

Consumables Task Force Meeting Summary

February 9, 2021

The Consumables Task Force (CTF) met on February 9, 2021 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.

Roll Call

Judy Morgan, Pace Analytical Services (Task Force Chair)	Present
Robert Benz, Horizon LIMS	Present
Kathryn Chang, Eurofins CalScience	Absent
Eric Davis, Horizon LIMS	Absent
Andy Hata, JMR Environmental Services	Absent
Kimberly Kostzer, The Coca-Cola Company	Absent
William Lipps, Shimadzu Scientific Instruments	Present
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	Absent
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	Absent

Summary Minutes of January 12, 2021 conference call (embedded in Agenda)

The minutes from the January 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 produced by Shawn as a result of last month's meeting. This updated spreadsheet is presented below:



Copy of Copy of
General Services Dec

Shawn described his work efforts in producing this spreadsheet. He reorganized groups of similar items into individual sections of the Spreadsheet. He also added columns for reference to the TNI standard, DoD QSM, and added references to NIST, ISO and ASTM where appropriate. He stated that further work regarding references was

still needed. He also noted some additional items for consideration were now included which were presented in red type on the spreadsheet. The committee accepted all of Shawn's additional items.

One of these sections that Shawn defined was general glassware. Discussion and reference to specific line items commenced with agreement that all Class A pieces of glassware were exempt from verification, including burets if Class A.

Discussion then moved to temperature measurements and thermometers. Generally, it was felt that NIST thermometers should be presented as "Reference thermometers" and that working thermometers should be noted as "NIST traceable". Numerous items in this section of the spreadsheet require temperature verification. After discussion, the consensus was that the comments for many of these items should include "temperature verification and temperature distribution confirmed".

The question of microscope (whatever type) criteria was again discussed and the consensus at this point was that the spreadsheet should include comments relative to "manufacturer instruction and method requirements". Patsy volunteered to check further on other potential criteria for microscope verification requirements.

Bob's attempt at collecting and cataloging these changes are presented in the revised spreadsheet below. This version is only draft and changes need confirmation and the spreadsheet is still a work in progress.



Copy of General Services spreadsheet

Shawn said he has more work to do on efforts to complete the spreadsheet and asked Task Force members to provide any information they may have that could be included in the spreadsheet.

The Task Force members present at the meeting complimented and thanked Shawn for his work on developing the spreadsheet which obviously required considerable time and effort.

As a final note, Judy noted the "Certificate Diagram" that she obtained from an outside sources (See below).



Certificate Diagram
UKAS 12152020.pdf

This UK document presents details needed in a certificate of any type of consumable. Judy has a number of other certificates but requested Task Force members to supply any examples they may have of certificates for consumables. Judy will consolidate all example certificates and present to the Task Force in an attempt to determine the minimum requirements for an acceptable certificate.

The meeting adjourned at 3:05 PM ET. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday March 9, 2021.

Attachment 1

**TNI Consumables Task Force
Meeting Agenda
Tuesday February 9, 2021 2:00PM ET**

(712) 832-8330; 822174#

Judy Morgan, Chair

- 1. Roll call**
- 2. Review Minutes of January 12, 2021 conference call**



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- 3. Brainstorming Session**
 - a. Categorization**
 - b. Common Consumables across laboratories**