

Wildlife Proficiency Test Program

Scope

This document provides the framework for a Wildlife Proficiency Test. The general outline of the program is set forth in the Program Charter. The disciplines covered by this document are detailed in the Proficiency Testing Schemes.

1.0 Program Charter

1.1 Terms and Definitions

Terminology and Definitions follow those of the Scientific Working Group for Wildlife Forensic Science (SWGWILD) Standards and Guidelines. For definitions not listed below, please refer to the SWGWILD Standards and Guidelines. The “Wildlife Proficiency Test” will hereafter be referred to as the “Proficiency Test.”

- 1.1.1 Analyst** – An individual who conducts and/or directs the analysis of forensic casework samples, interprets data, reaches conclusions, and/or issues reports concerning conclusions.
- 1.1.2 Apparent Inconsistency** – “AI;” a result that does not correspond to the consensus result reported by the collective Proficiency Test Participants. An AI may be an erroneous result or an inconclusive result if the majority of Test Participants obtained an unequivocal result for that test item.
- 1.1.3 Proficiency Test Final Report** – The consensus report of the Proficiency Testing Round. The Final Report contains the summary of the test results with Participants only identified by a code. The Final Report also contains a description of the test scheme, test sample origin and validation, feedback or comments from Participants, identified sources of uncertainty, and statistical analyses of the test.
- 1.1.4 Corrective Action** - A plan drawn up by the Participant in response to an apparent inconsistency, failed completion, non-conforming report, or multiple late reports. A Corrective Action form (Appendix II: Forms) will be provided to the Participant for this purpose.
- 1.1.5 Dispute Resolution** – Process by which Participants and the Proficiency Testing Board collaborate to resolve inconsistent results or performance irregularities in the Proficiency Testing Program.
- 1.1.6 Failed completion** – Proficiency Test Report in which substantiated errors occur in results or

conclusion.

- 1.1.7 Incomplete Reports** – Report is missing Results for analyses that were included in the Participant’s “Statement of Capabilities.”
- 1.1.8 Individualization** – Analyses that attempt to match a questioned to a known sample to the exclusion of all others.
- 1.1.9 Laboratory** – The entity providing the analysis, including the staff and the physical facility.
- 1.1.10 Late report** – Proficiency Test Report received by the Subcontractor after the established test completion date.
- 1.1.11 Measurand** – Feature or characteristic evaluated and documented for purposes of class or individual identification. The Mammal and Fish Proficiency Tests do not involve quantitative measurements.
- 1.1.12 Member** – refers to a Member of the Society for Wildlife Forensic Science.
- 1.1.13 Non-conforming report** – Proficiency Test Report that includes results or conclusions that are not consistent with those reported by the majority group of test Participants, or that are not identified on the Participant’s “Statement of Capabilities” (Appendix II: Forms)
- 1.1.14 Participant** – a Society for Wildlife Forensic Science (SWFS) Member who completes a Proficiency Test and all associated agreements.
- 1.1.15 Proficiency Test** – A method by which Participant performance in a scientific discipline is evaluated against pre-established criteria by means of interlaboratory comparisons.
- 1.1.16 Proficiency Test Review Board** – A group of five (5) Members in good standing from the Society for Wildlife Forensic Science who review and evaluate the results of the Proficiency Test.
- 1.1.17 Proficiency Test Program Agreement** – Agreement required of each Participant in a proficiency testing round. The purpose of the Agreement is to insure compliance with the rules of the Proficiency Testing Program and the Ethical obligations as Members of the Society.
- 1.1.18 Proficiency Test Provider** – The Proficiency Test Provider is the Society for Wildlife Forensic Science.
- 1.1.19 Qualitative scheme** – A Scheme design in which the objective is to identify or describe one or more characteristics of the proficiency test items.
- 1.1.20 Report** – Formal written presentation of the results and conclusions drawn from a Proficiency Test; Final written presentation of the Proficiency Test summary of results.
- 1.1.21 Proficiency Test Scheme** – Plan that outlines the components, process, expectations, and evaluation of a Proficiency Test.
- 1.1.22 Sex Identification** – Test(s) performed to identify the sex of an animal.

- 1.1.23 Simple majority** - a majority in which the highest number of votes cast for any one candidate, issue, or item exceeds the second-highest number, while not constituting an absolute majority.
- 1.1.24 Simultaneous scheme** – A Scheme in which proficiency test items are distributed for concurrent testing within a defined time period.
- 1.1.25 Single occasion exercise** – A Scheme in which proficiency test items are provided on a single occasion in each testing round to each Participant.
- 1.1.26 Society for Wildlife Forensic Science (SWFS)** – Professional organization established to promote the exchange of scientific and technical information related to wildlife forensics; to encourage research in wildlife forensics; to promote professional competence, uniform qualifications, certification and ethical behavior among wildlife forensic scientists; and to represent the interests of wildlife forensic scientists around the world. Website: <http://www.wildlifeforensicscience.org>
- 1.1.27 Species Identification** – Genetic tests used to assign taxonomic classification to biological samples.
- 1.1.28 Statement of Capabilities** – Formal document required of Proficiency Test Participants that identifies the Participant’s specific capabilities. The Statement of Capabilities can be found in Appendix II.
- 1.1.29 Subcontractor** – Entity authorized by the Proficiency Test Provider to construct, disseminate, and compile results of Proficiency Tests during a Proficiency Testing round. For the purposes of this document, the Subcontractor refers to the US Fish and Wildlife Service- National Fish and Wildlife Forensic Laboratory (USFWS-NFWFL).
- 1.1.30 Successful completion** – Result of a Proficiency Test in which the Participant has correctly identified the samples according to their Statement of Capabilities and submitted a final written report by the test completion date.

1.2 Proficiency Test Administration

- 1.2.1** The Society for Wildlife Forensic Science (SWFS) is the Proficiency Test Provider.
- 1.2.2** The Society has subcontracted with the U.S. Fish and Wildlife Service – National Fish and Wildlife Forensic Laboratory (“USFWS-NFWFL”) the duties of assembling and distributing the Proficiency Test samples, collecting completed Proficiency Test Reports, and compiling the consensus results into a Wildlife Proficiency Test Final Report.
 - 1.2.2.1** The Society is responsible for the work completed by the USFWS-NFWFL.

