

Laboratory Proficiency Testing Expert Committee (PTEC)

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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 PT Providers (PTP), PT Provider Accreditors (PTPAs) and the Proficiency Testing Program Executive Committee (PTPEC).
- Use of PT samples by laboratories, accreditation bodies, and regulatory programs supported by TNI programs.

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)
 - PT Provider
 - Accreditation Body (AB) – (includes ABs of Labs/FSMOs/PTPs)
 - Other (i.e. consultants, 3rd party assessors, etc...)
- A Chair and Vice-Chair are elected from among the committee membership; each serving 1-year terms with a maximum of 3 consecutive terms.
- 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. Support the PTPEC in the successful and consistent implementation of PT standards.
 - **Success Measure:**
 - Successful evaluations of accreditation bodies (including ABs of Labs/FSMOs/PTPs) showing appropriate use and implementation of the PT standard.
5. Serve as a technical resource to TNI membership.
 - **Success Measure:**
 - Prompt response to Standard Interpretation Requests (SIRs).
 - Adoption of guidance documents by TNI that support the PT standards (*i.e.* Small Lab Handbook)

Decision Making

Decisions of the PTEC are generally made by a majority vote in the presence of a quorum during teleconferences, face-to-face meetings, or by electronic voting, unless an alternate voting procedure is determined to be necessary by the committee.

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

Anticipated Meeting Schedule

- Monthly teleconferences (open to all full and associate members and the general public)
- Additional teleconferences as needed
- Face-to-face meetings during the semiannual TNI Forums (open to all full and associate members and the general public)