

**Consumables Task Force Meeting Summary  
November 10, 2020**

The Consumables Task Force (CTF) met on November 10 2020 by teleconference at 2:00 PM ET. The meeting was recorded for the sole purpose of creation of the meeting minutes. The Program Administrator is the only person with access to the recording which is deleted immediately after said minutes are produced. Ms. Judy Morgan Chairs the Task Force and led the meeting. The agenda for the meeting is presented as Attachment 1. No additions and/or deletions were proposed for the agenda.

No Consumables Task Force meeting was held in October, 2020 due to conflicting schedules of the participants despite efforts to adjust the date and time of the meeting.

**Roll Call**

Judy Morgan, Pace Analytical Services (Task Force Chair)	Present
Robert Benz, Horizon LIMS	Present
Kathryn Chang, Eurofins CalScience	Present
Eric Davis, Horizon LIMS	Absent
Andy Hata, JMR Environmental Services	Absent
Kimberly Kostzer, The Coca-Cola Company	Absent
William Lipps, Shimadzu Scientific Instruments	Absent
Tami Minigh, City of Daytona Beach	Absent
Amy Pollard, Occidental Chemical	Present
Patsy Root, IDEXX Laboratories, Inc	Present
David Smith, Environmental Express	Present
Lauren Stainback, NSI Lab Solutions	Present
Sarah Purtell, Suburban Laboratories	Absent
Mike Booth, Inorganic Ventures	Absent
Shawn Kassner, Pace Analytical Services	Present
Jack Farrell, Analytical Excellence, Inc.	Present
Debbie Lacroix, Marcom, LLC	Absent
Robert Wyeth, TNI Program Administrator	Present

A quorum was present and the meeting continued.

**Summary Minutes of September 8, 2020 conference call (embedded in Agenda)**

The minutes from the September meeting of the Task Force were presented prior to the call. These minutes were approved and forwarded to William Daystrom, TNI's webmaster for posting

**Brainstorming Session; Categorization and Common Consumables across laboratories**

Judy presented the consolidated spreadsheet (embedded in the Agenda) that she prepared based on inputs from members of the Task Force. She identified the spreadsheet as "General Services" which is intended to represent general use items utilized in virtually all laboratories. In reviewing these items, the first question to be asked is whether or not the item meets our definition of critical and if so, recognizing the need for some form of traceability and purchasing criteria? Secondly, what are the factors for maintain the quality of the item's performance, and thirdly, how can a laboratory in procuring said item be assured of certification/verification of critical specifications.

The Task Force then addressed each item in attempts to answer the first question (i.e., is it critical). The group considered each item presented as well as adding additional items to the spreadsheet. A revised spreadsheet is attached below.



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Future meetings of the Task Force will address the latter two questions as well as move on to development of similar spreadsheets for specific areas within all types of laboratories. The Task Force will invite experts in Whole Effluent Toxicity, Asbestos and Radiochemistry when their subject areas are discussed as expertise in these genres do not currently exist within the Task Force.

The meeting adjourned at 2:06 PM ET on a motion by Jack. The motion was seconded by Robert and unanimously approved by the Task Force. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday December 8, 2020.

**Attachment 1**

**TNI Consumables Task Force  
Meeting Agenda  
Tuesday November 10, 2020 2:00PM ET**

**(712) 832-8330; 822174#**

**Judy Morgan, Chair**

**1. Roll call**

**2. Review Minutes of August 11, 2020 conference call**



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**3. Brainstorming Session**

**a. Categorization**

**b. Common Consumables across laboratories**



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