1.2.2.2 The USFWS – NFWFL is an ANSI-ASQ/FQS accredited laboratory meeting the requirements of international standards ISO/IEC 17025; 2005. This accreditation demonstrates that the laboratory has the experience and technical competence to successfully complete these duties.

1.2.2.3 The Subcontractor, USFWS-NFWFL, shall perform the duties outlined in Section 1.7 of this Charter related to assembling, dissemination and quality control of samples for the Proficiency Test Program in accordance with the requirements of ISO/IEC 17043 4.4.1.3 (c); 2010.

1.2.3 The SWFS Board of Directors will establish an advisory group called The Proficiency Test Board (hereafter referred to as the “PTB”) to oversee the development and conduct of the Proficiency Testing Program.

1.2.4 Proficiency Test Personnel

1.2.4.1 The Wildlife Proficiency Test Board

- 1.2.4.1.1. The PTB will be comprised of a Chair plus four (4) elected Board Members.
- 1.2.4.1.2. The Chair will be appointed by the SWFS Board of Directors as the Director of Proficiency Testing.
- 1.2.4.1.3. The Chair of the PTB will act as liaison between the PTB and the SWFS Board of Directors.
- 1.2.4.1.4. PTB Members should be from different participating Laboratories.
- 1.2.4.1.5. PTB Members will serve two-year terms so that two Board Members are newly elected each year.

1.2.4.2 Support Personnel

- 1.2.4.2.1. Subcontractor Lead (see Appendix I for current Lead contact information)
The Subcontractor Lead is appointed by the subcontracting laboratory to communicate with the PTB and the SWFS board on activities related to the Proficiency Testing Program.
- 1.2.4.2.2. Subcontractor Members
Subcontractor Members are employees of the subcontracting laboratory and fulfill the duties outlined in 1.7.1, 1.7.2, and 1.7.3 below. Subcontractor members are not Participants in the Proficiency Testing Program.

1.2.5 Duties of the PTB

- 1.2.5.1** Develop the Proficiency Test Schemes, including the selection of measurands and characteristics of interest.
- 1.2.5.2** Determine the criteria for participation.
- 1.2.5.3** Determine the frequency and duration of a Proficiency Test Round.
- 1.2.5.4** Determine criteria for successful reporting of proficiency test results.
- 1.2.5.5** Determine criteria for evaluating proficiency test results and reporting results to the participants and the public.
- 1.2.5.6** Develop procedures for dispute resolution.
- 1.2.5.7** Assemble and respond to feedback from Participants.
- 1.2.5.8** Communicate with the Subcontractor Lead as needed to ensure efficient execution of the Proficiency Test Rounds.

1.2.6 Duties of The Proficiency Test Board Chair

- 1.2.6.1** Act as liaison between the Proficiency Test Board and the SWFS Board of Directors.
- 1.2.6.2** Organize the meetings and ensure that all PTB Members are available to conduct the business of the Wildlife Proficiency Test Program.
- 1.2.6.3** Administer the election of PTB Members.
- 1.2.6.4** Manage the Planning, Administration, and Evaluation of the Wildlife Proficiency Test Program.
- 1.2.6.5** Administer the Reporting of Results of the Wildlife Proficiency Testing Program.
- 1.2.6.6** Implement development of new Wildlife Proficiency Test Schemes.

1.2.7 Duties of The Proficiency Test Board Members

- 1.2.7.1** Assist the Chair in Evaluation of Wildlife Proficiency Test Results.
- 1.2.7.2** Evaluate Non-conforming Reports, Incomplete Reports, and Apparent Inconsistencies (AI) in Proficiency Test results, approve corrective actions.
- 1.2.7.3** Participate in dispute resolution and corrective actions for AI and non-conforming reports.
- 1.2.7.4** Assist in the revision of existing Wildlife Proficiency Test Schemes and the development of new schemes.
- 1.2.7.5** Assist in the periodic evaluation of the Proficiency Test Program; recommend changes, if needed, to the PTB Chair.

1.2.8 Proficiency Test Board Elections

- 1.2.8.1** Elections will be held at least one (1) month prior to the expiration of a current PTB Member's term or whenever a vacancy occurs.
- 1.2.8.2** Society Members may nominate another Society Member for the PTB, or they may self-nominate.
- 1.2.8.3** Nominations require the nominee's approval prior to the election. Nominations and approvals will be documented in a Log kept by the PTB Chair.
- 1.2.8.4** A nominee must also be a Participant in or a supervisor of other Participant(s) in the Wildlife Proficiency Test Program. Routine participation is defined as successful completion of at least two (2) of the most recent four (4) tests.
- 1.2.8.5** The two (2) Society Members receiving the greatest number of votes will be elected to the PTB. In the event of a tie, a runoff election will be held. In the event of a tie after a runoff election, the Chair will appoint one of the candidates.

1.2.9 Impeachment of a Proficiency Test Board Member

- 1.2.9.1** At any time, any Participant of the Proficiency Program may call for an impeachment of a PTB Member.
 - 1.2.9.1.1. Motions to impeach must be made in writing to the SWFS Board of Directors.
 - 1.2.9.1.2. Motions to impeach must include details and justification for the motion.
 - 1.2.9.1.3. Examples of grounds for impeachment may include, but not be limited to, misconduct, ethical violations, or conflicts of interest related to the conduct of a Proficiency Test Round.
 - 1.2.9.1.4. The SWFS Board of Directors will determine if a Motion to Impeach is justified.
 - 1.2.9.1.5. If a Motion to impeach is found to be justified, the SWFS Board of Directors will notify the Proficiency Test Program Participants for a Vote to Impeach.
 - 1.2.9.1.6. If a Motion to impeach is found to be unjustified, the SWFS Board of Directors will notify the author of the Motion and decline further action.
- 1.2.9.2** A 2/3 majority of the Wildlife Proficiency Test Program Participants is required to impeach the Board Member in question.
- 1.2.9.3** If the Chair is impeached, SWFS Board of Directors will make a replacement appointment.

1.2.10 Duties of the Subcontractor Lead

- 1.2.10.1** Communicate with the PTB Chair to identify qualified Participants.
- 1.2.10.2** Maintain current file of Participants' Stated Capabilities.
- 1.2.10.3** Oversee collection and processing of materials to be used in Proficiency Test Rounds.
- 1.2.10.4** Oversee Pre-Distribution testing of potential Proficiency Test samples.
- 1.2.10.5** Arrange for Proficiency Test samples to be sent to Participants.
- 1.2.10.6** Collect and compile results from Participants into a consensus Final Report.
- 1.2.10.7** Alert the PTB to any non-conforming work related to the Proficiency Test production.

