

Consumables Task Force Meeting Summary
April 13, 2021

The Consumables Task Force (CTF) met on April 13, 2021 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. Judy Morgan, CTF Chair led the discussion during the Task Force Meeting. The agenda was inadvertently not distributed prior to the meeting. The agenda was essentially that from last meeting with the exception of the March instead of February minutes. The agenda used 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	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	Absent
Shawn Kassner, Pace Analytical Services	Absent
Jack Farrell, Analytical Excellence, Inc.	Present
Debbie Lacroix, Marcom, LLC	Absent
Robert Wyeth, TNI Program Administrator	Present

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

The minutes from the March meeting of the Task Force were not presented prior to the call. These minutes will be addressed during the May CTF meeting.

Brainstorming Session; Categorization and Common Consumables across laboratories

Shawn led the March meeting but unfortunately is not present for this meeting. The assignment for Task Force members was to advise of comments, suggestion and/or corrections to the General Services spreadsheet. The committee members present offered none. Judy subsequently asked if the members believed the spreadsheet (presented below) offered sufficient information to serve as a reference for purchasing purposes.



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 General Services Dec

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.

The responsibility for compliance with the TNI standard and ISO requirements, if applicable, lies with both vendors and the laboratories but ultimately the requirement for traceability must be available with appropriate certificate of conformity (in whatever form) from the laboratory.

This discussion led into a review of certificates of products and services provided by vendors. It was illustrated that many certificates, even some of which demonstrated various approvals, did not provide sufficient information to ensure compliance with TNI requirements (for example a given reagent without purity information). information provided, and the quality of the information varied widely. The Task Force proposed that the group must define the minimum requirements for the various types of certificates that would be necessary to ensure compliance with the Standard and involve non-Task Force volunteers including vendors to contribute to requirements for certificates of conformity and at the same time potentially refine the existing (and future) spreadsheets.

For the May meeting, Lauren volunteered to bring information on balances and pipettes to the Task Force as examples of critical supplies to review and take through the yet to be totally defined "process". To assist in this review Judy will prepare a "checklist" from Guide 31 as well as the TNI Quality Systems checklist. Judy and Lauren will attempt to distribute the available information for member review prior to the next call where we will be using Webex for presentation.

The meeting adjourned at 3:10 PM ET. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday May 11, 2021.

Attachment 1

**TNI Consumables Task Force
Meeting Agenda**

Tuesday April 13, 2021 2:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

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



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