

Consumables Task Force Meeting Summary

May 25, 2023

The Consumables Task Force (CTF) met on Thursday, May 25, 2023. The meeting was recorded for the sole purpose of creating 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
Dorothy Love, Eurofins	Present
William Lipps, Shimadzu Scientific Instruments	Absent
Tammy Minigh, City of Daytona Beach	Absent
Amy Pollard, Occidental Chemical	Absent
Amy Badillo, Southern Companies	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 present, and the meeting proceeded as informational only.

Minutes of January and March 2023 CTF

In the absence of a quorum, no balloting to approve the January and March minutes was conducted. Minutes will be distributed by e-mail for review by the CTF members. Also distributed were the February and April meeting minutes but no balloting of these minutes are required as they are simply notices of the cancellation of these meetings. If no comments and/or correction are received, the minutes will be submitted for posting.

Position Paper and Review

A copy of the position paper created following the Winter TNI accreditation Forum was again provided to CTF members for review and continuing comment. No additional comments, other than a few editorial corrections, and/or suggestions were offered.

Strategic Planning

The question has been and remains, how does the CTF move toward meeting its mission? With the exception of procurement of standards for analysis, there are no requirements regarding supplies and/or services procurement by accredited laboratories except the vague and not well-defined requirements in the Quality Management System module of the EL Standard.

It was suggested that the path forward include a number of features. Posting of a revised “checklist” for review and comment, information of ISO Guide 31, definition of Critical Supplies and Services, and creation of a preferred vendor list (by whatever name as the term “preferred” was thought to be inappropriate). This list of vendors would be voluntary, and based upon self-declaration/self-assessment of the vendors provision of certificate meeting the requirements as defined by the CTF.

It was also noted that the “checklist” could also be a valuable tool for labs to utilize in the internal audit process.

While members present were digesting this approach, Bob reminded attendees to keep the ultimate goal in mind of providing the means for laboratories to provide evidence of acceptable conformance to accrediting authorities. This will require input and discussion with AB as well as vendors to ensure certificates for critical items are acceptable and that the concept of what items are critical supplies and services are agreed upon. In this regard the question was asked regarding inclusion of the CTF definition of critical supply or services was being incorporated into the QMS module? Bob will inquire with Debbie Bond, QMS Expert Committee Chair.

The question again was “what’s the next steps? One suggestion was vendor surveys or other forms of communication of CTF progress. Prior to this, however, it was agreed that the checklist needs to be reviewed. It is believed that it needs to be simplified and made usable for both labs and vendor as well as acceptable to ABs. The latest revision of the checklist is R9 which is attached for review. **Please, as a member of the CTF please critically review this version of the checklist as a lab, a vendor and as a AB. Make corrections, suggestions and /or revisions on the checklist and return it to Judy with a cc to Bob. Whether or not you can make the next meeting or not, please take a few minutes to review the checklist...we need your inputs!**



Copy of Critical
Supplies Decision Tre

Another item of concern was the understanding of the term “Critical Supplies and/or Services”. The CTF previous attempted to develop of list of what are the critical items but found this to be an unreasonable and impossible to accomplish with any accuracy considering the number of items to consider and their variable use within a lab and between different types of lab

operations. So, the issue remains what is critical? The CTF believes this is a decision process that only the individual labs can address. It also believes that it is the responsibility of the CTF to provide more discussion, clarification of the term as well as examples of how labs can make said decisions.

In the midst of this decision on criticality, the use by labs of blanks and other QC measures must also be factored into the decision process and how do results of these QC measures affect decisions on criticality.

As the meeting concluded, the topic of AC buy in was discussed. It was believed that the AC and individual accrediting authorities have little knowledge of CTF efforts. It was suggested that if enough progress can be made on the Checklist, a informal meeting with the AC may be appropriate at the Summer TNI meeting in Minneapolis.

The meeting of the Task Force adjourned at 3:05 PM ET. The next meeting of the Task Force is scheduled for June 22, 2023, at 3:00 PM ET.

Attachment 1

TNI Consumables Task Force

Meeting Agenda

Thursday, May 25, 2023 2:00PM ET

(712) 832-8330; 822174#

Judy Morgan, Chair

1. Roll call
2. Minutes of January, and March minutes (February and April minutes are simply announcements of their cancellation).



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3. Position Paper



Position Paper.docx

4. Review of Comments
5. Strategic Planning for Development of Consumables Guidance