

Consumables Task Force Meeting Summary
September 28, 2023

The Consumables Task Force (CTF) met on Thursday, September 28, 2023. The meeting was recorded for the sole purpose of creating 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)	
Robert Benz, Horizon LIMS	
Kathryn Chang, Eurofins CalScience	
Dorothy Love, Eurofins	
William Lipps, Shimadzu Scientific Instruments	
Tammy Minigh, City of Daytona Beach	
Amy Pollard, Occidental Chemical	
Amy Badillo, Southern Companies	
Patsy Root, IDEXX Laboratories, Inc	
David Smith, Environmental Express	
Mike Booth, Inorganic Ventures	
Tammy Kreutzer, Neilson Research Corporation	
Michael Brechmann, BSK Associates	
Jack Farrell, Analytical Excellence, Inc.	
Robert Wyeth, TNI Program Administrator	Absent

A quorum was present, and the meeting proceeded.

Modifications to R12 Critical Supplies Decision Tree

Version R12 was previously presented by email to all participants for review and comments. Bob reviewed and combined Patty's previously presented suggestions with those in the current version of the Critical Evaluation tab, which is now presented as R12 (below).



Copy of Critical
Supplies Decision Tre

As per the original email presenting R12, Patsy provided a few additional editorial comments for Task Force consideration. inquired as to her questions regarding the Critical Evaluation tab of the R11.2 spreadsheet.

Strategic Planning for Development of Consumables Guidance...What's next

The Task Force members agreed that the steps forward should include the development of a Guidance Document, which after development and approval of the Policy Committee will be presented to the QMS Expert Committee and ultimately to the TNI membership. It was noted that 2 TNI documents govern Guidance Document production (Policy 1-105 and SOP 1-105). Bob will review these documents and prepare recommendations for Judy and the Task Force for compliance with these requirements.

The meeting of the Task Force adjourned at 3:45 PM ET. The next meeting of the Task Force is scheduled for September 28, 2023, at 3:00 PM ET.

Attachment 1

TNI Consumables Task Force

Meeting Agenda

Thursday, September 28, 2023 3:00PM ET

Judy Morgan, Chair

1. Roll call
2. Review of Comments
3. Modifications to R12; Critical Supplies Decision Tree
4. Strategic Planning for Development of Consumables Guidance...What's next