

Proficiency Testing Program Executive Committee

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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 recognized.
3. A list of organizations that are accredited by TNI recognized PTPAs as competent to provide PT samples to laboratories.

Composition of the Committee

1. There are at least 5 and no 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 Laboratory or Field Sampling Measurement Organization (FSMO)
 - o Accrediting Body(ies) (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 are implemented by applicable programs.
- Three (3) or fewer deficiencies are observed during TNI's internal audit process.
- PTPA reports are presented annually.
- Participation of laboratories is trended by proficiency testing program, by state, overall to establish a baseline for further tracking of program/state/overall involvement in the TNI PT program.
- Criteria exists to trigger FoPT subcommittee reviews of analytes.

2. Participate in the PTPA recognition process.

Success Measures:

- Evaluation checklists exist for TNI Volume 4 General Requirements for an Accreditor of Environmental Proficiency Test Providers for use in the evaluation process of PTPAs.
- PTPEC membership participation on evaluation teams.
- Recognized PTPAs are awarded Certificates.

3. Ensure that FoPTs are created, maintained, and updated to support TNI environmental laboratory accreditation and are appropriate for their intended use.

Success Measures:

- Analyte Request Applications processed per FoPT table management SOP.
- FoPTs reviewed and updated per SOPs on FoPT table management
- FoPT criteria developed for various matrices and programs.
- PTPA reports evaluated to review the performance of analytes.

4. Ensure the effectiveness of the PT Provider accreditation and oversight program.

Success Measures:

- No issues in PTPA annual reports with respect to
 - PTP complaints; complaints are resolved, or no complaints reported.
 - PTP accreditations; assessments are completed. New and continued accreditations offered to PTPs.

5. Outreach to non-TNI ABs to improve their understanding and promote their involvement in the PTPEC.

Success Measures

- Better understanding by non-TNI ABs and regulatory programs (RCRA, Wastewater, etc.) through education on the value of the FoPT tables and the need for their involvement.
- Increased participation of non-TNI AB members in the PTPEC.

6. 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 Measures

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

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.
- Virtual conference call and meeting services are used for committee meetings and calls.
- Website support is provided by the TNI Webmaster.
- TNI conferences and scheduling.

Anticipated Meeting Schedule

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

Approved by the TNI Board of Directors on January 12, 2022