

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

The Consumables Task Force (CTF) met on September 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	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	Absent
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	Absent
Robert Wyeth, TNI Program Administrator	Present

A quorum was present and the meeting continued.

Summary Minutes of August 11, 2020 conference call (embedded in Agenda)

The minutes from the August meeting of the Task Force were presented prior to the call. As no quorum was present, a motion to accept is not required. The July minutes were approved by e-mail ballot without any changes and forwarded to William Daystrom, TNI's webmaster for posting

Assessor Forum Notes (embedded in Agenda)

Judy presented her notes from the Assessor Forum at the Jacksonville TNI meeting. This was essentially the genesis of this Consumables Task Force. Numerous examples of inconsistency in lab supplies were presented which raised the question of supplier quality and how does a laboratory ensure the adequacy of suppliers/vendors of materials for their use and compliance with the TNI standard (EL V1M2, Section 4.6). It was also noted that non-compliance with this requirement is one of the "top 10" findings of the ABs. The obvious conclusion was that this issue needed to be addressed. At the TNI strategic planning meeting the Task Force was formulated.

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. It was obvious that the spreadsheet is still very much incomplete. Judy suggested that further differentiation of items was needed. One observation was that as the spreadsheet was difficult to digest. It was suggested that multiple “tabs” to the spreadsheet should be acted. A separate tab for each category of testing or type of services. Jack referred to these as “different buckets”.

Another question was asked as to certification requirements by vendors/suppliers? The response was that there are some standards such as ISO 17034 for Standard Reference Materials. It was further pointed out that while stating compliance with such a standard, it does not in fact assure that assessors will always be able review or will labs be able to provide the necessary documentation to establish compliance.

It was decided that the “bucket” approach to tabs of the spreadsheet would be helpful and provide for more efficient review. Judy volunteered to make a first attempt at defining the buckets. It was further designed that the first “bucket” would be “General Services”. Judy will construct an introduction spreadsheet on general services and share it with all Task Force members. Members will be asked to contribute to items Judy addresses in this spreadsheet prior to our next call. Jack asked that Judy include examples and issues from the assessor forum as relates to these general services. Judy may also check with some ABs to obtain additional input.

The meeting adjourned at 3:06 PM ET on a motion by Jack. The motion was seconded by Robert and unanimously approved by the Task Force. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday October 13, 2020. The October meeting and future meeting will be utilizing WebEx to share information.

Attachment 1

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

(712) 832-8330; 822174#

Judy Morgan, Chair

- 1. Roll call**
- 2. Review Minutes of August 11, 2020 conference call**



**CTF_meeting
minutes_08.11.2020**

- 3. Assessor Forum notes**



**Assessor Forum Jax
Aug 2019 JM Final.p**

- 4. Brainstorming Session**
 - a. Categorization**
 - b. Common Consumables across laboratories**



**Copy of Master List
Supplier and Service**