

**Consumables Task Force Meeting Summary**  
**June 9, 2020**

The Consumables Task Force (CTF) met on June 9, 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. The agenda was accepted by the committee without additions or deletions.

**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	Present
Andy Hata, JMR Environmental Services	Present
Kimberly Kostzer, The Coca-Cola Company	Absent
William Lipps, Shimadzu Scientific Instruments	Present
Tami Minigh, City of Daytona Beach	Present
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	Present
Shawn Kassner, Pace Analytical Services	Present
Jack Farrell, Analytical Excellence, Inc.	Absent
Debbie Lacroix, Marcom, LLC	Present
Robert Wyeth, TNI Program Administrator	Present

As a new member Debbie Lacroix introduced herself and was welcomed to the Task Force. Shawn Kassner and Jack Farrell, who have both been involved in these consumables discussions during the Mentor sessions, have volunteered for the Task Force and were welcomed by the current members.

**Review Minutes of May 12, 2020 conference call**

The minutes from the May meeting of the committee were presented and discussed. No changes were proposed and a motion from William with a second by Amy was made to accept the minutes. The committee unanimously approved the minutes. These minutes will be sent to William Daystrom, TNI's webmaster for posting. Attachment 2 presents these final minutes.

**Approval of Task Force Charter**

The Charter with proposed editorial changes and clarifications was distributed to Task Force members for an e-mail to approve the Charter. It was pointed out however that the “Decision Making” component of the Charter was incomplete. It was proposed that the following criteria be used: a quorum is defined as >50% of the members, that for administrative matters such as agenda, minutes, adjournment, etc, a simple majority of members present was required, and a 2/3 vote of all members was required for passage/approval of matters related to guidance or standards development and other matters that are defined as the objectives of the Task Force. The Charter was considered a matter requiring a 2/3 vote. On a motion by Shawn and a second by Eric, the revised charter as presented in Attachment 3 was approved unanimously by the committee.

### **Discussion of Key Definitions**

Following last month’s meeting the definition of “Critical Consumables, Supplies and Services” was solicited from the members of the Task Force. A number of inputs were received by Judy and she compiled the attached summary of these comments (Attachment 4).

After Judy’s introductory remarks and discussions by numerous CTF members, the following was presented as the definition of critical consumables:

“ A supply, product, or service that directly affects the result, therefore requiring traceability and verification to ensure data that is method compliant, legally defensible, and of known documented quality.”

What is the difference between a product and supply? Suggested that supply was lab produced (water, gas, etc.). Further suggested that a product was something purchased (instrument, hot plate, etc).

Considerations of “for use” will complicate these concerns further (for example, water for metals vs. water for VOA vs. wash water).

The question became and was discussed at length as to how we should organize and structure a consumables standard. Should the standard be written based upon broad based applicability and general criteria with more and necessary specificity in a guidance document(s)?

An example of this approach would be to state in the standard that volumetric glassware cannot be plastic with the explanation of why being provided in guidance. While this example was generally agreed upon it suggests so many issues that would have to be addressed. It was thought that some additional categorical system was needed.

It was point out that some assistance in that matter maybe found in the approaches taken by others such as ISO, ASTM, etc.

Also suggested that some areas of consumables and supplies (i.e., calibration standards) may require less of our attention as certification or authenticity are already required and the use of second source materials for example provide support to address a lab issue.

The question remained as to how we separate, categorize and structure the Task Force work effort with a final organization resulting ultimately from the completed categorization attempt.

Judy suggested the next task is to ascertain what the general categories are and to flush out items that fall into each category. One suggestion was to begin with the common issues (things everybody uses) within each category and refine efforts at that point (a vertical/horizontal approach). This latter approach suggests asking “what are the services across all departments/FoT”; “what are the products across all departments/FoT” and “what are the supplies across all departments/FoT”. After making these determinations dig deeper into each department or FoT requirements.

Judy recommended for various reasons that however we approach this effort that services be addressed separately from products and supplies. It was further suggested that the Task Force be divided into small groups, one each to address services, supplies and products or grouped by department/FoT?

The question of how LIMS fits into the Task Force objectives was discussed. Was it a service or a product? Is it a “consumable” and a topic for this group? The discussion results in recognition of LIMS as a problematic issue relative to the Task Force and it was agreed that it would be “tabled” for now and readdressed as appropriate at a later time.

It was suggested that to begin the process that the Task Force implements a “brainstorming session” to see what “sticks to the wall”. It was requested that each member of the Task Force, prior to our next call, share ideas and issues regarding services across the laboratories. Judy and Bob will receive and compile for further discussion and debate during our next call. Judy also requested that if any Task Force member knows of any ISO, ASTM, etc guidance or standard, please provide those references as well.

The meeting adjourned at 3:28 PM ET on a motion by Shawn and a second by Robert. The motion passed unanimously. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday July 14, 2020.

**Attachment 1**

**TNI Consumables Task Force  
Meeting Agenda**

**Tuesday June 9, 2020 2:00PM ET**

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

**Judy Morgan, Chair**

- 1. Roll call**
- 2. Review Minutes of May 12, 2020 conference call**
- 3. Approval of Task Force Charter**
- 4. Discussion of Key Definitions**

**Attachment 2**



CTF\_meeting  
minutes\_05.15.2020\_

**Attachment 3**



CTF Charter Final  
\_6.9.2020.docx

**Attachment 4**



Definition for  
Discussion 06092020|