

## Consumables Task Force Meeting Summary

May 11, 2021

The Consumables Task Force (CTF) met on May 11, 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 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	Present
Patsy Root, IDEXX Laboratories, Inc	Present
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	Absent
Jack Farrell, Analytical Excellence, Inc.	Present
Debbie Lacroix, Marcom, LLC	Absent
Robert Wyeth, TNI Program Administrator	Present

### Summary Minutes of March and April 2021 conference calls (embedded in Agenda)

The minutes from the March meeting of the Task Force were not presented prior to the April call. These minutes are subsequently being addressed during this May CTF meeting. The April meeting are also being presented and discussed. Copies are embedded in the agenda (Attachment 1). No comments or changes were proposed for either the April or May meeting summaries.

### Brainstorming Session; Categorization and Common Consumables across laboratories

During the April meeting 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. As an initial phase of this effort Judy prepared and distributed a "checklist" of product certification from ISO Guide 31. The spreadsheet developed by Judy is presented below.



Copy of Certificate  
Contents 050821 (002)

Each of the spreadsheet items, identified as items 5.2 through 5.18 (numbering based upon ISO Guide 31) were discussed and clarified by Judy. Numerous comments were collected by Judy from the meeting participants. A copy of these comments is included below. The relevance to the TNI Standards is yet to be determined but will be a focus for future discussions. Patsy volunteered to review Module 5 on Microbiology relative to the ISO Guide 31 issues identified in the above spreadsheet and Shawn was volunteered to look at the chemistry side of the TNI standards relative to these identified ISO Guide 31 issues.

Clarifications were suggested for the following sections of the Guide 31 review:

5.6 & 5.7 – Include sufficient detail to determine applicability of the product. Robert suggested that it would be beneficial to give an example of how products should be evaluated for proper use or fit to assist in identifying if the product is the correct choice. Examples of what auditors have found, what labs have asked, and common mistakes from the past, would provide good information to assist in determining what product to use. Jack gave a great example of a story that would represent this idea.

5.6 – Patsy recommended including sufficient detail, such as the American Type Culture Collection (ATCC) strain reference number for microbial products.

5.10 – It was recommended that the section should be expanded to add information for consistency and purity.

5.11 – Recommendation to add tolerances for support equipment, such as balances.

5.13 – It was stated that some certificates may only list that the product was evaluated or verified using a NELAP laboratory. Where commercial labs are used to verify the product, the laboratory should be identified. The lab name and location or a Lab ID would suffice for this.

It was also planned that Lauren would provide 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”. This information will be provided for discussion during the June meeting.

The meeting adjourned at 3:20 PM ET. The next meeting of the Task Force is scheduled for 2:00 PM ET on Tuesday June 8, 2021.

**Attachment 1**

**TNI Consumables Task Force  
Meeting Agenda  
Tuesday May 11, 2021 2:00PM ET**

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

**Judy Morgan, Chair**

**1. Roll call**

**2. Review Minutes of March 9 and April 11, 2021 conference call**



CTF\_meeting  
summary\_03.09.21\_dr;



CTF\_meeting  
summary\_04.13.21\_dr;

**3. Brainstorming Session**

**a. Categorization**

**b. Common Consumables across laboratories**