

2022 AOSA Bylaw Proposal #2

AOSA Proficiency Committee Bylaw Proposal

v5 April 22, 2022

PURPOSE:

The purpose of this proposal is to require Official Laboratory members to participate in all proficiency tests administered by the PT committee and to submit their findings to the AOSA Proficiency Committee for scoring. It is also a means to encourage and promote uniformity of seed laboratory test results. Any Affiliate member may participate in the PT program as an individual and receive continuing education (CE) points.

Current:

ARTICLE VII – COMMITTEES

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5. Special Committees: shall be those other than the Standing Committees and the Subcommittees. The committees shall include the following and other committees which may be appointed by the President. (1998)

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k. The AOSA Proficiency Committee is to assist in earning Continuing Education (CE) points each AOSA member lab or any analyst may participate in the AOSA written or practical proficiency testing exam.

(1) Administration – the AOSA Proficiency Testing (PT) Committee will administer the program. The committee will be composed of no less than four certified AOSA analysts.

(a) Subject Matter – Subject matter for exam will be determined by the PT committee during the annual meeting and announced to the membership in attendance and through email

(2) Procedures –

(a) Approximately October 1 of each year the PT committee will issue an invite to all AOSA labs or analysts interested in partaking of the written exam.

(b) On or about October 15 labs or analysts accepting the invitation will be assigned a test number. All test results will be represented by this test number.

(c) At least one PT exam will be sent each year to all representatives

(d) Species for use in PT an exam will come from AOSA Rules for Testing Seeds.

(e) Acceptable formats for the PT exam shall be digital, written and hands on.

(f) A conventional testing member's results shall be considered out of tolerance if they are more than two standard deviations from the mean. In the case of written or identification exercises any results less than 80% will be considered out of tolerance.

(3) Time Frame – Representatives will be given at least 60 days to complete the exam. The PT committee will send a reminder 30 day before the deadline.

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(a) Extraordinary circumstances, illness or injury issues must be brought to the attention of the PT committee as soon as possible for continuing education point or retest allowance determination.

(4) Results – All results gathered from the PT exam will be calculated and shared with the representatives via the assigned number. The number of continuing education points possible is one (1) for satisfactory completion of the exam. ½ continuing point will be given to a participant with an unsatisfactory test result. To correct this situation the participant will have 3 years as outlined in Article XVI of the AOSA Bylaws to bring continuing education points in line. The responsibility of the analyst to convey to the CE point committee chair.

(5) Equivalence of other programs will be decided by the AOSA PT committee. (2017)

Proposed:

ARTICLE VII – COMMITTEES

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5. Special Committees: shall be those other than the Standing Committees and the Subcommittees. The committees shall include the following and other committees which may be appointed by the President. (1998)

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k. The **purpose of the AOSA Proficiency Committee is to assist in promoting and ensuring uniformity of seed laboratory test results, as well as determining the competency of Official Laboratory members and participating Affiliate members, in applying the AOSA Rules for Testing Seeds. Participation in the proficiency test program is required for all Official Laboratory members, to remain in good standing. The participation by Certified Seed Analysts (CSA) and other Affiliate members as individual participants, is optional. CSAs and Affiliate members will earn earning Continuing Education (CE) points each-AOSA member lab or any analyst may participate for participating in the AOSA written or and/or practical proficiency tests. testing exam. The PT committee duties also include the establishment of a three-year PT plan.**

(1) Administration – the AOSA Proficiency Testing (PT) Committee will administer the **PT** program. The committee will be composed of no less than four certified AOSA analysts.

(a) Subject Matter – Subject matter for exam will be determined by the PT committee during the annual meeting and announced to the membership in attendance and through email. **PTs will not include subject matter that is related to the area of genetic testing.**

(2) Procedures –

(a) ~~Approximately October 1 of each year~~ **The PT committee will issue an invite announcement to all AOSA labs or and Affiliate members analysts interested in partaking of participating in the PT exam being offered written exam. Official Laboratory members are required to participate in all the PTs.**

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(b) ~~On or about October 15 labs or~~ **All Official Laboratory members required to participate and Affiliate members analysts accepting the invitation desiring to participate** will be assigned a test number. All test results will be represented by this test number.

