



SOP TITLE	PT Program Standards Review and Adoption
SOP NO.	4-109
REVISION NO.	0

PROVISIONAL

	Initial Approval	Revision Date	Review Date
PT Program	03/25/2026		
Policy Committee Review	05/15/2026		
TNI Board of Directors Endorsement	NA (6/10/2026)		
SOP Effective Date	05/15/2026		

1.0 Purpose and Applicability

This SOP describes the process for review and adoption of standards for use by the Proficiency Testing Program (PT Program).

2.0 Summary

This SOP details the steps in the review process and the elements that must be considered for a standard to be adopted for implementation by the PT Program.

The TNI Environmental Laboratory Sector standards that are relevant to the PT Program are Volume 3 (General Requirements for Environmental Proficiency Test Providers) and Volume 4 (General Requirements for an Accreditor of Environmental Proficiency Testing Providers). The Proficiency Testing Expert Committee (PT Expert Committee) is responsible for the periodic review and revision of each of these volumes. The Proficiency Testing Program Executive Committee (PTP EC) is responsible for the review and adoption of each of these volumes for use within the PT Program. During a review cycle, an entire volume or portion thereof may undergo revision and be submitted for review to include in the final updated Standard. This procedure applies to review of the Standard, all or in part, and final acceptance and adoption by the PTP EC.

3.0 Related Documents

SOP 1-132: Formation of TNI Committees and Task Forces
SOP 2-100: Procedures Governing Standards Development

4.0 Definitions

Term	Definition
Expert Committee	A committee whose duties include the development and maintenance of consensus standards.

5.0 Procedure

- 5.1 The PT Program determines whether a standard or a portion within a standard is acceptable for implementation by a:
- PT Program recognized AB (Proficiency Testing Provider Accreditation Body – PTP AB) in their accreditation program, or
 - PT Provider.

The PTP EC must actively participate and comment upon relevant standards being developed or modified by the PT Expert Committee from the on-set of the process and intermittently throughout the process. The PTP EC must provide comments during the 60-90 day review periods when draft standards are posted on the TNI website during the development process.

NOTE: Additional comments may also be submitted by an individual on the PTP EC.

- 5.1.1 When reviewing a Standard, PTP EC members must consider the following in their review. Is it:
- Auditable
 - Implementable, including economic impact
 - Understandable
 - Improvement over previous version
 - Clearly written -- only one possible interpretation of the language
 - Enforceable
 - Clearly defined responsibilities

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- 5.2 Once a draft standard is final, the PTP EC reviews each standard received from the PT Expert Committee (after review and acceptance by the Consensus Standards Development Program Executive Committee (CSDP EC)).
 - 5.3 Each PT Provider AB (PTP AB) must review the standard to identify any potential barriers to implementation within 30 days from the date of receipt of a request from the PTP EC. The result of each PTP AB's review is sent to the PTP EC.
 - 5.4 The PTP EC must review the Summary of Recommended Changes and Response to Comments summaries that were developed and posted on the TNI website during the revision or development of a standard.
 - 5.5 The draft standard being considered for acceptance is reviewed by PTP EC members and discussed by the PTP EC. This discussion includes at least the following:
 - a) how the new version differs from the current version, if one exists,
 - b) the advantages and disadvantages of the new standard,
 - c) the items listed in section 5.1.1 and
 - d) any obstacles identified during the PTP AB reviews.
- NOTE: The PTP EC may request the Chair of the PT Expert Committee to make a presentation of the changes to a revised standard.
- 5.6 Any obstacles that cannot be resolved are summarized by the PTP EC and includes concerns and potential solutions. The summary is sent to the Chair and the Program Administrator (PA) of the PT Expert Committee and the Chair and PA of the CSDP EC.
 - 5.7 Within 60 days of receipt of an unresolved obstacle(s), the PT Expert Committee is requested to respond to the PTP EC with a proposed solution, which could be:
 - a) a commitment to revise the standard to address the concern,
 - b) a decision with rationale not to revise the standard, or
 - c) a commitment to develop guidance to address the issue.
 - 5.8 Once all obstacles are resolved, the PTP EC Chair presents the document for voting. A vote is conducted by the PTP EC in accordance with SOP 1- 102 (Voting Rules for TNI Committees). A Super Majority vote is required.
 - 5.9 Each PTP AB must submit an expected implementation date to the PTP EC within 30 days of a final vote for adoption of a standard. PT Provider implementation timing should be considered by the PTP AB when determining this date.
 - 5.10 Upon adoption of the revised standard, the PTP EC sets an implementation date within 45-60 days after the vote to adopt. Factors that must be considered:
 - 5.10.1 Implementation time frame needed by PTP AB.
 - 5.10.2 Timing needed to complete implementation tools and training to assist with implementation, if needed

6.0 References

SOP 1- 102: Voting Rules for TNI Committees

7.0 SOP Approved Changes

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Revision No.	Effective Date	Description of Change
0	05/15/2026	New SOP