

Proficiency Testing Program Executive Committee Charter

Mission

The purpose of the Proficiency Testing Program Executive Committee (PTPEC) is to establish and maintain certain elements of a national PT Program to support TNI's Accreditation Programs and other TNI activities. Those elements include:

1. Fields of Proficiency Testing (FoPT), consisting of analytes, concentrations, matrices, and acceptance limits, that are appropriate for the scope of environmental monitoring performed in the United States.
2. A listing of PT Provider Accreditors (PTPAs) that are TNI approved.
3. A listing of organizations that are recognized by TNI's approved PTPAs as competent to provide PT samples to laboratories.

Composition of the Committee

1. There are at least 5 and not more than 15 voting committee members.
2. The voting membership of the committee must represent a balance of stakeholder groups.
3. For purposes of balance, stakeholders are arranged into three groups:
 - o Lab or FSMO
 - o AB
 - o Other
4. There are no at-large members.
5. Unlimited associate members are allowed.

Objectives

1. Implement all policies and procedures necessary for the operation and continual improvement of a national PT Program, including FoPTs for various matrices and accreditation programs.

Success Measures:

- FoPT Tables and committee SOPs are reviewed for effectiveness.
- TNI's internal audit process is followed.
- PTPA reports are evaluated.

2. Implement an oversight program that ensures PT Providers are competent to operate environmental PT programs.

Success Measures:

- PTPA applications are received and evaluated in a timely manner.
- PTPAs that are approved meet the requirements of the TNI Standards.

3. Ensure that FoPTs are appropriate for their intended use.

Success Measures:

- PT data are collected and reviewed for the purpose of creating and maintaining FoPT tables for various matrices and programs.
- PTPA reports are evaluated.

4. Implement a process to periodically evaluate the effectiveness of the PT Provider oversight program and the FoPTs.

Success Measures:

- A well-trained team performs PTPA onsite evaluations that include reviews of PT summary data.
- PTPA evaluations are performed in a timely manner.
- Evaluation checklists that thoroughly cover every aspect of TNI's PTPA standards and PTPEC SOPs are used.
- Ad hoc evaluations are conducted, as necessary, when multiple complaints against any PTPA are received.

5. Develop a better process for getting data for setting PT acceptance limits and to handle complaints.

Success Measures:

- TNI has developed an electronic database where PT Providers can upload PT data without breach of confidential information.
- PTPEC has defined procedures on how PTPEC will notify PT Providers to upload PT data to TNI.
- TNI staff with access to TNI's database have signed a Confidentiality Agreement.

6. Provide periodic updates on the PTPEC activities and PT Program to the TNI Board of Directors.

Success Measures:

- The TNI Board of Directors receive updates on PTPEC activities.

Decision Making

Decisions are made by vote according to the procedures contained in "PT Program Executive Committee Voting Process" (SOP 4-105).

Available Resources

- TNI staff support is provided for the committee.
- Committee and Associate member volunteers, including volunteers for PTPA evaluations.
- ABs pay for the travel costs incurred during PTPA evaluations.
- Freeconference.com service is used for conference calls.
- Website support is provided by the TNI Webmaster.
- TNI conferences and scheduling.
- WebEx service and support for training and other purposes.

Anticipated Meeting Schedule

- Teleconferences: Minimum of one per month; regular schedule of calls to be published on the TNI website.
- Face-to-face meetings occur during semi-annual TNI conferences where audience participation is encouraged.
- Special meetings are scheduled as needed to handle urgent business.

Program Administrator: Ilona Taunton

Approved by the TNI Board of Directors on June 14, 2017