Proficiency Testing Program Executive Committee
Standard Operating Procedure Subcommittee
(PTPEC – SOP)

2014 Scope   (Revised: 04-17-14)

Scope:

The sub-committee develops and recommends standard operating procedures (SOP) to the Proficiency Testing Program Executive Committee (PTPEC) that define the roles and responsibilities of the PTPEC. The sub-committee is a branch of the PTPEC and will be working with various members from different committees to develop, review, and recommend SOP's to the PTPEC for the TNI PT Program.

The committee will hold regularly scheduled meetings, post meeting minutes, and provide regular updates, as well as, target completion dates for developing and recommending SOP's to the PTPEC on an on-going basis. The SOP's developed by this committee will be submitted to the PTPEC for approval.

Considerations:

- Volunteer member organization with time constraints.
- Limited funding.

Available Resources:

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

Additional Resources Required:

- IT support for Webex
- Conference line availability for committee meeting

Anticipated Meeting Schedule:

- Monthly Committee Teleconferences (open to all Members)
- Additional committee teleconferences as needed

Program Administrator: Ilona Taunton