

Consumables Task Force Meeting Summary
July 28, 2022

The Consumables Task Force (CTF) met on July 28, 2022, by teleconference at 3:00 PM ET. 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	Present
Dorothy Love, Eurofins	Present
William Lipps, Shimadzu Scientific Instruments	Present
Tami Minigh, City of Daytona Beach	Absent
Amy Pollard, Occidental Chemical	Present
Patsy Root, IDEXX Laboratories, Inc	Present
David Smith, Environmental Express	Absent
Michael Brechmann, BSK Associates	Absent
Mike Booth, Inorganic Ventures	Absent
Shawn Kassner, Kaychala Laboratories	Present
Jack Farrell, Analytical Excellence, Inc.	Absent
Tammy Kreutzer, Neilson Research Corporation	Present
Robert Wyeth, TNI Program Administrator	Absent

The meeting was called to order at 2:03 and adjourned just before 3:00pm

After a lengthy discussion and review of the Decision Tree and Certificate Contents documents we identified the following:

- Kathryn pointed out that there are no questions around thermal determinations.
 - Action: Add logic to spreadsheet
- Kathryn also posed where do thermistors fit..... Dorothy replied digital and the group agreed
 - It was also asked who in the group uses thermistors and how often are they verified?
Dorothy – quarterly and a viable option is to send them out to a metrology company.
 - Action: Need to update the thermometer tab and add specs and details
- Patsy suggested that we should write a whitepaper to introduce and discuss the need for certificate requirements and a criticality decision tree
 - Patsy – will draft the first whitepaper.
- Shawn – Posed the question if it should it be a whitepaper (tells why we are doing it) or guide (tells how to do it). The group decided that there is a need for both.

1. Homework: Beta test the Decision Tree and see if the logic allows for correct determination of critical vs non-critical
2. Homework 2: Use the Certificate Contents list to verify some examples of Certificates of Analysis (however named) and Verification Service documents (however named). Determine the ease of use and applicability to understand if a service document or certificate meets the traceability and documentation requirements necessary.

Action: CTF Chair to review ISO Guide 31 2015 for any changes from the previous version.

The CTF group discussed the potential use of these documents and decided that continued focus on review and testing of the Decision Tree and Certificates Content document with a goal to prepare a final version of each that are suitable for review and public comment.

The meeting was adjourned. The next meeting of the Task Force is scheduled for August 25, 2022, at 3:00 PM ET.

Attachment 1

TNI Consumables Task Force Meeting Agenda Friday, July 28, 2022 2022, 3:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

1. Roll call
2. Review of CTF Documents: Decision Tree and Certificate Contents.
3. Comments and Discussion
4. Plan for next meeting