(c) ~~At least one~~ **two PTs exam** will be sent each year to all **Official Laboratory members representatives**. **All PTs that are sent to Official Laboratory members must be completed and results submitted to the PT committee.**

(d) ~~Species for used in PTs an exam~~ **will be listed in the** ~~come from~~ AOSA Rules for Testing Seeds.

(e) Acceptable formats for the PT ~~exam~~ shall be digital, written and hands on.

(f) A ~~participant's PT testing member's~~ results shall be considered out of tolerance if they are more than two standard deviations from the mean. **Only pure seed and normal seedlings are taken into consideration for determining out of tolerance.** In the case of written or identification exercises, any results less than 80% **correct** will be considered out of tolerance.

(3) Time Frame – ~~Representatives~~ **Participants** will be given at least 60 days to complete the **PTs exam**. The ~~PT committee~~ **Executive Director** will send a reminder 30 days before the deadline.

(a) Extraordinary circumstances, illness or injury, issues must be brought to the attention of the PT committee as soon as possible for continuing education point or retest allowance determination **by the committee.**

(4) Results – All results gathered from the PT ~~exam~~ will be calculated and shared with the ~~representatives~~ **participants** via the assigned number. **For individual analysts,** ~~the~~ number of continuing education (CE) points possible is one (1) for satisfactory completion of the **PT exam**, and $\frac{1}{2}$ continuing CE point will be given to a participant with an unsatisfactory test result. ~~To correct this situation the participant will have 3 years as outlined in Article XVI of the AOSA Bylaws to bring continuing education points in line. It is T~~ the responsibility of the analyst to convey to the CE point committee chair **their CE points.**

(5) Corrective actions shall be completed by Official Laboratory members who perform outside two standard deviations from the mean for the practical portion exercises or less than 80% on written or identification exercises. Corrective actions taken to address nonconformities must be completed, documented, and submitted to the PT committee within three months after the conformity has been issued.

The PT committee is responsible for verifying that appropriate corrective actions were taken. One nonconformity is recorded for each proficiency test, when the Official Laboratory member is out of tolerance. Official Laboratory members who fail to complete the appropriate corrective actions within three months will be moved to “member not in good standing” status until they successfully complete and document to the PT committee, that the necessary corrective actions have been completed.

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a. First occurrence – Official Laboratory member must provide documentation of corrective actions taken to correct nonconformances. The plan may include a request for assistance from the committee but is not required. The Official Laboratory member staff must also retake the portion of the proficiency test that did not receive a passing grade.

b. Second occurrence – Official Laboratory member must take actions to determine the root cause of the nonconformance and provide documentation of corrective actions taken to correct nonconformance and address the root cause. The plan may include a request for help from the committee but is not required. The Official Laboratory member staff must also retake the portion of the proficiency test that did not receive a passing grade.

c. Third occurrence – Official Laboratory member must take actions to determine the root cause of the nonconformance and provide documentation of corrective actions taken to correct nonconformance and address the root cause. The corrective action plan may include a request for assistance from the PT committee but is not required. If the PT committee has been asked to assist, the Official Laboratory member must complete the corrective actions recommended by the PT committee, prior to retaking the portion of the PT that did not receive a passing grade.

d. Fourth occurrence- Official Laboratory member will remain as a “member not in good standing” status until they successfully complete and document the necessary corrective actions to the PT committee. Official Laboratory membership will not be reinstated until 20 CE points are obtained by one or more of the laboratory staff that have received a satisfactorily score on completed PTs.

(6) Official Laboratory members located in Canada are exempt from performing the AOSA PT if they participate in the applicable seed testing PT program for the testing methods required by regulation for seed sold in Canada e.g., CFIA’s Accredited Seed Laboratory proficiency testing program.

(7) Equivalence of other PT programs will be decided by the AOSA PT committee. (2017)

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