The TDRM RM Database and Sharepoint services will be developed and operated based on the following practices:

i. Database Management
   1. The TDRM Executive Committee will appoint a volunteer to serve as the Information Services (IS) Chair to administer the following functions:
      a. manage information maintained in the database
      b. maintain and develop documentation associated with the database, including a Privacy Policy and Terms of Service
      c. assist in future development of the database
      d. support any functions required by external or internal services in the operation of the database
      e. provide administrative support for the TDRM Sharepoint site
      f. select two key IS members and ensure cross-training on the administrative functions of the database and the Sharepoint site.

NOTE: Changes to the Privacy Policy, Terms of Service or Database Operational Practices must be approved by the TDRM Executive Committee.
2. The Information Services Committee members will be volunteers appointed by the Information Services Chair with input from the TDRM Executive Committee.

3. Routine services and new initiatives will be accomplished by the IS Committee along with support from volunteers.

4. Funding for development and operation will come from:
   
   i. Donations earmarked for the database
   
   ii. Funding for periodic upgrades will be through grant application. The IS Chair will seek such grants and execute such updates at the request of and with input from the TDRM Executive Committee.

The administrative work to maintain the database or Sharepoint services, to import producer data sets and to maintain the method tables will be handled by volunteers. Volunteers will be recognized by the TDRM Executive Committee and the Information Services Chair for their contributions by certificates presented at annual meetings of the TDRM membership. Once the database has been made publically accessible and funding is being solicited to maintain its operation, an allowance will be included for paid support at 10 hours per month to assist with routine functions such as import file configuration.

ii. Reference Tables: Analytes, Matrix Classification

   1. The TDRM Executive Committee will approve changes to the organization of data in the Analytes and Matrix Class reference tables.

iii. OMA Method Information

   1. The OMA methods table along with the OMA Method Analytes and OMA Approved Matrices tables will be maintained by a designated Information Services Committee member or volunteer.
      
      a. Information on new methods will be added, such as the method number and description, the link to the method document online, and the analytes and matrices (scope) for the method as approved.
      
      b. Updates to method status, approved analytes or scope will be updated in this database within 14 days of changes implemented in the OMA record.
      
      c. Withdrawn methods will be deleted from this database.
iv. Reference Material Information

1. Reference material producers will be added to the database for all National Metrology Institutes (NMIs) and for those reference material producers who are accredited in accordance with ISO Guide 34 upon submission of their current matrix/analyte data set combinations. Data will be imported for these producers if provided in the required format, shown in Addendum 1 of this document.

2. For producers accredited in accordance with ISO Guide 34, data from their certified reference materials that meet the criteria of ISO Guide 35, including a link to the certificate as described in ISO Guide 31, will be imported into the database. Data must be provided in the required format, shown in Addendum 1 of this document. The certified values will be imported with the classification of “Certified Value” based upon the producer’s claims. Current accreditation documents must accompany all data submitted.

3. Proficiency testing materials from producers accredited in accordance with ISO Guide 34 and ISO Guide 17043 will also be imported into the database for the purpose of displaying matches based upon matrix or analyte, but analytical values will not be included. Data must be provided in the required format, shown in Addendum 2 of this document. Current accreditation documents must accompany all data submitted.

4. For each producer of reference materials or proficiency testing programs, accreditation documentation will be required along with the submission of the data set. When a producer acts as a distributor, it will be the responsibility of the distributor to provide accreditation documentation for each manufacturing producer of redistributed materials unless the manufacturing producer’s data set is already included in the database. Links to certificates will be to the manufacturing producer’s online certificate rather than to the distributor’s copy when those are available.

5. Data sets will be imported annually. A data set that has been imported into the database will be kept for a maximum of 3 (three) years without updates.

6. The matrix class will be assigned by the TDRM Information Services Committee Member assigned the task of import file preparation based upon the matrix as described by the producer.

7. The link to the certificate will be imported as provided by the producer.

8. The identification code for the reference material will be the catalog number or serial number used by the producer to identify the material for ordering purposes.

9. All reference materials will be assigned a status of “Current” at the time of import. Should the material be withdrawn or the supply depleted before the end of the year, the producer should notify the TDRM Information
Services Chair, who will be responsible for changing the status in the database to “Discontinued”. Discontinued materials will be removed from the display of search results.

10. InChI key values or CAS identification for reference material analytes will be maintained when provided. When this information or the database value for the Analyte ID is provided in a data set, the data set will be prepared for import at no cost to the producer. If the producer requests assistance from a TDRM Information Services volunteer with assigning this information, a fee in the amount of $500/set of 250 reference materials plus $1/additional reference material will be assessed. Such funds will be earmarked for the development and operation of the TDRM RM database.

11. The purpose of this database is to locate potential matches to analytical needs. Diligent effort will be given to matching the certified parameter as provided by the producer to the analyte record in the reference table for the purpose of locating potential reference material matches. However, the certificate as provided by the manufacturer is the only authoritative resource for any information regarding the reference material, such as the identity of the certified parameter. A disclaimer to this effect will be published on the opening page of the database.

12. For food reference materials, when information is provided about the moisture, fat, protein and carbohydrates, this information will be used to allow matrix matching based on the food triangle position.

13. Following the import of data into the database it is the producer’s responsibility to communicate any errors or requests for modifications to the TDRM Information Services Chair. Within 14 days of receipt of this information, the Information Services Chair will make the appropriate changes in the database.

14. Accepted data sets will be configured for import within 90 days of receipt for first submissions or within 30 days for updated submissions.

v. Accessibility of Database

1. The database is in a period of review by AOAC members from June 1, 2015 through December 1, 2015.

2. After this initial release, the Search forms of the database will be made available publicly through an entry page. The Information Services Chair will submit a request to Google that when search terms for “TDRM” and “Reference Material Database” or similar combinations of terms are used, these should direct users to the entry page.

3. The entry page will include a link to a guide on using the Search features, a link to the TDRM guidelines on the proper use of different types of
reference materials, a link to the current Terms of Service, a link to the current Privacy Policy and a link to a Supporter donation form.

4. Use of the database constitutes acceptance of the Terms of Service and Privacy Policy as published on the database entry page.

vi. **User Input on CRMs needed**

1. Information volunteered by users regarding needs for reference materials with certain matrices or analytes or additional database functionality will be collected. A summarized report from this information will be reviewed by the TDRM Executive Committee. The Executive Committee NMI members will provide input to participating producers on an annual or semi-annual basis regarding reference materials needs. Should additional information be required by a producer, TDRM will share the contact information for any interested producer with the person submitting the request.