

**Consumables Task Force Meeting Summary
March 9, 2021**

The Consumables Task Force (CTF) met on March 9, 2021 by teleconference at 2:30 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. In the absence of Judy Morgan, Shawn Kassner led the discussion during the Task Force 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)	Absent
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	Present
Patsy Root, IDEXX Laboratories, Inc	Absent
David Smith, Environmental Express	Present
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	Absent
Robert Wyeth, TNI Program Administrator	Present

Summary Minutes of February 9, 2021 conference call (embedded in Agenda)

The minutes from the February meeting of the Task Force were presented prior to the call. These minutes were reviewed and forwarded to William Daystrom, TNI's webmaster for posting.

Brainstorming Session; Categorization and Common Consumables across laboratories

Shawn presented the following spreadsheet for discussion.



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General Services Dec

Shawn began with a detailed description of the spreadsheet and the presented the various materials contained therein. The Task Force members commented in general terms regarding the spreadsheet and again thanked Shawn for his efforts. While the consensus of Task Force members present was that the spreadsheet should be of significant value to laboratories and particularly those individuals involved in the purchasing process, the question of how this information could be most efficiently used by said individuals was raised. It was agreed that after the

spreadsheet was completed/presented, the Task Force will still need to provide guidance, in some form, on its use. Shawn requested that Task Force members again review the spreadsheet and provide additional information or items for consideration before moving on to specific operational subjects/areas of laboratory operations.

This discussion led into a review of certificates of products and services provided by vendors. It was obvious from the materials presented that the types of information provided, and the quality of the information varied widely. These example certificates ranged from very detailed to virtually useless in assisting laboratories in compliance with the requirements in EL V1M2 regarding the quality and suitability of laboratory consumables. The Task Force proposed that at some point the group must define the minimum requirements for the various types of certificates that would be necessary to ensure compliance with the Standard.

The meeting adjourned at 3:35 PM ET. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday April 13, 2021.

Attachment 1

**TNI Consumables Task Force
Meeting Agenda
Tuesday February 9, 2021 2:00PM ET**

(712) 832-8330; 822174#

Judy Morgan, Chair

- 1. Roll call**
- 2. Review Minutes of February 9, 2021 conference call**



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