1.2.11 Duties of the Subcontractor Member

- 1.2.11.1** Document the source of Proficiency Test samples.
- 1.2.11.2** Validate prospective samples according to the SOP.
- 1.2.11.3** Aliquot and package samples for distribution.
- 1.2.11.4** Archive samples for future analyses.

1.2.12 Additional duties may be added as needed according to Section 1.8 Amendments.

1.3 Proficiency Test Schemes

1.3.1 Current test schemes are detailed in the Proficiency Test Program below.

1.3.2 Scheme Design

1.3.2.1 New Proficiency Test Schemes may be proposed to the PTB and must be approved by the SWFS Board of Directors. Schemes generally adhere to one or more of the following features:

- 1.3.2.1.1. *Qualitative scheme* where the objective is to identify or describe one or more characteristics of the proficiency test items.
- 1.3.2.1.2. *Simultaneous scheme* where proficiency test items are distributed for concurrent testing within a defined time period.
- 1.3.2.1.3. *Single occasion exercise* in which proficiency test items are provided on a single occasion in each testing round to each Participant.

1.3.3 New Schemes must:

- 1.3.3.1** Identify the personnel involved in the design and operation of the Proficiency Test

Scheme.

- 1.3.3.2** Adhere to species commonly analyzed among test Participants.
- 1.3.3.3** Identify the characteristics to be analyzed, such as Species Identification, Sex Identification, and Individual Matching.
- 1.3.3.4** Provide the frequency or dates upon which proficiency test items are to be distributed to participants and the deadlines for the return of results by participants.
- 1.3.3.5** Specify the cost of Proficiency Testing to participants.

1.4 Program Operation

1.4.1 Criteria for Participation

- 1.4.1.1** Participants in the Wildlife Proficiency Testing Program must be Members in good standing in the Society for Wildlife Forensic Science (SWFS).
- 1.4.1.2** Participants in the Proficiency Testing Program should be analysts associated with a Laboratory that offers analytical services to law enforcement operations directly related to Wildlife Law Enforcement.
- 1.4.1.3** Existing participants must formally agree to the terms of this document by signing the “Wildlife Proficiency Testing Program Agreement” (Appendix I) and providing a “Statement of Capabilities” (Appendix II: Forms) prior to each testing round.
- 1.4.1.4** Participants in the Wildlife Proficiency Testing Program must be responsible for all applicable fees (Sections 2.4.1, 3.4.1) related to their participation.
- 1.4.1.5** New analysts wishing to participate in the Proficiency Test must make a written request to the Proficiency Test Subcontractor Lead and include a completed and signed “Wildlife Proficiency Testing Program Agreement” (Appendix II : Forms) and a “Statement of Capabilities” form (Appendix II: Forms).
- 1.4.1.6** Upon meeting the criteria outlined above, the analyst will be eligible to receive the proficiency samples in the next round.

1.4.2 Testing Frequency

- 1.4.2.1** Proficiency Tests for a topic area (currently Mammals or Fish) will be administered on an annual cycle.
- 1.4.2.2** Proficiency Tests for the two different topics will be administered at approximately 6-month intervals.
- 1.4.2.3** Notification of upcoming testing will be sent to potential Participants at least one (1) month prior to the Test start date.

- 1.4.2.4** Test materials will be sent to confirmed Participants by the established Test start date.
- 1.4.2.5** Participants will be given at least forty-five (45) working days from the test start date to complete laboratory analysis and reporting requirements.
- 1.4.2.6** Test reports must be received by the Subcontractor Lead (Section 1.2.4.2.1, Appendix I) by close of business on the Test completion date (See Section 1.4.4).

1.4.3 Proficiency Test Procedures

- 1.4.3.1** At least one month prior to the test date, Participants in the Proficiency Program will be asked by the Subcontractor to indicate whether they will be participating in the next proficiency testing round. At that time, Participants will be requested to complete the “Statement of Capabilities” (Appendix II: Forms) and return it to the Subcontractor.
- 1.4.3.2** The Participant will be expected to perform any test that they have indicated they perform in routine casework on their “Statement of Capabilities.” Any qualifications for particular tests should be clearly indicated on the “Statement of Capabilities.”
- 1.4.3.3** In the event of multiple Participants from the same laboratory, samples for the Participants will be shipped as one set to the Participants’ laboratory and will be the responsibility of the Participants’ Laboratory to disseminate.
- 1.4.3.4** Test should be conducted as the Participant would conduct forensic casework, including the use of Technical Review and Administrative Review policies to the extent that those procedures are part of the normal process for that Laboratory.
- 1.4.3.5** Test answers should not be shared before the test deadline. Note: For smaller laboratories with multiple Participants, it is advised that Technical Review be performed after the Reviewer has completed their own test.
- 1.4.3.6** Team analysis of proficiency tests for laboratories that routinely use multiple persons on casework is acceptable and can permit individuals to share credit for the proficiency test to the extent of the performance of their duties. Team test results must clearly identify which Participant performed which part of the testing.

1.4.4 Reporting Procedures

- 1.4.4.1** Reports and signed “Wildlife Proficiency Testing Program Agreement” (Appendix II: Forms) are due to the Subcontractor Lead by close of business on the test due date which will be indicated on the test paperwork. No late reports will be included in the

Final Report.

- 1.4.4.2** Reports may be submitted in electronic format as an email attachment or facsimile transmission in order to meet the reporting deadline.
- 1.4.4.3** Participants that miss two consecutive deadlines will be excluded from further participation and referred to the PTB to determine corrective actions (Sections 1.6.1.5, 1.6.5). The corrective actions will be reviewed and approved by The Board by simple majority before the Participant can be reinstated.
- 1.4.4.4** Test results will remain confidential until after the test completion date.
- 1.4.4.5** The Board will review and approve by simple majority the results of the Proficiency Test once the Subcontractor has collated and e-mailed the results to the Board.
- 1.4.4.6** Test Evaluations will be completed by The Board within thirty (30) days of the test completion date.
- 1.4.4.7** Notification of test results will be sent to the Participant.
- 1.4.4.8** Any Participant that requires the Proficiency Test Provider to provide his/her results to an accrediting body must send a signed Release Form (Appendix II: Forms) to the Proficiency Test Review Board for each individual Report requested by the Participant.

