

**Consumables Task Force Meeting Summary
September 14, 2021**

The Consumables Task Force (CTF) met on September 14, 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	Present
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	Present
Patsy Root, IDEXX Laboratories, Inc	Absent
David Smith, Environmental Express	Absent
Lauren Stainback, NSI Lab Solutions	Absent
Sarah Purtell, Suburban Laboratories	Absent
Mike Booth, Inorganic Ventures	Absent
Shawn Kassner, Pace Analytical Services	Absent
Jack Farrell, Analytical Excellence, Inc.	Present
Debbie Lacroix, Marcom, LLC	Absent
Robert Wyeth, TNI Program Administrator	Present

Summary Minutes of June conference call

The summary of the June meeting of the Task Force were presented prior to the call. No comments or changes were proposed for the June 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 diverse 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.



Copy of Certificate
Contents 050821 (002)

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.

General discussion continued regarding certificates and what information would be critical for inclusion. Numerous comments, suggestions and changes were proposed to the contents of certificates and how said certificates should be presented by suppliers, reviewed by laboratories, and utilized for compliance with the TNI standards.

Judy will supply a revised copy of this spreadsheet prior to the October meeting to memorize and document these comments and suggestions.

The meeting adjourned at 3:20 PM ET. The next meeting of the Task Force is scheduled for October 12, 2021, at 2:00 PM ET.

Attachment 1

TNI Consumables Task Force Meeting Agenda Tuesday September 14, 2021, 2:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

1. Roll call

2. Review Minutes of June 2021 conference call
3. Contents of Documentation and Statistical Treatments for Reference Materials for Metals, Ores and Related Materials
4. Brainstorming Session
 - a. Common Consumables across laboratories
 - i. ISO Guide 31
 - ii. Certificate Requirements**