

Consumables Task Force Meeting Summary

June 24, 2022

The reconstituted Consumables Task Force (CTF) met on June 24, 2022, by teleconference at 3:00 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. The agenda for the meeting is 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
Michael Booth, Inorganic Ventures	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	Present
Michael Brechmann, BSK Associates	Present
Mike Booth, Inorganic Ventures	Absent
Shawn Kassner, Kaychala Laboratories	Present
Jack Farrell, Analytical Excellence, Inc.	Present
Tammy Kreutzer, Neilson Research Corporation	Present
Robert Wyeth, TNI Program Administrator	Present

Each Task Force members introduced themselves prior to further discussion.

The ongoing meeting of the CTF was established, at least initially, on the fourth Thursday of each month at 3:00 PM ET.

The CTF was reconstituted after a number of previous CTF members were unable to continue their participation. The Chair wishes to thank those previous members who gave of their time to assist in advancing the status of the Task Force.

Prior to this meeting, materials previously developed by the Task Force were distributed to all Task Force members. In order to ensure that all members were “up-to-speed” with these previous activities, this meeting began with Judy Morgan, CTF Chair, reviewing the past activities of the Task Force and summarizing the status of the CTF efforts.

The CTF was established in response to issues presented at previous Mentor and Assessment Forums held by TNI where the quality of purchased supplies was brought to question as was compliance with EL V1M2 Section 4.6: Purchasing Supplies and Services. The TNI Board of Directors during their strategic planning meeting subsequently established the CTF to address this issue. Volunteers were sought and the Task Force commenced its efforts. A Charter was prepared and approved. The CTF met monthly to pursue its mission.

Activities of the CTF resulted in a definition of what the standard refers to as “Critical Supplies and Services”. That definition is as follows:

“A supply, product and/or service that directly affects the result, therefor requiring traceability, and verification to ensure data that is compliant, legally defensible and of known and documented quality.”

The initial efforts of the CTF were focused upon supplies and services of a general nature (i.e., used in all labs independent of the type of analyses performed such as glassware, water sources, etc.). It was the CTF initial intend to provide this level of detail for each and every type or genre of laboratory. It was soon realized that this granularity was far beyond the scope of what the CTF could effectively complete, nor did it appropriately address the needs of the community.

Task Force efforts were refocused on the nature of what and how critical supplies and services could be assessed by laboratories as a part of their purchasing process. The consequences of these efforts were found in review of ISO Guide 31 regarding requirements of Certificates of Authenticity (Certificates by any name) that could provide the needed information for Laboratories to comply with EL V1M2 Section 4.6. The CTF discovered however after reviewing numerous types of vendor certificates, that many were inadequate to fulfill the requirement. The CTF then began to develop the checklist of necessary certificate requirements for providers of all critical supplies and services. The following is the product of that work (still in development).



Copy of Certificate
Contents 110521 R4.x

The CTF also began the work of developing a “Decision Tree” for use by laboratories, along with appropriate certificates, in ensuring compliance with the Standard. The product of these efforts is presented below.



Critical Supplies
Decision Tree 091421

Completion of both the certificates requirements and the decision tree was determined to be the on-going priority of the CTF. It was recognized that this would be a challenge and that substantial educational efforts will be needed for laboratories and vendors alike. At this juncture it was also

thought that a guidance document should be the means of broaching this topic with all concerned and that the possibility of a module within the TNI standard could be a future endeavor once the guidance and the processes inherent to compliance are better established.

The CTF decided that the next, immediate efforts should focus on review and completion of the Certificates Content document and testing of this product to prepare a final version suitable for review and public comment.

The meeting was adjourned at 4:10 PM ET. The next meeting of the Task Force is scheduled for July 28, 2022, at 3:00 PM ET.

Attachment 1

TNI Consumables Task Force Meeting Agenda Friday ,June 24, 2022 2022, 3:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

1. Roll call
2. Review of CTF activity to date
3. Future plans and strategies to meet task force mission