1.5 The Proficiency Test Final Report

- 1.5.1** The results of the Proficiency Program test will be shared with all Participants and their immediate supervisor within ninety (90) calendar days after the test completion date via a document titled Proficiency Test Final Report. The Final Report:
 - 1.5.1.1** Obscures Participants' identities by use of a code.
 - 1.5.1.2** Contains the compiled results reported from all participants.
 - 1.5.1.3** Includes a description of the test design, test objective, and details of the origin of the test samples and results of pre-distribution testing or a statement that the results of pre-distribution testing confirmed the expected results.
 - 1.5.1.4** Includes a brief summary and/or analysis of all results plus any feedback or additional comments by Participants.
- 1.5.2** The PTB will review the contents of the Final Report every two (2) years to look for trends in participant performance that may need to be addressed in future Proficiency Tests.

1.6 Dispute Resolution Process

- 1.6.1** Proficiency Test Board Responsibilities

- 1.6.1.1** Notification to Participant of Referrals to the Board. Reports that warrant referral for The Board’s consideration include:
 - 1.6.1.1.1. Incomplete Reports
 - 1.6.1.1.2. Non-Conforming Reports
 - 1.6.1.1.3. Apparent Inconsistencies
 - 1.6.1.1.4. Late Reports
- 1.6.1.2** Notification of referrals will be sent to the Participant and the Participant’s immediate supervisor within thirty (30) days of the test completion date. Notification of referrals will be sent by electronic mail with a return receipt to allow tracking of the process. If the recipient of a referral requires a hard copy of the notice, it is the recipient’s responsibility to request such from the PTB Chair.
- 1.6.1.3** The Participant will be requested to supply an explanation for the inconsistency on the test that was referred to the PTB. The explanation should be sent to the PTB within thirty (30) days of receipt of the request. Participant response may be sent via electronic mail or facsimile.
- 1.6.1.4** Evaluation of Severity of Referral
 - 1.6.1.4.1. The PTB will determine by simple majority, based upon the Participant’s explanation, whether the referral is insignificant or requires Corrective Action.
 - 1.6.1.4.2. In the event that the PTB reviews the Participant’s explanation and determines there was no inconsistency, the proficiency test will stand as Successfully Completed.
 - 1.6.1.4.3. In the event that the PTB considers the referral to be of concern, the Participant will be asked to prepare a written statement of Corrective Action.
- 1.6.1.5** Coordination with Participant for Corrective Action
 - 1.6.1.5.1. The Participant will be asked to complete a Corrective Action Form to be submitted to the PTB.
 - 1.6.1.5.2. A member of the PTB will be assigned to assist the Participant with the Corrective Action process and serve as liaison with the PTB.
 - 1.6.1.5.3. If the Participant’s Laboratory has an official procedure to deal with corrective actions related to proficiency testing activities, the Participant may submit a written summary of the corrective action and evidence that the procedure was successfully completed.

1.6.1.5.4. If the Participant's Laboratory does not have an official procedure, the Participant should develop a plan that incorporates the criteria outlined on the Corrective Action Form.

1.6.1.5.5. All communications may be conducted via electronic mail. Return receipts are recommended.

1.6.1.6 Authorization of Re-Testing

1.6.1.6.1 Participants who complete all the requirements for Dispute Resolution may request a Re-Test of the Proficiency Test. Re-Testing will be at the discretion of the PTB.

1.6.2 Participant Responsibilities

1.6.2.1 Respond to requests for information from the PTB regarding Referrals for Incomplete Reports, Late Reports, Non-Conforming Reports, and Apparent Inconsistencies within thirty (30) days of receipt of notification from The Board. All communication with the Board must be done in writing, preferably by electronic mail for expediency.

1.6.2.2 In the event that an error is implicated and a Corrective Action is requested, the Participant should provide a completed Corrective Action form (Appendix II : Forms) to The Board within thirty (30) days to demonstrate steps taken to prevent that error from occurring in the future.

1.6.2.3 Laboratories or Participants that fail to respond to the Board within the 30-day period will be excluded from further participation until they take corrective actions or follow the dispute resolution process. The supervisor will be notified that the Participant has been excluded from further participation.

1.6.3 Corrective Action Criteria

1.6.3.1 Nature of the Corrective Action.

1.6.3.2 Detailed explanation from PTB.

1.6.3.3 Description of analytical and reporting areas investigated.

1.6.3.4 Findings of investigation.

1.6.3.5 Description of corrective actions considered and implemented.

1.6.3.6 Description and outcome of remedial activities performed.

1.6.3.7 Description of steps to be taken to monitor and prevent similar offenses from occurring in future casework and Proficiency Tests.

1.6.3.8 Request for Re-test.

1.6.4 Incomplete Reports

1.6.4.1 Participants who do not perform tests that they indicated on their “Statement of Capabilities” will be considered to have an Incomplete test and will be referred to the PTB for review. This does not include results entered as “Inconclusive”.

1.6.4.2 The Subcontractor will identify Incomplete Reports during the process of compiling the consensus report and refer the Incomplete Report to the PTB.

1.6.4.3 The PTB will notify the Participant and the Participant’s immediate Supervisor within thirty (30) days of the test completion date. The Participant will be requested to prepare a written explanation for the Incomplete Report to be returned to the PTB within thirty (30) days.

1.6.4.4 The PTB will determine resolution by simple majority.

1.6.4.4.1. If the PTB determines that no additional action should be taken, the Report will stand as “Successful Completion.”

1.6.4.4.2. If the PTB determines that the incomplete portion of the Proficiency Test falls within the stated duties of the Participant, the Participant will be asked in writing to complete the incomplete portion of the test and submit an amended Proficiency Test within 30 days of the notification date.

1.6.5 Late Reports

1.6.5.1 The Subcontractor will identify Late Reports and refer the Late Report to the PTB.

1.6.5.2 No extensions will be awarded for Participants who cannot complete the Report in the allotted time for the test round.

