

Meeting Information	
Topic	Reference Materials Inorganics Subgroup
Co-Chairs	Patricia Atkins and Jo Marie Cook
Date	06-01-2021
Time	Noon – 1:00 PM EDT
Location	Microsoft Teams Video Conference Call
Attendees	Jo Marie, Patti, Pete Morton, Madhumita Chatterjee, William Green, Kevin Kubacha, Laura Wood, Eve Kroukamp

Discussion	
Topic	Comments
Host	➤ Patti Atkins
Logistics	➤ Microsoft Teams Conference Call arranged and hosted by Patti A
Agenda	<ul style="list-style-type: none"> • Discuss review of existing RefMaTrA • Make assignments to review chapters
Communications	<ul style="list-style-type: none"> • Eve suggested we work on the same file so the suggested changes do not have to be consolidated later and everyone can easily see the previous revisions and comments. • Jo Marie would welcome this, if possible, because it takes considerable time to consolidate all the comments and sometimes things get lost. • Jo Marie created a folder for the Inorganic RM subgroup and sent invitations so that everyone can enter revisions and comments into the same document. • Some organizations might block the Share Drive and those folks may need to use a separate copy of the Word document • Jo Marie demonstrated how to reach the share drive and find the document created for revision.
General discussion	<ul style="list-style-type: none"> • Kevin: Add content about contamination control in metals analyses. • Eve: Add detail about inorganic sample preparation related to reference materials • Pat: Discuss issues related to the very low levels analyzed. • Jo: Discuss interferences possible in multi-analyte metals mixes • Pete: Clarify the use of the term “check” standards. Are these proficiency samples or verification calibration standards? • Jo: Perhaps this term should not be used in this document. • Jo: Terminology is discussed in the first chapter of RefMaTrA • Eve: Should we discuss in-house standards? • Laura: we should definitely describe best practices for preparation of in-house reference materials and how they can supplement CRM's • Jo: Should we also discuss the preparation of in-house matrix RMs?
Review of existing chapters	Pat: Let's assign each person a chapter or two as a primary reviewer and then someone else as a secondary reviewer. They then trade and review each other's work. Jo mentioned that there is no problem getting together with your partner in this and discussing your issues. The following table lists the chapters in the RefMaTrA to be reviewed. Hopefully, everyone will be able to add their revisions and comments to the shared document.

Review Assignments	C	D	E	F
	Title	Pages	Primary	Secondary
	Introduction	6	Eve	Patti
	Accreditation	7	Maddie	Bill
	Application	8	Eve	Patti
	Documentation	2	Eve	Patti
	Raw materials	6	Bill	Pete
	Stability	12	Kevin	Bill
	Handling & Storage	7	Eve	Laura
	Inhouse	12	Laura	Pete
	Second Source	4	Pete	Laura
	Uncertainty	9		Kevin
	Glossary			
Deadlines	Complete at least the Primary chapter reviews by the next conference call.			
Assignments & Next Steps	Other Action/Next Steps: <ul style="list-style-type: none"> Jo Marie will create a folder for Inorganics Subgroup and send out invitations for this limited group. Complete primary assignment reviews 			
Next Meeting Date	Tuesday, July 5, 2021 - 12:00 – 1:00 pm			
Adjournment	12:50 PM EST			