

Meeting Information	
Topic	Reference Materials Second Edition Subgroup
Co-Chairs	Patricia Atkins and Jo Marie Cook
Date	04-14-2021
Time	Noon – 1:00 PM EDT
Location	Microsoft Teams Video Conference Call
Attendees	Jo Marie, Patti, Joe K, Marcus O, Melissa P

Discussion	
Topic	Comments
Host	➤ Patti Atkins
Logistics	➤ Microsoft Teams Conference Call arranged and hosted by Patti A
Agenda	<p>Discussion of Feedback from announcements</p> <p>Matt Lasater Ashlee Gerardi William Green</p> <ol style="list-style-type: none"> 1. Plans for July WG meeting 2. Plans for 2nd edition. 3. Inorganic Section needs to be outlined. 4. Discussion of Cannabis Section 5. Botanicals/Identity/Authenticity 6. Role of suppliers and sponsors <p>Scheduling next meeting (Wednesday 12 ET)</p>
Plan for July 2021 virtual NACRW Meeting	<p>Proposed “Meeting at a Glance”</p> <p>11:00-12:30 pm NACRW Reference Materials Working Group</p> <p><i>The Working Group will present the 1st Edition of “Reference Material Use in Trace Analysis” followed by an Open Forum discussion of a 2nd Edition, including chapters on inorganics and cannabis.</i></p> <ul style="list-style-type: none"> • Jo Marie indicated that we need to submit an abstract and preliminary agenda by May 13th. <p>Suggested agenda:</p> <ul style="list-style-type: none"> • Joe K will introduce the 1st Edition RefMaTrA, what was accomplished and some of the highlights. • Pat A will present plans for the future including new content for inorganics and cannabis. • Jo Marie will facilitate an open discussion including input on 1st Ed. and

	<p>suggestions for new content.</p> <p>The Working Group members will be asked to attend and help keep the discussion moving.</p>
<p>Planning the 2nd Edition</p>	<ul style="list-style-type: none"> • Call for participants was sent out and appears on the website. • Contacts for the Working Group and the 2nd Edition Sub-group can be found in the Contacts spreadsheet on the WG One Drive shared folder. Information on the organization and email address should be added to the Contacts spreadsheet. • Joe K suggested that we proceed by developing a preliminary outline of the information that we would like to see in the 2nd Edition. Pat A mentioned that we may not need a lot of additional content or additional chapters if the existing content can be updated to include issues important to inorganics and cannabis. • Inorganics contributors include: <ul style="list-style-type: none"> Peter Morton Pat Atkins Kroukamp, Eve Kevin Kubachka Laura Wood Madhumita Chatterjee William Green Stacie Hammack • Cannabis contributors include: <ul style="list-style-type: none"> Julie Kowalski Pat Atkins Matt Lasater Matthew Noestheden Ashlee Gerardi
<p>Plans for Micro Chapter tabled</p>	<p>Jo Marie discussed plans for a chapter on reference materials for microbiological analysis. In discussions with Kristi McKallum and Yvonne Salfinger, it was decided that there were only a few micro reference materials, that most labs share live cultures with each other and that the chapter “would be very short”. It was also recognized that the NACRW community is not familiar with the issues of microbiology laboratories and would not be the best source of this type of information.</p>
<p>Inorganics Chapter</p>	<p>Pat suggested that we send an email to the inorganics contributors and ask them to review the 1st Edition for needed updates and also to suggest additional content that is needed. From their responses, Pat A will develop an outline for the Organics contributions to the 2nd Edition. This outline will be discussed on the May conference call.</p>
<p>Cannabis White Paper!</p>	<p>Initially we considered a chapter on cannabis but many considerations were discussed.</p> <ul style="list-style-type: none"> • The cannabis industry is changing rapidly and perhaps the industry is not ready for a definitive chapter. There is not federal regulations. The state regulations vary greatly. There are currently only a few RMs and those cannot be transported across state lines. • Perhaps a chapter should focus on botanicals or other natural materials • The issues are broad including identity, purity, authenticity and contaminants. The 1st Edition focused on contaminants but not as much on authenticity. • The analytical techniques are different including PCR and spectroscopy • It was decided that we discuss the development of a White Paper on Cannabis RMs, to be developed by the NACRW WG contributors and published. (I’m wondering if the paper is published in a Cannabis journal, can it still be available from the NACRW website as one of their publications.)
<p>Additional suggestions</p>	<p>While discussing cannabis, a number of other suggestions were made:</p>

	<ul style="list-style-type: none"> • Identification and authenticity chapter • Botanicals chapter including issues such as matrix matching, finger printing, nutrient profiles and adulteration. Melissa contacted John Spylka and Joe Boison for advice on botanicals but has not received a response. • Counterfeit spices • Allergens: Differing terminology, immunoassay RMs, commodity based
Producer List	<p>Melissa P, Joe K and Pat A will work together to develop a RM producer / supplier list. Issues include:</p> <ul style="list-style-type: none"> • Is there enough information defining the different RM producers? Pat A asked Melissa to review the 1st Edition to see if there needs to be some additions. • Should it be an appendix in 2nd Edition? How can it be kept up to date. • Should it be a database or spreadsheet on the NACRW website? • Jo Marie mentioned that contributors could send in information to be added to the list but and it could be posted on the NACRW website but it could not be “live” for updates. • Melissa suggested that we post it and ask for updates. Let it be crowd sourced. • How will the organized and who should be on the list? National Metrology Institutes, ISO 17034 or ISO 17043 accredited, producers only or include suppliers and distributors? • It would be important to include international organizations
Deadlines	NA
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Jo Marie will prepare draft notes of April call • Joe K will draft an abstract for the NACRW July WG Mtg • Pat A will draft an abstract for the NACRW July WG Mtg • Jo Marie will draft an agenda for program for NACRW July WG Mtg • Pat A will update the contacts spreadsheet • Pat A will email all the interested subgroup participants for the May conference call. • Melissa will review the 1st Edition for definitions of different producers and their role in providing RMs (or not)
Next Meeting Date	Wednesday, May 5, noon – 1:00 pm
Adjournment	1:00 PM EST