1.6.5.3 Participants who miss 2 consecutive deadlines will be excluded from further participation and referred to the PTB to determine corrective actions. The corrective actions will be reviewed and approved by the PTB by simple majority before the Participant can be reinstated.

1.6.6 Non-Conforming Reports

1.6.6.1 Participants who perform tests that are not indicated on their “Statement of Capabilities” will be considered to have a “Non-conforming” test and will be

referred to the PTB for review.

- 1.6.6.2** The PTB will notify the Participant and the Participant’s immediate Supervisor within thirty (30) days of the test completion date. The Participant will be requested to prepare a written explanation for the Non-Conforming Report to be returned to the PTB within thirty (30) days.
- 1.6.6.3** The PTB will determine resolution by simple majority.
 - 1.6.6.3.1. If the PTB determines that no additional action should be taken, the Report will stand as “Successful Completion.”
 - 1.6.6.3.2. If the PTB determines that the Participant exceeded their “Statement of Capabilities,” the Participant will be issued a warning and advised to amend their “Statement of Capabilities” to include all routinely performed capabilities in their next testing round.
- 1.6.6.4** If a Participant returns a Non-conforming Report in two consecutive testing rounds, the Participant will be excluded from further participation and referred to the PTB for corrective action. The completed Corrective Action Form will be approved by the PTB by simple majority before the Participant can be reinstated.

1.6.7 Apparent Inconsistencies and Inconclusive Reports

- 1.6.7.1** An Apparent Inconsistency may be:
 - 1.6.7.1.1. A non-consensus result.
 - 1.6.7.1.2. A result reported as “Inconclusive” if the consensus of the Participants reported a result and the analysis falls within the Participant’s stated capabilities.
- 1.6.7.2** When an AI occurs, the PTB will inform the Participant and the Participant’s supervisor in writing within thirty (30) days of the test completion date. The Participant and the Participant’s supervisor then have thirty (30) days to provide a written dispute. Communications may be conducted via electronic mail.
 - 1.6.7.2.1. If the AI is disputed, the Participant should provide a written rebuttal for consideration by the PTB.
 - 1.6.7.2.2. If the AI is not disputed, the Participant will be requested to prepare a written explanation for the AI, and, if an error is implicated, the Corrective Action taken to prevent the error from happening again. The Participant has thirty (30) days to provide this written explanation with a completed Corrective Action Form (Appendix II: Forms).

Communications may be conducted via electronic mail.

1.6.7.3 In the event that the AI is substantiated by the PTB's review of the written explanation and/or rebuttal, the proficiency test will be considered a "Failed Completion".

1.6.7.4 In the event that the participant's rebuttal is upheld by the PTB, the test will be considered "Successful Completion".

1.6.8 Re-Testing

1.6.8.1 Participants who are referred to the PTB for consideration of proficiency test irregularities or errors may be given an opportunity to retake a proficiency test before the next test round.

1.6.8.2 Upon the recommendation of the PTB, and after receipt of a completed Corrective Action Form, the Participant may be issued a new Proficiency Test. The decision to re-test is made by considering the details of the situation as presented by the participant's written explanation. Retesting is not acceptable in the case of a "Failed Completion" result.

1.6.8.2.1. The Proficiency Test Provider will determine the selection of the new samples which may or may not be similar to the last proficiency round.

1.6.8.2.2. The successful completion of the additional proficiency test will serve to meet any necessary quota for number of successful proficiency test completions that may be imposed on the Participant by an accrediting body or laboratory policy in a year.

1.6.8.3 In the event that the AI is determined to be due to inconsistencies in the Test Preparation for that test packet, the Participant will be given an opportunity to retake the Proficiency Test at no extra cost in a timely manner in order to comply with the Participant's testing cycle.

1.6.8.4 If it is determined that a non-conforming event has affected the integrity of a Proficiency Test round, Participants in that round will be notified and a new Proficiency Test will be offered at no expense to the Participants.

1.7 Quality Control

1.7.1 Test Material for use in the Proficiency Tests will be acquired from vouchered specimens and will be muscle tissue.

- 1.7.1.1** Documentation of tissue source, geographic source, and contributing party will be maintained by the Subcontractor. Samples should be identified by an appropriate expert, when possible.
 - 1.7.1.2** Multiple individual samples will be subsampled from the original specimen, placed in individually numbered cryogenic vials, and archived in a segregated and locked ultracold freezer. Access to the freezer will be controlled by the Subcontractor.
 - 1.7.1.3** Species and Sex identity of the vouchered specimen (no sex determination for fish samples) will be confirmed through the use of Pre-Distribution testing.
 - 1.7.1.4** Species source of samples to be included in the Proficiency Tests will be confirmed in Pre-Distribution Testing by at least three independent laboratories before use in a Proficiency Test.
 - 1.7.1.5** Any specimen for which Pre-Distribution testing produces equivocal or inconsistent results will be withdrawn from use in subsequent Proficiency Tests.
 - 1.7.1.6** Results of Pre-Distribution Testing will be maintained by the Subcontractor.
- 1.7.2** Sub-Sampling and Preparation of Test Materials
- 1.7.2.1** Test Materials will be subsampled by Subcontractor members supervised by the Subcontractor Lead. The Subcontractor members will not be involved in the test round for which the samples are being prepared.
 - 1.7.2.2** Each sample to be analyzed shall consist of a sufficient amount of tissue (at least 50 mg) so that a conclusion can be drawn from the results of the analysis.
 - 1.7.2.3** Each Participant in the Proficiency Test round will receive aliquots of the same Test Materials to insure uniformity in Reporting. Test Material aliquots will be packaged in individual labeled microtubes containing beaded dessicant, and placed in individual Ziploc bags. Each set of Test Material samples will then be sealed together in a Ziploc bag for subsequent distribution.
Note: if a lab is running tests for which frozen tissue is required, the lab should notify the Subcontractor in order to receive frozen instead of dessicated samples.
 - 1.7.2.4** Test Material aliquots will be sampled according to Section 3.4 of SWGWILD Standards and Guidelines to maintain the integrity of the samples during preparation.
 - 1.7.2.5** The Subcontractor will retain a portion of each sample used in the proficiency test in the event of a dispute or test preparation error.
- 1.7.3** Packaging and Transportation of Test Materials

- 1.7.3.1** Test Materials will be sent to Participants in appropriate packaging and conditions to maintain the integrity of the Test Materials during transit.
- 1.7.3.2** For laboratories with multiple Participants, the individual laboratory will be expected to be responsible for the distribution of the sample set to individual Participants. The Proficiency Test Provider is not responsible for samples not delivered to the Participants or not stored under recommended conditions after arrival at the intended facility.
- 1.7.3.3** Participants are expected to inspect the contents of the Proficiency Test packages upon arrival and contact the Proficiency Test Provider if samples or documentation are missing. Damaged packages should be brought to the attention of the transit company (e.g. FedEx, UPS), and the Proficiency Test Provider should be notified in case new samples are required.

