

Laboratory Proficiency Testing Expert Committee (PTEC) Charter

June 4, 2021

Mission

Develop and maintain consensus standards for proficiency testing (PT) that support TNI programs and that address the following elements of a proficiency testing program:

- Roles and responsibilities of program participants.
- Manufacturing, validation and verification of PT samples.
- Accreditation and oversight of PT Providers.
- Management and evaluation of PT sample data by Accreditation Bodies (ABs), PT Providers (PTPs), PT Provider Accreditors (PTPAs) and the Proficiency Testing Program Executive Committee (PTPEC).
- Use of PT samples to support environmental laboratory accreditation.

Composition of the Committee

TNI members representing applicable stakeholder groups; each serving 3-year terms with a maximum of 2 consecutive terms.

- Stakeholder groups include:
 - Laboratory/Field Sampling Measurement Organization (FSMO)
 - Accreditation Body (AB) – (includes ABs of Labs/FSMOs/PTPs)
 - Other (i.e. PT Provider, consultants, 3rd party assessors)
- Membership must maintain balance so that no stakeholder group has a majority.
- Associate members are allowed.

Objectives

1. Develop and maintain consensus standards for proficiency testing (PT) that are practical, implementable, and meet the needs of the environmental community.

Success Measure:

- Adoption of PT standards by TNI and/or other applicable programs.

2. Develop and maintain consensus standards for the manufacture of PT samples that ensures PT samples provide equal challenge to participants regardless of manufacturer.

Success Measure:

- Failure rates as summarized by the PTPAs and evaluated by the PTPEC show consistency across PT Providers.

3. Develop and maintain consensus standards that support PT sample design and scoring criteria (analyte, matrix, concentration and acceptance criteria) appropriate to evaluate a participant's competency in the field(s) of accreditation for which the PT sample was manufactured.

Success Measure:

- Successful accreditation of PT Providers showing compliance with design and scoring criteria specified in the standards and on the Fields of Proficiency Testing (FoPT) tables approved by the PTPEC and applicable TNI programs.

4. Serve as a technical resource to TNI membership and the environmental testing community regarding PT performance.

Success Measures:

- Prompt response to Standard Interpretation Requests (SIRs).
 - Adoption and/or use of guidance documents that support proficiency testing by TNI and/or other applicable programs.
5. Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

Success Measure:

- Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

Available Resources

- Volunteer committee members
- Existing national and international consensus-based standards
- TNI website and other TNI support services (administrative, technical editing, etc.)
- Teleconference and web-based services
- Industry experts
- TNI Infrastructure

Anticipated Meeting Schedule

- Monthly virtual meetings open to all Full and Associate Members (default time on TNI Website)
- Additional meetings as needed
- In-person meetings during semiannual TNI Forums (Winter and Summer) open to all forum registrants

Approved by the CSDP EC – July 8, 2021