

| Meeting Information | |
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| Topic | Reference Materials Second Edition Subgroup |
| Co-Chairs | Patricia Atkins and Jo Marie Cook |
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| Date | 03-18-2021 |
| Time | Noon – 1:00 PM EDT |
| Location | Microsoft Teams Video Conference Call |
| Attendees | Jo Marie, Patti, Joe K, Julie K, Marcus, Melissa |
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| Discussion | |
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| Topic | Comments |
| Host | ➤ Patti Atkins |
| Logistics | ➤ Microsoft Teams Conference Call arranged and hosted by Patti A |
| Agenda | <ol style="list-style-type: none"> 1. Duties of Subgroup Chair 2. Status of share drive and website 3. Role of suppliers and sponsors 4. Plans for 2nd edition 5. Plans for July WG meeting 6. Scheduling next meeting |
| Communications | <ol style="list-style-type: none"> 1. Jo Marie reorganized the Share Drive, consolidations all the materials for the 1st Edition into one folder and creating a new folder for the 2nd Edition 2. Jo Marie updated the Working Group website pages with information about the 2nd Edition and the July WG meeting. 1st Edition was referenced but resources, agendas and notes were removed. Jo Marie will correct Pat's email. 3. Jo Marie will compose a Call for Participation in the 2nd Edition and share with others on the call for comments. 4. Jo Marie will send everyone a new link to the Share Drive. https://nacrw-my.sharepoint.com/:f:/g/personal/jomarie_nacrw_org/Epayjka38L5Bk-nX8mxJUQ8B-K6rY-UZpS9nuNmnO0kNiA?e=G0MySh 5. Pat will establish regular Team Meetings call approximately every 2 weeks on Wednesday at 12 – 1 pm EST, unless a better time is suggested. |
| Planning the 2 nd Edition | <p>Contributors</p> <ul style="list-style-type: none"> • Names of authors and reviewers for new chapters were suggested. Pat will update the Contacts to list these new contributors • Pat proposed that we accept 2-3 authors for two chapters, inorganics and cannabis, have authors propose outlines by the end of March and begin writing. • A chapter on botanicals instead of only cannabis was suggested • Julie suggested that the scope of the content needs to be defined. There are needs for matrix reference materials. There are different markets for cannabis and hemp. |

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| | <ul style="list-style-type: none"> • Pat described how the first edition was written to be relevant for all reference materials and the additional chapters should refer to previous material and not rewrite it. Cannabis has some unique issues including shipping and regulations. • Joe K asked: How well does the current guide handle cannabis and botanicals? What enhancements do we need? • Julie mentioned that there is a different audience for cannabis and it might be useful to have a chapter that covers this issue while referring to other chapters for relevant information. • Pat reiterated that the Ref Ma should be relevant for all materials. There are many special topics that could be discussed such as pyrolyzing alkaloids, Cannabis has special issues such as identity, certification, legality and transportation. • Julie mentioned that there are many different matrices of cannabis that need to be addressed: flower, plant, concentrated, extracts, edibles, topical... • Melissa said she struggles to combine both botanicals and cannabis together. Authenticity is a big issue with a variety of different botanicals. Cannabis is a specific material • Pat mentioned the specific issues with cannabis include legality, shipping, availability, adulteration, counterfeiting... • Jo Marie suggested that it seems we have three chapters: inorganics, authenticity and cannabis • Joe mentioned that authenticity is not as straight forward an issue. It includes targeted, non-targeted, gmo... • Pat liked the approach and wondered if we should write the inorganics and authenticity and then write the cannabis chapter later, • Jo Marie suggested that if we consult with other experts and develop a good outline for the content, we can then write all three chapters concurrently. • Jo Marie wondered if there is international participation that we need. • It was mentioned that we need Canadian and S. American input in cannabis issues. • Pat said that we could review the current guide, put together a list of gaps in the current content and then put it out to the whole working group for comment. From the list of gaps, we can outline the content for future chapters. • Melissa suggested that we reach out to John Spylka, Joe Boisen and Danille from the AOAC CAST subgroups. • Pat asked if Melissa and Joe K could work together to identify the people who might be solicited as contributors, especially from other countries. |
| Regulatory status of Best Practices. | <ul style="list-style-type: none"> • Julie mentioned that AOAC Cast group might have some of their documents adopted into law. • Joe K described how the RefMaTrA is a “Best Practices” and not a “Guide” to avoid any misunderstanding that it the recommendations were requirements. • Jo Marie mentioned that NACRW is not a consensus building organization and could not make legally binding recommendations but regulatory agencies could adopt the Best Practices or some rewrite of them. • Joe K mentioned that the RefMaTrA is intended to be a benefit and resource to users of reference materials, but it is not a consensus organization document. • Jo Marie mentioned that it is important to have regulatory agency input. The |