1.7.4 Non-Conforming Work in Test Preparation

- 1.7.4.1** In the event that the Test Material preparation is determined to be unsatisfactory or erroneous, either through detection of erroneous practices, or through evaluation of test results, the Subcontractor will cease activities related to the distribution of Test Material until the source of the event is determined.
- 1.7.4.2** If an error in test preparation has affected the quality of the test, a written summary of the event and action taken to prevent the reoccurrence of the event will be submitted to the PTB and documented in the Test Records.
- 1.7.4.3** Upon approval of the PTB, the Subcontractor will resume Proficiency Test preparation.
- 1.7.4.4** If it is determined that the error has affected the integrity of a Proficiency Test round, Participants in that round will be notified and a new Proficiency Test will be offered at no expense to the Participants.

1.7.5 Document Security

- 1.7.5.1** Documents for use in the Proficiency Test Program include:
 - 1.7.5.1.1. Charter and Current Schemes
 - 1.7.5.1.2. Wildlife Proficiency Testing Program Agreement (Appendix II: Forms)
 - 1.7.5.1.3. Statement of Capabilities for Test Participants (Appendix II: Forms)
 - 1.7.5.1.4. Corrective Action Form (Appendix II: Forms)
 - 1.7.5.1.5. Proficiency Test Instructions and Reporting Form (Appendix II: Forms)

1.7.5.1.6. Proficiency Test Final Report and Analysis (Appendix II: Forms)

1.7.5.2 All completed forms will be maintained under controlled conditions to maintain confidentiality of test Participants.

1.7.5.3 Test Results will be compiled into a consensus report by the Subcontractor. Test Results will be kept under password control by the Subcontractor on a sequestered server until after the Test Completion Date.

1.8 Amendments to the Charter

1.8.1 If any Participant in the Proficiency Test Program wishes to modify this charter or the schemes, the proposed modifications must be communicated to the Proficiency Test Board Chair in writing.

1.8.2 The proposed modifications will be reviewed by The Board and approved by simple majority before dissemination to the Participants for comment.

1.8.3 The Board Chair will disseminate the proposed modifications to all current Participants.

1.8.4 Participants will have thirty (30) days to respond with comment and feedback, after which The Board will amend or let stand the proposed modifications.

1.8.5 After the comment period, the Board Chair will call for an email vote from the Participants. Participants will be given fourteen (14) days to respond with a Yes / No vote on the proposed changes to the Charter.

1.8.6 Changes will be adopted with a 2/3 majority of Participants in agreement.

1.9 References

Forensic Quality Services. 2012. ISO/IEC 17025 with Supplemental Requirements, Document 11. Revision: July 10, 2012.

International Organization for Standardization. 2010. Conformity assessment – General requirements for proficiency testing. ISO/IEC 17043:2010

SWGILD. 2012. Standards and Guidelines for Wildlife Forensic Analysis. Ver. 2.0.

2.0 Terrestrial Mammal Proficiency Testing Scheme

2.1 Scope

This is a general scheme for a Terrestrial Mammal Forensic Proficiency Test used to provide a reliable method by which participating Wildlife Forensic Laboratories can assess the accuracy and comparability of their technical performance with peer laboratories within the context of a comprehensive quality assurance program. The Proficiency Test evaluates Participant performance against pre-established criteria by means of interlaboratory comparisons. This scheme is designed in accordance with guidelines of ISO/IEC 17043: 2010.

2.2 Objectives

This Scheme is designed to test practitioners who are performing species, individual, and geographic provenance identification for terrestrial mammals in wildlife forensic casework.

2.3 Test Design

2.3.1 Description of testing scheme

2.3.1.1 The Terrestrial Mammal Test is a *qualitative scheme*.

2.3.1.2 The Terrestrial Mammal Test is a *simultaneous scheme*.

2.3.1.3 The Terrestrial Mammal Test is a *single occasion exercise*.

2.3.2 Proficiency may be measured in the following categories:

2.3.2.1 Species Identification

2.3.2.2 Individual Matching

2.3.2.3 Sex Determination

2.3.3 The Terrestrial Mammal Proficiency Test shall be limited to the taxa identified below:

Order	Family	Genus/Species	Common name
Artiodactyla	Cervidae	<i>Cervus elaphus</i>	Elk
Artiodactyla	Cervidae	<i>Odocoileus virginianus</i>	White-tailed deer
Artiodactyla	Cervidae	<i>Odocoileus hemionus</i>	Mule deer and/or Black-tailed deer
Carnivora	Ursidae	<i>Ursus americanus</i>	American black bear

2.3.4 Each Proficiency Test will contain three (3) samples chosen from the list of species in the table in Section 2.3.3.

2.3.5 Testing Round

The Terrestrial Mammal Proficiency Test will be provided on an annual cycle with tests being sent to Participants in the first quarter of the year.

2.4 Fees

2.4.1 The fee for participation in the Terrestrial Mammal Proficiency Test is \$200 US per Report. This fee has been established and approved by the Board of Directors of the Society for Wildlife Forensic Science.

2.4.2 Fees should be remitted with the Proficiency Test Report, according to instructions on the Proficiency Test Reporting Form. All Fees will be directed toward administration and maintenance of the Proficiency Test Program.

3.0 Fish Proficiency Testing Scheme

3.1 Scope

This is a general scheme for a Fish Forensic Proficiency Test used to provide a reliable a method by which participating Wildlife Forensic Laboratories can assess the accuracy and comparability of their technical performance with peer laboratories within the context of a comprehensive quality assurance program. The Proficiency Test evaluates Participant performance against pre-established criteria by means of interlaboratory comparisons. This scheme is designed in accordance with guidelines of ISO/IEC 17043: 2010.

