

**Consumables Task Force Meeting Summary  
August 11, 2020**

The Consumables Task Force (CTF) met on August 11, 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                    | Absent  |
| Kimberly Kostzer, The Coca-Cola Company                  | Present |
| William Lipps, Shimadzu Scientific Instruments           | Absent  |
| Tami Minigh, City of Daytona Beach                       | Present |
| Amy Pollard, Occidental Chemical                         | Present |
| Patsy Root, IDEXX Laboratories, Inc                      | Absent  |
| David Smith, Environmental Express                       | Absent  |
| 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.                | Absent  |
| Debbie Lacroix, Marcom, LLC                              | Present |
| Robert Wyeth, TNI Program Administrator                  | Present |

A quorum was not present (8 of 17 members present) and the call was aborted following some general discussion.

**Review Summary Minutes of July 14, 2020 conference call**

The minutes from the July meeting of the Task Force were presented prior to the call. Bob will solicit an e-mail ballot for meeting minutes approval. No comments or changes from those present were presented. Upon approval these minutes will be sent to William Daystrom, TNI's webmaster for posting. Attachment 2 presents a copy of these draft minutes.

**Summary of August 11, 2020 conference call**

As a quorum was not present, this summary of the aborted call will also be provided to William for posting. No committee approval is required for such a summary.

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

Based upon the July meeting, inputs were to be collected for various committee members for common consumables used in different analytical disciplines. Judy has received some inputs in addition to what she has gathered from her own experience and other lab personnel. One concern she stated in the information received was that it was either general or too specific (for example; GC column or Restek

DB-5 fused silica capillary column). Laboratory consumables need to meet method requirements but do not necessarily have to “certified”; a distinction that needs to be considered and also relates to the “intended use” issue.

The previously presented spreadsheet (Attachment 3) to facilitate discussion and recording of inputs was initiated but Judy has received only a few responses and requested that committee members work to provide inputs to the spreadsheet. This spreadsheet will provide a tool this committee will use to categorize consumables. The sheet should be as comprehensive as possible. One entry in the spreadsheet is “specific criteria” some of which we may find in documents from ASTM, NIST, various ISO standards.

A question was raised as to how information will be shared with the committee and Judy reported that e-mail would be the likely avenue with documents also posted on the website. For document and spreadsheet review Judy requested that Bob set up future meetings using WebEx.

Judy will collate the information she has but asked the committee members to continue in their efforts to provide the “brainstorming” type of information we discussed last month. Judy asked Task Force members to submit to her their inputs on the provided spreadsheet as soon as possible Judy will distribute what she has so far and will continue to collate all new information and re-distribute this information prior to the next meeting.

Judy will also send each Task Force member a copy of her presentation of the previous NEMC Mentoring Sessions where the issue of the critical nature of consumables was addressed for the information of Task Force members.

The meeting adjourned at 2:46 PM ET. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday September 8, 2020.

**Attachment 1**

**TNI Consumables Task Force  
Meeting Agenda  
Tuesday August 11, 2020 2:00PM ET**

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

**Judy Morgan, Chair**

- 1. Roll call**
- 2. Review Minutes of July 14, 2020 conference call**
- 3. Brainstorming Session**
  - a. Categorization**
  - b. Common Consumables across laboratories**

**Attachment 2**



**CTF\_meeting  
minutes\_07.14.2020\_**

**Attachment 3**



**Copy of Common  
Supplies Products anc**