The Consumables Task Force (CTF) met on Thursday, June 22, 2023. The meeting was recorded for the sole purpose of creating the meeting minutes. The Program Administrator is the only person with access to the recording which is deleted immediately after said minutes are produced. Judy Morgan, CTF Chair led the discussion during the Task Force Meeting. The agenda for the meeting is being presented as Attachment 1.

Roll Call

Judy Morgan, Pace Analytical Services (Task Force Chair)	Present
Robert Benz, Horizon LIMS	Present
Kathryn Chang, Eurofins CalScience	Absent
Dorothy Love, Eurofins	Present
William Lipps, Shimadzu Scientific Instruments	Absent
Tammy Minigh, City of Daytona Beach	Absent
Amy Pollard, Occidental Chemical	Absent
Amy Badillo, Southern Companies	Absent
Patsy Root, IDEXX Laboratories, Inc	Present
Shawn Kassner, Kaychala Laboratories	Absent
David Smith, Environmental Express	Present
Mike Booth, Inorganic Ventures	Absent
Tammy Kreutzer, Neilson Research Corporation	Present
Michael Brechmann, BSK Associates	Absent
Jack Farrell, Analytical Excellence, Inc.	Absent
Robert Wyeth, TNI Program Administrator	Present

A quorum was not present, and the meeting proceeded as informational only.

Review of Comments

No new comments were received, however suggestions for changes in the supplies page of the decision tree spreadsheet were proposed by Judy and Bob.

Modifications to R10; Critical Supplies Decision Tree

Judy presented version R10 of the decision tree which contained the latest version of the supplies page of the decision tree. Those CTF members present reviewed each line of the supplies page and produced a simplified version of the document which is believed to be more "user friendly" from both the perspective of the laboratories and the vendors.
The following is a copy of R10 and R11 as the committee recommended:

Copy of Critical
Supplies Decision Tre

Copy of Critical
Supplies Decision Tre

Bob volunteered to review the services page of the decision tree spreadsheet and modify it consistent with the approaches presented for R10. This is anticipated to be a topic of the July meeting.

Strategic Planning for Development of Consumables Guidance…What's next

The question has been and remains, how does the CTF move toward meeting its mission? With the exception of procurement of standards for analysis, there are no requirements regarding supplies and/or services procurement by accredited laboratories except the vague and not well-defined requirements in the Quality Management System module of the EL Standard.

It was suggested that the path forward include a number of features. Posting of a revised "checklist" for review and comment, information of ISO Guide 31, definition of Critical Supplies and Services, and the potential creation of a preferred vendor list (by whatever name as the term "preferred" was thought to be inappropriate). This list of vendors would be voluntary, and based upon self-declaration/self-assessment of the vendors provision of certificate meeting the requirements as defined by the CTF.

Implementation of the decision tree will require input and discussion with AB as well as vendors to ensure certificates for critical items are acceptable and that the concept of what items are critical supplies and services are agreed upon.

The topic of AC buy in was discussed. It was believed that the AC and individual accrediting authorities have little knowledge of CTF efforts. It was suggested that if enough progress can be made on the Checklist, an informal meeting with the AC may be appropriate at the Minneapolis meeting in August.

The meeting of the Task Force adjourned at 3:15 PM ET. The July meeting has been cancelled due to potential conflict with the TNI Summer Meeting. The next meeting of the Task Force is scheduled for August 24, 2023, at 3:00 PM ET.

Attachment 1

TNI Consumables Task Force

Meeting Agenda
Thursday, June 22, 2023 2:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

1. Roll call
2. Review of Comments
3. Modifications to R10; Critical Supplies Decision Tree
4. Strategic Planning for Development of Consumables Guidance…What's next