3.2 Objectives

This Scheme is designed to test practitioners who are performing species identification for a variety of teleost fish and sharks commonly encountered in wildlife forensic casework.

3.3 Test Design

3.3.1 Description of testing scheme

3.3.1.1 The Fish test is a *qualitative scheme*.

3.3.1.2 The Fish test is a *simultaneous scheme*.

3.3.1.3 The Fish test is a *single occasion exercise*.

3.3.2 Proficiency may be measured in the categories of

3.3.2.1 Species Identification

3.3.2.2 Geographic Assignment (Salmon only)

3.3.3 The Fish Proficiency Test shall be limited to the taxa identified below:

Order	Family	Genus/Species	Common name
Carcharhiniformes	Carcharhinidae	<i>Carcharhinus brevipinna</i>	Spinner shark
Perciformes	Lutjanidae	<i>Lutjanus campechanus</i>	Red Snapper
Perciformes	Scombridae	<i>Thunnus atlanticus</i>	Blackfin tuna
Perciformes	Centrarchidae	<i>Micropterus salmoides</i>	Largemouth Bass

Salmoniformes	Salmonidae	<i>Oncorhynchus mykiss</i>	Rainbow trout/Steelhead
Salmoniformes	Salmonidae	<i>Oncorhynchus tshawytscha</i>	Chinook salmon
Salmoniformes	Salmonidae	<i>Oncorhynchus kisutch</i>	Coho salmon
Salmoniformes	Salmonidae	<i>Salmo salar</i>	Atlantic salmon
Siluriformes	Ictaluridae	<i>Pylodictis olivaris</i>	Flathead catfish

3.3.4 Each Proficiency Test will contain three (3) samples chosen from the list of species in the table in Section 3.3.3. Participants will be given a list of four (4) of the potential nine (9) species to be included in that Proficiency Testing cycle prior to the test start date.

3.3.5 Testing Round

The Fish Proficiency Test will be provided on an annual cycle with tests sent to Participants in the third quarter of each year.

3.4 Fees

3.4.1 The Fee for participation in the Fish Proficiency Test is \$200 US per Report. This fee has been established and approved by the Board of Directors of the Society for Wildlife Forensic Science.

3.4.2 Fees should be remitted with the Proficiency Test Report, according to instructions on the Proficiency Test Reporting Form. All Fees will be directed toward administration and maintenance of the Proficiency Test Program.

Appendix I: Proficiency Test Board and Subcontractor Lead Contact Information

SWFS Director of Proficiency Testing - Proficiency Test Board Chair

Mary K. Burnham Curtis, Ph.D.
USFWS National Fish and Wildlife Forensic Laboratory
1490 East Main Street
Ashland, OR 97520
mary_curtis@fws.gov
514.488-6522

Proficiency Test Board - Subcontractor Lead:

Doina Voin
USFWS National Fish and Wildlife Forensic Laboratory
1490 East Main Street
Ashland, OR 97520
doina_voin@fws.gov
514.488-6532

Appendix II: FORMS

The following Forms are associated with the SWFS Proficiency Testing Program

1. Wildlife Proficiency Testing Program Agreement (Mammals)
2. Wildlife Proficiency Testing Program Agreement (Fish)
3. Statement of Capabilities
4. Corrective Action Form
5. Proficiency Test Reporting Form (Mammals)
6. Proficiency Test Reporting Form (Fish) (*Pending Completion of First Testing Round*)
7. Proficiency Test Release Form (ASCLD and FQS)

WILDLIFE FORENSIC PROFICIENCY TESTING PROGRAM AGREEMENT

**FOR TESTING YEAR 20XX
MAMMALS**

I, _____, conduct forensic wildlife analysis:

	at Laboratory	for Immediate Supervisor
Name:		
Address:		
Phone:		
Email:		

My capabilities allow me to conduct the following genetic analyses on the four mammal species provided in the Wildlife Forensic Proficiency Testing Program:

MAMMAL SPECIES PROVIDED IN TEST	Level of Identification (check the lowest taxonomic ID capability)			Gender Test (Y/N)	Individual Typing (Y/N)
	Family	Genus	Species		
<i>Ursus americanus</i>					
<i>Cervus elaphus</i>					
<i>Odocoileus virginianus</i>					
<i>Odocoileus hemionus</i>					

NOTE: _____

I agree to the terms of the Wildlife Forensic Proficiency Testing Program Charter and authorize the Wildlife Forensic Proficiency Test Review Board to send the results of the Consensus Report to my supervisor listed above. I have also consulted with the appropriate management personnel at my agency or institution and have received any necessary authorizing signatures to participate in the peer review process inherent in the Proficiency Program.

Signature

Date

Please mail original signed and dated agreement to:

Doina Voin (Doina.Voin@fws.gov)

National Fish and Wildlife Forensic Laboratory

1490 East Main Street Ashland, OR 97520

Fax: 541-482-4989

Phone: 541-482-4191

January 2015

August, 2012

**WILDLIFE PROFICIENCY TESTING PROGRAM AGREEMENT
FOR TESTING YEAR 20XX
FISH**

I, _____, conduct forensic wildlife analysis:

	at Laboratory	for Immediate Supervisor
Name:		
Address:		
Phone:		
Email:		

My capabilities allow me to conduct the following genetic analyses on the four fish species indicated below, provided in the Wildlife Proficiency Testing Program:

FISH SPECIES PROVIDED IN TEST	Level of Identification (check the lowest taxonomic ID capability)			Individual Typing (Salmon only) (Y/N)
	Family	Genus	Species	
<i>Note: four (4) of the nine (9) species available in the Fish Proficiency Test will be chosen for testing in a Particular cycle.</i>				

NOTE: _____

I agree to the terms of the Wildlife Proficiency Testing Program Charter and authorize the Wildlife Proficiency Test Review Board to send the results of the Consensus Report to my supervisor listed above. I have also consulted with the appropriate management personnel at my agency or institution and have received any necessary authorizing signatures to participate in the peer review process inherent in the Proficiency Program.

