

**DRAFT**

**Consumables Task Force Meeting Summary  
August 25, 2022**

The Consumables Task Force (CTF) met on August 25, 2022, by teleconference at 3:00 PM ET. The meeting was recorded for the purpose of creating minutes of the proceedings. The recording was erased upon completion of said minutes. The meeting was led by Consumables Task Force Chair, Judy Morgan. 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	Absent
Kathryn Chang, Eurofins CalScience	Present
Dorothy Love, Eurofins	Present
William Lipps, Shimadzu Scientific Instruments	Present
Tammy Minigh, City of Daytona Beach	Absent
Amy Pollard, Occidental Chemical	Absent
Patsy Root, IDEXX Laboratories, Inc	Absent
Shawn Kassner, Kaychala Laboratories	Absent
David Smith, Environmental Express	Absent
Mike Booth, Inorganic Ventures	Absent
Tammy Kreutzer, Neilson Research Corporation	Present
Michael Brechmann, BSK Associates	Absent
Jack Farrell, Analytical Excellence, Inc.	Absent
Robert Wyeth, TNI Program Administrator	Present

A quorum was not achieved but the meeting of the CTF continued for information purposes only.

**July Minutes**

In the absence of a quorum, the July meeting minutes could not be approved. They will remain on the September meeting agenda along with these Draft minutes.

**Review of CTF Documents: Decision Tree and Certificate Content; Comments and Discussion**

Following up on the “Homework Assignments” from the previous meeting and Judy’s email of August 10, 2022, discussion began on review of actual certificates of analysis and the Certificates Content spreadsheet developed by the CTF.

The following comments regarding findings/observations of the CTF members present reflect issues and/or questions that arose from certificates reviews relative to the Certificates Content spreadsheet:

- Generally, working through the Certificates Content checklist (hereafter the checklist) was difficult relative to applicable item or items on the certificate(s) as received by the labs.
- Questioned the meaning and/or use of the term “homogenization” on the checklist. Suggested that this may only be applicable to solid materials. Checklist should clarify.
- It was noted that some certificates had no “date issued” as requested on the checklist; also noted that signatures were both absent and/or not dated.
- Certificates for services particularly for thermometers and balances were lacking specificity as to traceability.
- Clarity on issues contained on checklist need to be developed (i.e., for metals, the ore utilized, question of potential other metal contaminants, homogenization for solid materials where appropriate).
- For products containing preservatives and/or stabilizers, materials must be listed and be complete. Whole question of stabilizers may need more explanation and clarification.
- Historical problem with bottles (both pre-preserved and not) was discussed and it was questioned as to whether or not CTF efforts would resolve this type of issue?
- Statements on certificates as to concentrations must be appropriate to the analytical use of the product. (i.e., not detectable at same levels or lower of compounds of interest).
- Certificates must, as appropriate refer to the relevant matrix.
- Vendor information is frequently incomplete.
- Limits of accuracy, levels of uncertainty are generally presented without clarity on certificates; where/how established; to whom are limits relevant?

At the conclusion of this discussion of the checklist and the provided certificates, it was stated as a reminder to CTF members that the “Decision Tree” was the instrument that will assist labs in the purchasing/procurement decision process while the Certificate Content spreadsheet (checklist) should serve as the document to assist in ensuring that the product or service is acceptable for use.

The Chair then requested that members of the CTF not present at the meeting, complete their “homework” so that the group can collect and then address the issue of both the adequacy of our checklist and the requirements for product and services certificates. It was apparent that more review and comparison of the checklist and numerous certificates was necessary and that clarifications and informational language on the checklist and the decision tree will be required.

A compilation of reviews received to date will be circulated to all CTF members with a request to complete each member’s “homework assignment” whether from the lab or vendor perspective.

The meeting adjourned at 4:10 PM ET. The next meeting of the Task Force is scheduled for September 29, 2022, at 3:00 PM ET.

### **Attachment 1**

### **TNI Consumables Task Force**

## **Meeting Agenda**

**Thursday, August 25, 2022, 3:00PM ET**

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

**Judy Morgan, Chair**

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