

**Consumables Task Force Meeting Summary  
December 21, 2021**

The Consumables Task Force (CTF) met on December 21, 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	Present
Kathryn Chang, Eurofins CalScience	Absent
Eric Davis, Horizon LIMS	Present
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	Absent
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	Present
Jack Farrell, Analytical Excellence, Inc.	Absent
Debbie Lacroix, Marcom, LLC	Absent
Robert Wyeth, TNI Program Administrator	Present (audio)

The CTF meeting was again suffering from poor attendance, but the meeting proceeded as best could be managed by Judy. Judy pointed out that attendance has ben waning over the past few months, Bob will again e-mail all CTF participants asking for a renewed commitment to the CTF efforts. This is particularly important at this time as the task force approaches conclusion of efforts directed at assisting laboratories and accreditation bodies relative to procurement of critical supplies and services.

**Summary Minutes of October and November conference calls**

The summary of the October 19 and November 9, 2021, meetings of the Task Force were not discussed during this meeting due to the poor attendance. Bob will distribute both sets of minutes for Task Force approval by e-mail. Any comments and/or corrections should be forwarded directly to Bob ([robert.wyeth@nelac-institute.org](mailto:robert.wyeth@nelac-institute.org)). Copies of the meeting summaries being distributed are attached below.



CTF 10.19.2021  
draft.docx



CTF  
11.9.2021\_draft.docx

## Certificate Content

Judy presented the Draft Final Certificates spreadsheet from the November meeting for Task Force review, A copy of that spreadsheet is embedded below. No further discussion of the Certificate Content was had during the December meeting.



Copy of Certificate  
Contents 110521 R4.x

## Determination of Critical Supplies and Services: Decision Tree

Judy, Prior to the meeting distributed the “Critical Supplies Decision Tree” which she has been developing. This spreadsheet is attached below.



Critical Supplies  
Decision Tree 091421

This spreadsheet contains the draft decision matrix as well as the all the details regarding individual supplies and services (i.e., thermometers, glassware, etc.) developed in previous Task Force meetings. This latter information presents requirements for certification of instruments, calibration requirements and frequencies as well reference for the ultimate user as to the source(s) of said requirements.

The draft of the “decision tree” is presented as Part A and Part B. Part A will assist those in the procurement process to determine whether or not a supply, product or service is to be classified as critical, maybe critical (usually depending on usage/purpose) or not critical. If any supply, product, or service is determined to be or maybe critical, those in this procurement process would then move to Part B of the “decision tree.” This section asks questions as to the nature and/or extent of the impact of the supply, product, or service on the quality of the data or its potential impact on the usability of the data generated with this supply, product and/or service. It further begins to detail the type of product certification required to meet the compliance requirements of TNI Standards and the applicable method.

The ultimate goal of the Task Force is to provide assistance to laboratories in the procurement process. The “product” of the Task Force is envisioned as three pieces of supporting material. The first is information on Certificates and their necessary contents. The second is the decision tree and third (in the form of a guidance document) is how to utilize the information and more

importantly, to fully understand the process of developing the appropriate decision. The Task Force realizes that not every purchasing decision can be covered in the product of the Task Force but believe that following the process contained in the Task Force product can instill into users a process of decision making that can ensure both compliance with applicable methods as well as TNI Standards.

Realizing the limitations and incompleteness of the draft decision tree, Judy requested that members of the Task Force to provide detailed comments for her consideration and inclusion prior to the January meeting.

The meeting adjourned at 2:50 PM ET. The next meeting of the Task Force is scheduled for January 11, 2022, at 2:00 PM ET.

### **Attachment 1**

## **TNI Consumables Task Force Meeting Agenda**

**Tuesday December 21, 2021, 2:00PM ET**

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

**Judy Morgan, Chair**

1. Roll call
2. Review Summary of October 2021 conference call
3. Certificate Contents
4. Determination of Critical Supplies and Services
  - a. Decision Tree