

**Consumables Task Force Meeting Summary
June 8, 2021**

The Consumables Task Force (CTF) met on June 8, 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	Absent
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	Absent
Amy Pollard, Occidental Chemical	Absent
Patsy Root, IDEXX Laboratories, Inc	Present
David Smith, Environmental Express	Absent
Lauren Stainback, NSI Lab Solutions	Present
Sarah Purtell, Suburban Laboratories	Absent
Mike Booth, Inorganic Ventures	Absent
Shawn Kassner, Pace Analytical Services	Present
Jack Farrell, Analytical Excellence, Inc.	Present
Debbie Lacroix, Marcom, LLC	Absent
Robert Wyeth, TNI Program Administrator	Present

Summary Minutes of May conference call

The summary of the May meeting of the Task Force were presented prior to the call. No comments or changes were proposed for either the May meeting summaries.

Brainstorming Session; Categorization and Common Consumables across laboratories

Recent Task Force meetings have focused on the need for and contents of certificates for items purchased by laboratories. It was determined that the Task Force must define the minimum requirements for the various types of certificates that would be necessary to ensure compliance with the Standard. In order to address this issue Judy developed a spreadsheet/" checklist" of product certifications consistent with ISO/IEC Guide 31 as presented below.



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. Judy added 2 tabs to include the TNI V1M2 requirements 4.6 Purchasing Services and Supplies and 5.6 for traceability to keep the task force focused on the objective of providing guidance.

The identified goal of the Task Force relative to certificates is to develop the spreadsheet into a general checklist to be applied to determine the “fit for use” for consumables/services/reference materials/etc. The checklist will serve as a guide to help navigate the process of evaluating goods and services for use in the laboratory.

The following notes/comments were made regarding the items from the spreadsheet/checklist (in addition to those made previously and presented in the May 2021 Task Force Summary):

5.7 Intended Use Examples – Several examples were presented at the May meeting. Jack to send list to Judy to append into the document.

5.10 Homogeneity – Need to look at how this requirement is applied across product types.

5.11 Uncertainty –

- i. GUM and Eurochem for RMs and calibration labs.
- ii. How would uncertainty be applied for each area? Where is this applicable?

5.14 Uncertified Values.

- i. Would identify impurities, preservatives, and potential contaminants to specific analyses. This will include reagents/solvent information that may affect the usability of the product. (Solvent used for dilution, acids for pH.... compatibility consideration with method of prep and analysis)
- ii. Reference materials listing secondary analytes that could be part of a matrix for SRMs, soil blanks, etc.

5.16 Period of Validity

- i. Patsy added ISO 11133 to the reference list for microbiology.

5.18 Added a comment to include a name and signature of a service technician, in addition to a name and signature of a certifying manager/officer.

General discussion continued regarding certificates and what information would be critical for inclusion. A review of select examples of certificates followed with the following thoughts that will require attention regarding the details on certificates:

- i. Calibration vs re-calibration dates
- ii. For Cert of Analysis for glassware/Acids/etc....
 1. Are the cleanliness levels appropriate for the analysis? DW vs NPW?
- iii. Does the cert contain any valuable information that is useful? One certificate of conformance was simply a description of the product and a statement of conformance...to no particular standards.
- iv. Provide clear references, instead of general statements.
- v. Provide date of manufacture and other important dates on the certificate.
- vi. Specifications are stated as ranges with no reference to origin. (Are they manufacturer specs or do they represent as standard such as ASTM or other?)

As the meeting drew to a close the following items were identified as requiring attention from the Task Force:

- a. Need to provide accreditation classifications to the guidance (ISO 9001, 17034, 17025, 17043) definitions for each. Nuances between ISO 17034 and 17043 with 17025. Refresh memory on this!
- b. Need to discuss how the products work when they are produced as an OEM
 1. What is appropriate?
 2. What to look for?
 3. What questions to ask?

The meeting adjourned at 3:20 PM ET. The next meeting of the Task Force is scheduled for July 13, 2021, at 2:00 PM ET.

Attachment 1

**TNI Consumables Task Force
Meeting Agenda
Tuesday June 8, 2021, 2:00PM ET**

(712) 832-8330; 822174#

Judy Morgan, Chair

- 1. Roll call**
- 2. Review Summary of May 2021 conference call**
- 3. Brainstorming Session**
 - a. Certificate Contents**