

Meeting Information	
Topic	Reference Materials Second Edition Subgroup
Co-Chairs	Patricia Atkins and Jo Marie Cook
Date	06-02-2021
Time	Noon – 1:00 PM EDT
Location	Microsoft Teams Video Conference Call
Attendees	Jo Marie, Patti, Joe K, Melissa Phillips, Janet Blount, Laura Wood, Katherine Stenerson, Matt Noestheden, Kate Mastovska, Terry Grim, Kevin Kubachka

Discussion	
Topic	Comments
Host	➤ Patti Atkins
Logistics	➤ Microsoft Teams Conference Call arranged and hosted by Patti A
Agenda	<ul style="list-style-type: none"> • Annual RMWG meeting • Report on Inorganic Subgroup • AOAC meeting on “authenticity” • Statue of cannabis white paper • Next assignments
Communications	<p>Meetings will be held approximately monthly using MS Teams Working documents will be stored on the NACRW Share Drives</p> <p>https://nacrw-my.sharepoint.com/:f/g/personal/jomarie_nacrw_org/Epayjka38L5Bk-nX8mxJUQ8B-K6rY-UZpS9nuNmnO0kNiA?e=EezMir</p>
July 26 WG Meeting	<ul style="list-style-type: none"> • The abstract and agenda for the RMWG meeting was approved. • Questions and answers and group participation are needed for the ZOOM open forum to assure we don't have dead air. • Jo Marie will prepare a one page advertisement designed to both encourage participation in the RMWG and to promote the RefMaTrA. • Jo Marie, Joe K and Teri are working to develop sponsorship guidelines for supporting the work of RMWG.
List of RM Providers	<ul style="list-style-type: none"> • Pat A. and Joe K will develop a list of producers and providers with contact information. • Pat A provided a list that Joe K will review and update • List will be used to promote NACRW, the RMWG and the RefMaTrA
Inorganic subgroup	<ul style="list-style-type: none"> • Assignments were made for primary and secondary reviews of each RefMaTrA chapter to identify needed revisions and updates • New chapter suggested to include topics on low level contaminants in metals analysis and interactions and interferences in mixed RMs • A reviewer and an author for the chapter on uncertainty is needed. • Kathy S. will check with colleagues and Marcus O.
Authenticity topics at AOAC	<ul style="list-style-type: none"> • Discussed with Joe Boison and John Spylka at AOAC Meeting. They will try to identify some more contributors to authenticity / botanicals topics • Melissa provided attached summary which outlines the following topics

	<p>to include in an additional chapter:</p> <p><i>Concepts to Cover</i></p> <ul style="list-style-type: none"> • Definitions (e.g., botanical reference material) • Important reference material types (e.g., authentic food/botanical materials, authentic spiking materials, known “adulterated” materials) • Accepted documentation to establish material authenticity, both for reference materials and for products • Approaches for creating in-house materials for authenticity • Approaches for validating methods for targeted and non-targeted authenticity testing (learn from AOAC working groups about number of authentic and number of adulterated samples to test as well as appropriate number of test failures) • List of resources and references <ul style="list-style-type: none"> • Jo Marie added that we should cover other matrices such as standards of identity for honey and species ID of fish. • Melissa indicated that the chapter should be a high level overview with many references added. • Melissa indicated that we really need to reach out and find other authors for this chapter. • Pat indicated that a call for contributors will be made at the RMWG • We need an advertisement to send to get the word out. • Joe K will reach out to TDRM members
Cannabis	<ul style="list-style-type: none"> • Laura Wood can help and will contact Matt Lassiter • Pat will contact Pearse McCarron for Canadian contributor • Pat will reach out to get a progress report. • Jo suggested contacting Julie Kowalski • Matt Noestheden and Jessica Krank can also contribute • Next steps are to develop an outline for needed content
Next steps	<ul style="list-style-type: none"> • Hold three separate monthly meetings; inorganics chapter, authenticity chapter and cannabis white paper
Deadlines	NA
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Jo will draft notes of the meeting • Jo will draft a RMWG advertisement • Katherine and others will try to identify contributor for updates to the uncertainty chapter to cover metals. • Pat will contact Cannabis group • Joe and Melissa will try to recruit contributors for the authenticity chapter. • Joe and Pat will update the provider list • Everyone will advertise the meeting in all venues possible.
Next Meeting Date	<p>Switch to 2nd Wednesday of the month to avoid scheduling conflict with VDWG meeting</p> <p>Wednesday, June 14, 12:00 – 1:00 pm</p>
Adjournment	12:50 PM EST