> <ul style="list-style-type: none"> • New chapters suggested: <ul style="list-style-type: none"> ○ List of producers of RMs ○ Trace Metals & Inorganics ○ Microbiology ○ Cannabis & Hemp • Biggest challenge is to assemble authors to begin writing <ul style="list-style-type: none"> ○ Patti – Could lead development of Trace Metals topic ○ Marcus – Could lead development of Micro topic ○ No volunteer for - List of Producers and Providers of RMs ○ Cannabis & Hemp – Patti, Marcus, and will reach out to seek others. • Joe – we can put out a call for volunteers to the entire NACRW community to give everyone an opportunity to contribute. • Jo Marie – a personal invitation makes a big difference in recruiting people. Perhaps we reach out to AOAC and get them involved? • Terry – has anyone from Agilent been involved with this? Perhaps we should reach out to them to help with Cannabis? They have done a lot of webinars on this topic. • Kate – also reach out to NIST for involvement with this. Perhaps ask Melissa about some NIST volunteers for this? • Joe – in addition to personal invitations we make a general announcement either through an email blast, or web site to ask for volunteers to be sure everyone is given equal opportunity to be involved. • Patti – is on advisory Board of Emerald Scientific who sponsors Emerald Conference and will ask this group for participants. Also we should ask Perkin-Elmer about metals experts. •
Final Remarks	<p>Final Remarks</p> <ul style="list-style-type: none"> • Joe – thank you to everyone for your contributions to this project. If you had asked me a year ago if we would have a first edition published in a year's time I would not have said yes. Thanks to Jo Marie and all of you. We now have a final document ready for publication. Congratulations! • Jo Marie – thank you all for your participation and contributions to make this possible. It's been a pleasure. •
Scope of Guide	<ul style="list-style-type: none"> • Use of Reference Materials for Organic Compound Trace Contaminants Analysis – Revision 1, First Edition
Deadlines & Status	NA

Check	
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Jo Marie – work with Teri and NACRW staff to build capability on web site to register prior to downloading the final version. • Jo Marie will update RefMaTRA based on group discussions: use letters on Figure 1 and use the term “uncertainty” instead of “error” where appropriate. • Jo Marie will complete and accept all revisions and complete the final copy. • A copy of the 1st edition will be emailed to the contributors. • Jo Marie will post the 1st edition to the website as soon as possible. • No further activities are scheduled for this Subgroup. The work of this subgroup is completed. • Congratulations and thank you to everyone for your contributions and work on this project.
Next Meeting Date	No future meetings planned for this topic
Adjournment	11:50 AM EDT