

Consumables Task Force Meeting Summary
October 19, 20211

The Consumables Task Force (CTF) met on October 19, 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	Absent
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	Present
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 September conference call

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

Categorization and Common Consumables across laboratories; Certificate Requirements

Judy presented a revision to the Certificates spreadsheet for Task Force review, A copy of that spreadsheet is embedded below.



Certificate Contents
050821 R3 JM_post se

Judy reported that she had incorporated the comments and suggestions from the September meeting into the spreadsheet presented above. She also noted that other information is contained within the spreadsheet, the pertinent material for Task Force review is in the tab labeled ‘Draft Final R2’. A section-by-section review was conducted to confirm the accuracy and completeness of the information contained in the spreadsheet. Minor corrections and/or re-classifications were made, and some questions were raised that Judy will further evaluate and potential further modify the certificate spreadsheet. Examples of these issues include traceability, examples of products with multiple uses, complete and understandable instructions for use, potential disposal requirements, amongst numerous others. Discussion proceeded through all sections of the spreadsheet.

The following spreadsheet reflects the revisions made during the October meeting.



Copy of Certificate
Contents 110521 R4.x

Judy also advised the Task Force that she was developing a “Decision Tree” for ascertaining whether or not a particular product or service is critical and requires the collection of information presented on the Certificates spreadsheet. It is anticipated that a preliminary presentation of the decision tree will be available for the November meeting.

The meeting adjourned at 3:07 PM ET. The next meeting of the Task Force is scheduled for November 9, 2021, at 2:00 PM ET.

Attachment 1

TNI Consumables Task Force Meeting Agenda Tuesday October 19, 2021, 2:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

1. Roll call

2. Review Minutes of September 2021 conference call
3. Brainstorming Session
 - a. Common Consumables across laboratories
 - i. Certificate Requirements