

## Consumables Task Force Meeting Summary

July 14, 2020

The Consumables Task Force (CTF) met on July 14, 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.

### 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	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	Absent
Jack Farrell, Analytical Excellence, Inc.	Present
Debbie Lacroix, Marcom, LLC	Present
Robert Wyeth, TNI Program Administrator	Absent

A quorum was present and the call proceeded.

### Review Summary Minutes of June 9, 2020 conference call

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

## **Review definition of “Critical Consumable”**

“ 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.”

The above quotation was the June meetings definition of Critical Consumable. After further discussion at this meeting the title of the definition was modified to read **“Critical Consumables and Service”** without any change to the definition itself. This insures that services can also be included in Task Force efforts. Motion to approve the change was made by Jack and seconded by William. The motion was approved unanimously by the Task Force.

## **ISO, ASTM or other Guidance**

Judy made a request to all Task Force members to supply any information they may have or be aware of regarding purchasing or consumables quality. William supplied a reference in ASTM D1193 to reagent Water but no other input was received. At this point references to ISO, ASTM or other providers of such information will not be a concern of the Task Force but the group remains open to these references if discovered.

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

Judy presented a spreadsheet (Attachment 3) to facilitate discussion and recording of inputs. Purpose of the spreadsheet was to provide a tool this committee could populate with materials which will allow us to categorize consumables. The sheet should be as comprehensive as possible. Question was asked if we anticipate multiple listing of reagent water (as was used for the example on the spreadsheet); consensus was that there will be multiple listing for this and other items based on individual application. It was believed that “intended use” or required criteria will drive much of the categorizations.

Patsy asked a fundamental question of “how will this guidance or standard we intend to provide be used”? It should not be a product comparison. At some point, the objective should be to identify what products and services are critical to the laboratories. The product we produce should provide sufficient detail to allow a laboratory to identify criteria that need to be met and what vendors need to provide.

Discussion amongst Task Force members continued relative the virtual plethora of items that could “throw against the wall” in a brainstorming effort but the key is “what sticks”. It ultimately it is deemed to be not-critical, it is no longer a component of this effort. Judy asked for members prior to our next call to populate this spreadsheet which she volunteered to consolidate and characterize in an effort to initiate the categorization process. Need to make sure all areas and disciplines are covered (questioning coverage for air, asbestos, radiochemistry, WET, specialty organics). A number of Task Force members volunteered their organization to attempt to address these areas. The following table illustrates the volunteers to provide input into specific areas of the lab.

<b>Task Force Member</b>	<b>e-mail</b>	<b>Consumable/Service Assignment</b>
Judy Morgan	Judy.morgan@pacelabs.com	Radiochemistry, Dioxin, Support Equipment
Andy Hata	jmrenvironmental@gmail.com	Asbestos
William Lipps	<a href="mailto:wclipps@shimadzu.com">wclipps@shimadzu.com</a>	PFAS and Organics
Amy Pollard	<a href="mailto:amypollard@gmail.com">amypollard@gmail.com</a>	Gen Chem. and Organics
Patsy Root	<a href="mailto:patsy-root@idexx.com">patsy-root@idexx.com</a>	Micro
David Smith	<a href="mailto:davids@envexp.com">davids@envexp.com</a>	Air and other organics
Lauren Stainback	Lauren.stainback@gmail.com	Bioassay and metals
Jack Farrell	<a href="mailto:aex@ix.net.com">aex@ix.net.com</a>	Support equipment

While these individuals have agreed to lead the information collection efforts for these areas of laboratories, all Task Force members are asked to provide their inputs as well and/or provide information to these leading individuals via the e-mail addresses provided. One change was also proposed to the spreadsheet and that was to add a column labeled "documentation required". Finally in utilizing this spreadsheet it was pointed out the most important information at this point will be found in columns A, B, and D.

Judy asked Task Force members to submit to her their inputs on the provided spreadsheet by the first week in August, 2020.

Jack referred to the previous mentor sessions on consumables where examples of problems seen in purchasing and documentation/certification of consumables did not meet requirements. Judy will send each Task Force member a copy of her presentation for information purposes.

The meeting adjourned at 3:28 PM ET on a motion by Jack 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 August 11, 2020.

**Attachment 1**

**TNI Consumables Task Force  
Meeting Agenda  
Tuesday July 14, 2020 2:00PM ET**

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

**Judy Morgan, Chair**

- 1. Roll call**
- 2. Review Minutes of June 9, 2020 conference call**
- 3. Review definition of “Critical Consumable”**  
“ 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.”
- 4. ISO, ASTM or other Guidance?**
- 5. Brainstorming Session**
  - a. Categorization**
  - b. Common Consumables across laboratories**

**Attachment 2**



CTF\_meeting  
minutes\_06.09.2020\_

**Attachment 3**



Copy of Common  
Supplies Products anc