

**Consumables Task Force Meeting Summary  
December 20, 2022**

The Consumables Task Force (CTF) met on Tuesday December 20, 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	Absent
Dorothy Love, Eurofins	Present
William Lipps, Shimadzu Scientific Instruments	Absent
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	Absent
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 not present but the meeting continued for informational and development purposes..

**November 2022 Minutes**

The November meeting minutes were previously distributed. Without a quorum present, the approval of the November minutes will be tabled until a later date.

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

Judy began the discussion by advising the members present that she had, following last month's meeting, developed a tool which combines all of materials/tools created by the CTF into a single spreadsheet. Following the first "Instructions" tab, there are two tabs that now represent the

certificate contents: one for chemicals and one for services. They are now checklists that define what information is required, information that is preferred, and information “as needed” A/N.

After Judy developed this combined spreadsheet, she sought volunteers from Pace to utilize the spreadsheet in their respective operations. The feedback she received was that the information and process to ensure compliance was helpful but it was awkward and difficult to use particularly without more orientation to the flow of the process. Generally these reviewers supported the logic/approach but feel the CTF needs to make it easier to use and implement.

Task Force members present believed that these comments were appropriate and not inconsistent with their feelings for the revised/combined spreadsheet. Robert suggested that this process of control of consumables could ultimately be built into Laboratory LIMS systems. Dorothy suggested that the overall process may be more successful if managed through the Quality Assurance efforts of a lab organization.

Judy then raised the question of whether it was time to seek outside/public comment on the efforts of the Task Force. The strong consensus was that outside/public input was necessary and should be valuable to the efforts of the Task Force.

Judy asked and subsequently requested in e-mail correspondence to all Task Force members to review the revised/combined spreadsheet (attached below) and provide any suggestions, corrections, additions and/or deletions to her as soon as possible. The Task Force members present approved Judy’s presentation of the Task Force efforts to TNI members and guests at the upcoming Assessment Forum during the Forum on Environmental Accreditation in San Antonio, Texas in January 2023.



Critical Supplies  
Decision Tree 111622

The meeting was adjourned at 3:45 PM ET. The next meeting of the Task Force is scheduled for January 26, 2023, at 3:00 PM ET.

## **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 November Minutes
3. Review of CTF Documents: Decision Tree Development, Review and Discussion
4. Comments and Discussion