

## **Consumables Task Force Meeting Summary October 27, 2022**

The Consumables Task Force (CTF) met on October 27, 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
Robert Benz, Horizon LIMS	Present
Kathryn Chang, Eurofins CalScience	Present
Dorothy Love, Eurofins	Absent
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	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	Present

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

### **September 2022 Minutes**

In the absence of a quorum, the September minutes could not be approved. The September minutes will be distributed for an email ballot for approval. The previously presented July and August minutes were approved via email ballot of the Task Force.

September minutes are provided below.



CTF

09.29.2022\_Final.docx

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

Based upon the discussion during the September meeting, Judy revised the “Certificates Content” spreadsheet to clarify required items and to simplify the form for its use by laboratories. A copy of the revised spreadsheet is attached below.



Copy of Certificate  
Contents 102122 R5.x

Judy described the revisions to the spreadsheet in general and proceeded to present each section of the Certificates Content document in detail. The consensus of the Task Force members present on the call was that this last revision was both more understandable and potentially more usable by laboratories. This latest revision, however, in the absence of a quorum could not be approved by the Task Force but will be re-presented at another time for consideration by the full Task Force. The discussion then turned to utilization of the Certificate Content spreadsheet, and to the fundamental decision of what supplies are critical and require the presence of a certificate to provide the documentation that laboratories can attain compliance with TNI requirements. The issue of the Decision Tree, its current status, its structure, and its utility was then discussed as the Task Force recognized that both the Decision Tree and the Certificate Contents document would be necessary for the Task Force to fulfill its mission. It was determined that this issue would be a principal topic of the November meeting.

The meeting was adjourned at 4:00 PM ET. The next meeting of the Task Force is scheduled for November 24, 2022, at 3:00 PM ET. The next Task Force meeting will be rescheduled for November 17<sup>th</sup> based upon the Thanksgiving holiday.

### **Attachment 1**

#### **TNI Consumables Task Force**

#### **Meeting Agenda**

**Thursday, October 27, 2022, 3:00PM ET**

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

**Judy Morgan, Chair**

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