

Consumables Task Force Meeting Summary
May 12, 2020

The inaugural meeting of the Consumables Task Force authorized by the TNI Board of Directors met on May 12, 2020 by teleconference at 2:00 PM ET. A total of 15 volunteers solicited by the TNI Executive Director and a TNI Program Administrator compose the Task Force. Ms. Judy Morgan Chairs the Task Force. The Task Force has no requirements for balance or lack of dominance; however other normal committee operating procedures will be used to conduct the meetings of the Task Force and any “sub-groups” that may be formed over the life of the Task Force. Attachment 1 provides a list of Task Force members, their affiliations and e-mail addresses.

Roll Call

Task Force Member

Judy Morgan, Pace Analytical Services (Task Force Chair	Present
Robert Benz, Horizon LIMS	Present
Kathryn Chang, Eurofins CalScience	Absent
Eric Davis, Horizon LIMS	Present
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	Present
Amy Pollard, Occidental Chemical	Absent
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	Present
Robert Wyeth, TNI Program Administrator	Present

Judy Morgan as chair introduced herself and requested that a listing of participants and their affiliation be provided (Attachment 1). She described how and why the Consumable Task Force was formed. It resulted from multiple TNI Assessment Forums which addressed issues associated with purchasing and quality of product and associated impacts on operations. While purchasing and quality is addressed in EL V1M2, Section 4.6 more specificity is required. Based upon the interests in the issues surrounding purchasing and quality of consumables, the BoD addressed this during their Strategic Planning Meeting and established this Consumables Task Force.

Bob distributed the Draft Charter (Attachment 2) to participants during the meeting for their review and discussion. Upon acknowledgement of receipt, Judy reviewed the Task Force Mission and Objectives. Judy is open to any comments, suggestions or changes to the Mission, Objectives and/or goals presented. Upon presentation of the Mission statement no comments were noted.

Judy stated that from the previous assessment forums a significant variation exists in the vendor community's means of addressing the issue as some were much more sophisticated than others in their approach. Variability was also evident in how labs were attempting to comply with Section 4.6 of Module 2.

In review of the first objective (Explore the feasibility of developing implementation guidance, and ultimately, a standard for laboratory consumables) one of the key issues in addressing EL V1M2 and addressing the objectives of the Task Force is the meaning of "critical consumables, services and supplies" as stated in the initial goal of this objective.

References to ISO, ASTM, NIST etc. should all be investigated as to what purchasing/use criteria may already be available for Task Force use. How might we leverage these other requirements into the environmental community?

Judy asked for comments on objective 1 and while thanking the volunteers inquired as to their motivations for participating on the Task Force. Comments offered included "leveling the playing field", equivalence in criteria, specificity in what is required by the standard (different ABs have differing specifications and requirements), more consistent assessments, remove inconsistencies in data based upon variance in supplies/equipment, standardize language to improve clarity, "demystifying" and understanding the cause of variability or failure.

Regarding the 2nd objective (Consider forming an Expert Committee to turn guidance into a standard once the initial effort is complete), discussions of various members are highlighted below.

One consideration for the Task Force is that whether a Guidance Document or a Standard, the ability to enforce requirements may be outside the realm of AB authority.

It was also pointed out that there is likely a cost associated with the greater or more defined assurance of suitability and this fact needs to be considered in the development of requirements within the Task Force's product. Potentially the "vagueness" currently involved now may be more costly than proposed requirements of the Task Force.

Task Force members felt that there was little risk of liability from vendors who can't or won't comply with requirements that may result from the Task Force.

Patsy mentioned testing and quality assurance under ISO 17025 and ISO 11133, the latter of which may be of value to the Task Force. Without infringing on copyright restrictions, Patsy volunteered to share information that maybe pertinent and useful to the Task Force.

Task Force agreed that a first task would be to define what is “critical” and/or “suitable” as each relates to services, supplies and consumables.

Judy asked for volunteer(s) to draft some definitions of “critical”. It was suggested that versions of the definition from any members could be shared via e-mail and/or other means. Lauren volunteered to take a first draft and solicit input from everyone.

The draft Charter was discussed and it was decided to allow more time to review. Bob will send everyone a slightly edited (clean up typographical errors, etc) copy of the Charter and in a few weeks will solicit a vote via e-mail to approve the Charter and/or make appropriate changes.

The meeting adjourned at 3:30 PM ET. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday June 9, 2020.

Attachment 1



consumables task
force. 05.12.2020.xls

Attachment 2



CTF Charter
Draft.3.docx