

Consumables Task Force Meeting Summary
September 29, 2022

The Consumables Task Force (CTF) met on September 29, 2022, by teleconference at 3:00 PM ET. The meeting was recorded for the purpose of creating minutes of the proceedings. The recording was deleted 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 x
Robert Benz, Horizon LIMS	Absent x
Kathryn Chang, Eurofins CalScience	Present x
Dorothy Love, Eurofins	Absent
William Lipps, Shimadzu Scientific Instruments	Absent x
Tammy Minigh, City of Daytona Beach	Absent
Amy Pollard, Occidental Chemical	Present
Patsy Root, IDEXX Laboratories, Inc	Present
Shawn Kassner, Kaychala Laboratories	Absent
David Smith, Environmental Express	Absent x
Mike Booth, Inorganic Ventures	Absent
Tammy Kreutzer, Neilson Research Corporation	Present x
Michael Brechmann, BSK Associates	Absent
Jack Farrell, Analytical Excellence, Inc.	Absent
Robert Wyeth, TNI Program Administrator	Present x

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

July and August Minutes

In the absence of a quorum, neither the July nor August minutes could be approved. The July and August minutes will be distributed for an email ballot for approval.

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

Dorothy Love submitted additional work product on Certificate Content based upon review of documents available in the laboratory. This work product is presented below:



Copy of Certificate
 Contents 110521 R4 -

The spreadsheet was presented but not reviewed in detail based upon the lack of Task Force members present.

The Decision Tree (as presented below) was also discussed in general terms and while believed to be useful was, when applied to her specific application, Tammy found it to be confusing and too complex in its current form to be of great use to member laboratories. One suggestion was to revise the Decision Tree and consider what items were optional and what were normative.



Critical Supplies
Decision Tree 091421

Judy volunteered to “run” the Decision Tree by her Quality team for additional comments and suggestions for improvement.

The meeting was adjourned at 3:30 PM ET. The next meeting of the Task Force is scheduled for October 27, 2022, at 3:00 PM ET.

Attachment 1

TNI Consumables Task Force

Meeting Agenda

Thursday, September 29, 2022, 3:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

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