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| | <p>Best Practices should be applicable to regulators. A large number of NACRW members are regulators.</p> <ul style="list-style-type: none"> • Joe mentioned that we should have input from NIST and USDA |
| Next steps | <ul style="list-style-type: none"> • Jo Marie needs to solicit participants, put the call for contributors on the website and have NACRW social media and other advertising push it out. Everyone should also pitch it at their meetings. Thanks so much to Pat and Julie and Kate and Joe, who have already been doing this. • Pat suggested that the inorganic field is well established and we could proceed with the inorganic chapter • The group should review the current edition and note areas that need expansion. • Solicit contributors and reviewers from other countries. |
| Best Practices Sponsorships | <ul style="list-style-type: none"> • Pat and Jo Marie opened a discussion on how we might get sponsorships for the Best Practice. They suggested that the 2nd Edition contain a list of producers and providers. Those organizations would be contacted for interest in sponsoring the effort. • Jo Marie mentioned that it would be nice to have a little funding to cover NACRW costs for programs such as Executive Director technical advice, Adobe Professional, website program and management, have the 2nd Edition be professionally formatted (https://www.fass.org/) and provide printed copies. Those organizations that would like to promote the RefMaTrA to their customers and link it on their website might sponsor it also. The sponsors would be recognized in the document with their logos and be recognized as sponsors and perhaps as contributors also. • This is just a discussion and we are looking for input. |
| July 2021 | <p>Plans for July 2021 Working Group Virtual Meeting</p> <ul style="list-style-type: none"> • Introduce the RefMaTrA • Introduce suggested content of 2nd Edition • Conduct a brainstorming session on suggested content for the 2nd Edition • Solicit participants |
| Microbiology Chapter postponed. | <ul style="list-style-type: none"> • Jo Marie spoke to Yvonne Salfinger and Kristina McCallum (kristina.mccallum@state.co.us) about a chapter on microbiology reference materials. Pat and Jo Marie felt that this is a topic well outside of NACRW expertise and did not feel comfortable proceeding without expert participation. Kristina was very complementary of the 1st Edition. She indicated that it was very well done and much needed. Kristina was willing to provide a microbiology chapter but she said it would be very short as there are just not a lot of reference materials available. She indicated that labs still have banks of live cultures in their refrigerators that they share. Yvonne indicated that there is a lot of information on reference materials for clinical use but not as much information for food. This might be an area that needs expansion. • Pat and Jo Marie propose to postpone any microbiological content unless there is a need identified. • Due to time restraints, we were unable to discuss this issue with the group on the call. |
| Deadlines | NA |

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| Assignments & Next Steps | Other Action/Next Steps: <ul style="list-style-type: none"> • Entire group and outside experts should review the 1st Edition and develop a list of gaps that could be addressed in the 2nd Edition. • Patti schedule next meeting and recurring meetings • Patti will update contacts list with possible contributors to 2nd Edition • Melissa and Joe K will solicit contributors (regulators and other countries) • Jo Marie will develop a <i>Call for Contributors</i> and send to group for comment. • Jo Marie will publish final <i>Call for Contributors</i> on website. • Jo Marie will make edits to website and post Agenda and Notes upon completion. • |
| Next Meeting Date | Wednesday, April 14, 12:00 – 1:00 pm |
| Adjournment | 1:00 PM EST |