

## **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)	Present
Robert Benz, Horizon LIMS	Present
Kathryn Chang, Eurofins CalScience	Present
Dorothy Love, Eurofins	Present
William Lipps, Shimadzu Scientific Instruments	Absent
Tammy Minigh, City of Daytona Beach	Absent
Amy Pollard, Occidental Chemical	Present
Amy Badillo, Southern Companies	Absent
Patsy Root, IDEXX Laboratories, Inc	Present
David Smith, Environmental Express	Present
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	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 Tree

As per the original email presenting R12, Patsy provided a few additional “minor” comments for Task Force consideration which are also in the above copy of R12.

No other comments and/or changes to the Decision Tree were provided and/or proposed during this meeting of the CTF.

### **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, if necessary, 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 provide copies of these documents to CTF participants for further discussion in October. Judy provided a history of the need for guidance documents and as well the development of the and approval of said guidance documents. She also described the difference between Standard Implementation Guidance (SIG) generally resulting from non-valid SIR and Guidance as outlined in SOP 1-105. The difference is fundamentally that Guidance as presented in SOP 1-105 is a non-mandatory detailed instructional document to assist in compliance with the relevant Standard and SIG are generally directed at a singular topic or issue.

The consensus of the CTF members present was that the most appropriate approach was to direct efforts specifically to Guidance as established in SOP 1-105. Continuing discussion focused on an outline or framework for the Guidance document. The framework would include the previous work products of the CTF as well as need for proper documentation for V1M2 compliance regarding purchasing and how AB would/could accept certificates completed consistent with the Guidance document as proof of compliance.

As an example, Eric reminded participants of the situation that arose when pre-weighted filter paper was introduced to the testing community and how laboratories were able to attain the necessary data from providers to “certify” the use of these filters in a fashion consistent with AB requirements.

Ashley Larssen of KC Water introduced herself as a member of the QMS Expert Committee and a new CTF participant and “liaison” to the QMS

Judy asked for volunteers to assist in development of the framework for the guidance document. A group consisting of Judy, Ashley, Patsy, Tammy, and Eric will attempt to get together to prepare said framework for discussion during the October meeting.

The meeting of the Task Force adjourned at 3:50 PM ET. The next meeting of the Task Force is scheduled for October 26, 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