

DRAFT

**Consumables Task Force Meeting Summary
November 17, 2022**

The Consumables Task Force (CTF) met on November 17, 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	Present
William Lipps, Shimadzu Scientific Instruments	Present
Tammy Minigh, City of Daytona Beach	Absent
Amy Pollard, Occidental Chemical	Present
Patsy Root, IDEXX Laboratories, Inc	Absent
Shawn Kassner, Kaychala Laboratories	Present
David Smith, Environmental Express	Absent
Mike Booth, Inorganic Ventures	Absent
Tammy Kreutzer, Neilson Research Corporation	Present
Michael Brechmann, BSK Associates	Absent
Jack Farrell, Analytical Excellence, Inc.	Present
Robert Wyeth, TNI Program Administrator	Present

A quorum was present and the meeting continued.

October 2022 Minutes

The October September minutes were distributed and approved by unanimous consent.

October minutes are provided below.



CTF

10.27.2022_Draft.docx

Review of CTF Documents: Decision Tree Development, Review and Discussion; Comments and Discussion

Judy began the discussion by reviewing the current status of the Decision Tree and presents the modifications she is proposing to the document based upon the previous Task Force meeting. The

series of spreadsheets (tabs) being proposed is for primary and secondary evaluation of chemicals and supplies that are of questionable criticality. It is presumed that any supply or services that is known to be critical to maintaining data quality would not require the use of the Decision Tree. Those ordering/procuring these critical items would reference the requirements presented in the previously defined Certificates Content to ensure that necessary information was available to assure compliance with TNI requirements.



Critical Supplies
Decision Tree 111622

This revised Decision Tree spreadsheet was reviewed literally line by line with the Task Force Chair requesting comments and or examples to fill out necessary/helpful information within the tabs of the spreadsheet. It was further requested that Task Force members review the language contained within the spreadsheet for clarity and suggest any changes to improve the ease of understanding of each entry in the Decision Tree.

Judy also volunteered to “ground truth” the Decision Tree with some members of her organization.

The meeting concluded with a reminder of what the mission was of the Task Force and how the product, in whatever form it may take, needs to not only be of value to laboratories in compliance with TNI requirements but be straightforward and simple to use.

The meeting was adjourned at 4:00 PM ET. The next meeting of the Task Force is scheduled for December 22, 2022, at 3:00 PM ET. With the proximity of this schedule date to the Holiday season, Bob will inquire with Task Force members as whether or not December 20 maybe a preferred date to meet.

Attachment 1

TNI Consumables Task Force

Meeting Agenda

Thursday, November 17, 2022, 3:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

1. Roll call
2. Presentation of October Minutes
3. Review of CTF Documents: Decision Tree Development, Review and Discussion
4. Comments and Discussion
5. Plan for next meeting