

**Consumables Task Force Meeting Summary  
December 8, 2020**

The Consumables Task Force (CTF) met on December 8, 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                  | 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 |
| Shawn Kassner, Pace Analytical Services                  | Present |
| Jack Farrell, Analytical Excellence, Inc.                | Present |
| Debbie Lacroix, Marcom, LLC                              | Absent  |
| Robert Wyeth, TNI Program Administrator                  | Present |

A quorum was present and the meeting continued.

**Summary Minutes of November 10, 2020 conference call (embedded in Agenda)**

The minutes from the November 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 (embedded in the Agenda) that she prepared based on inputs from members of the Task Force. She identified the spreadsheet as “General Services” which is intended to represent general use items utilized in virtually all laboratories. In reviewing these items, the first question to be asked is whether or not the item meets our definition of critical and if so, recognizing the need for some form of traceability and purchasing criteria? Secondly, what are the factors for maintaining the quality of the item’s performance, and thirdly, how can a laboratory in procuring said item be assured of certification/verification of critical specifications.

During the December meeting, the Task Force reviewed all the items on the spreadsheet and discussed each item as to its nature of being critical to ensuring quality data. The Task Force also discussed means by which the critical

nature of the items can and/or must be maintained. A few items were eliminated from the list and some were tabled and essentially moved to a point when more specific and detailed method/technology characterizations and classifications will be developed. A revised spreadsheet resulting from the December task force meeting is attached below.

Future meetings of the Task Force will address the latter two questions as well as move on to development of similar spreadsheets for specific areas within all types of laboratories. The Task Force will invite experts in Whole Effluent Toxicity, Asbestos and Radiochemistry as well as other potential and as needed, analytical areas of expertise when their subject areas are discussed as expertise in these genres do not currently exist within the Task Force.

The meeting adjourned at 3:25 PM ET. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday January 21, 2020.

**Attachment 1**

**TNI Consumables Task Force  
Meeting Agenda  
Tuesday December 8, 2020 2:00PM ET**

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

**Judy Morgan, Chair**

**1. Roll call**

**2. Review Minutes of November 10, 2020 conference call**



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**3. Brainstorming Session**

**a. Categorization**

**b. Common Consumables across laboratories**



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