Signature

Date

*Please mail original signed and dated agreement to:
Doina Voin (Doina.Voin@fws.gov)
National Fish and Wildlife Forensic Laboratory
1490 East Main Street Ashland, OR 97520
Fax: 541-482-4989
Phone: 541-482-4191*

STATEMENT OF CAPABILITIES

Laboratory Name					
Address					
Phone/ Fax					
Affiliation with Public Institution/ Law Enforcement Entity					
Contact Information/ Name of Participant Analysts	e-mail				
Capabilities/ Species of Interest	Species ID	Sex Identification	Individual Matching	No. of Markers	Population Assignment
Analytical Techniques Used					
Software Used					
Other Analyses/ Comments					

**WILDLIFE PROFICIENCY TESTING PROGRAM
CORRECTIVE ACTION FORM**

Participant Name			
Participant Laboratory			
Proficiency Test ID Number			
Nature of the Corrective Action	<input type="checkbox"/> Apparent Inconsistency	<input type="checkbox"/> Analytical Error	
	<input type="checkbox"/> Late Report (> 2 nd offense)	<input type="checkbox"/> Non-conforming test result	
Detailed explanation (by PTB)			
Form Sent Date		Form Due Date	
Describe all areas of the analytical and reporting processes that were investigated.			
What findings resulted from the investigation?			
List all corrective actions that were considered and the action that was chosen to best address the problem.			
Describe any remedial activities performed by the Participant to address the Proficiency Test offense.			
What was the outcome of completion of the remedial activities, if applicable?			
Describe how the finding will be monitored to prevent recurrence.			
Does the Participant request a Re-test opportunity for this Proficiency Test?			

Please sign this form, and attach any additional supporting documentation as needed or requested by the Proficiency Test Board. Return this document to the PTB in the timeframe indicated on your correspondence.

Participant's Signature: _____ Date: _____

Supervisor's Signature (if requested): _____ Date: _____

SAMPLE WILDLIFE PROFICIENCY TEST REPORTING FORM

Wildlife Genetics Proficiency Testing Program – Test # 022112

Lab Code: I3K48M

Scenario

A Wildlife Agent is investigating a poaching incident involving North American elk. The suspect claims the meat in his freezer is coming from one North American elk. All three tissue samples were recovered from the suspect’s freezer.

The Agent requests that the species and gender origins of all submitted evidence be determined. He is also interested in knowing whether the three submitted evidence items are from the same individual animal. It is not known where the poaching incident occurred.

Items Submitted

- Item 1: Tissue from suspect’s freezer.
- Item 2: Tissue from suspect’s freezer.
- Item 3: Tissue from suspect’s freezer.

I. Results of Test for Species Origin

1) Indicate the species source that you identified for Items 1, 2 and 3.

	Species Source	Inconclusive
Item 1		
Item 2		
Item 3		

** Should an item(s) be marked “Inconclusive”, please document the reason.*

2) Indicate the method(s) used to make these identifications.

	Method Used
Presumptive test for blood	
Immunodiffusion	
Cross over electrophoresis	
Isozyme Analysis	
Isoelectric Focusing	
Mass Spectrometry	
DNA Sequence Analysis	
STR Analysis	
Comparative Restriction Analysis	

II. Results of Determination of Gender Origin

Gender determination is not performed on the following species identified in this proficiency test: _____

1) Indicate the gender origin that you determined for Items 1, 2 and 3.

	Gender	Inconclusive
Item 1		
Item 2		
Item 3		

* Should an item(s) be marked "Inconclusive", please document the reason.

2) Indicate the method that you used and the genetic marker(s) that you characterized.

III. Results of Individual Identification

Individual typing is not performed on the following species identified in this proficiency test: _____

1) What could be the minimum number of animals represented in these 3 samples? _____

2) Which samples have the same genetic profile?

3) Indicate the method(s) used to make these identifications.

Method	Genetic Marker(s) Characterized
STR Analysis	

SAMPLE PROFICIENCY TEST FINAL REPORT

Wildlife Genetics Proficiency Testing Program –Test # 022112

Consensus Report 05/02/2012

Test Start Date -02/21/2012

Test Due Date -04/27/2012

This document reports the results of the Wildlife Genetics Proficiency Testing Program. The National Fish and Wildlife Forensic Laboratory was the duty Lab and was responsible for sample preparation, sample verification, distribution, and gathering and reporting the results.

The results are self-explanatory and are divided into three sections:

1. Results of Test for Species Origin
2. Results of Determination of Gender Origin
3. Results of Individual Identification

Each section contains the following:

1. The species source that you identified for Items 1, 2 and 3.
2. The methods used to make these identifications.

Scenario

A Wildlife Agent is investigating a poaching incident involving North American elk. The suspect claims the meat in his freezer is coming from one North American elk. All three tissue samples were recovered from the suspect's freezer.

The Agent requests that the species and gender origins of all submitted evidence be determined. He is also interested in knowing whether the three submitted evidence items are from the same individual animal. It is not known where the poaching incident occurred.

Items Submitted

Item 1: Tissue from suspect's freezer.

Item 2: Tissue from suspect's freezer.

Item 3: Tissue from suspect's freezer.

Wildlife Genetics Proficiency Testing Program Answers:

	Item 1	Item 2	Item 3
Species Origin	Species common name (<i>Genus species</i>)	Species common name (<i>Genus species</i>)	Species common name (<i>Genus species</i>)
Gender Origin	Sex	Sex	Sex
Accession No.	Acc. No.	Acc. No.	Acc. No.
Provider	Sample source	Sample source	Sample source
Original ID	Source ID#	Source ID#	Source ID#

Items 2 and 3 are from the same individual

The results of pre-distribution testing confirmed the expected results.

I) Compilation of Species Origin Results**1 Species Source**

Lab	Item 1	Item 2	Item 3
Participant Code	<i>Reported result</i>	<i>Reported result</i>	<i>Reported result</i>

2 Methods Used

Lab	Methods/ Genetic Marker(s)
Participant Code	Method(s) and Marker(s) used as listed in report

II) Compilation of Gender Origin Results**1 Gender Origin**

Lab	Item 1	Item 2	Item 3
Participant Code	Reported Sex	Reported Sex	Reported Sex

2 Methods Used

Lab	Methods/ Genetic Marker(s)
Participant Code	Method(s) and Marker(s) used as listed in report

III) Compilation of Individual Identification Results

Lab	<i>Individual typing is not performed on the following species identified in this proficiency test</i>	1) What could be the minimum number of animals represented in these 3 samples?	2) Which samples have the same genetic profile?
Participant Code	<i>Results as reported</i>	Results as reported	Results as reported

3 Methods Used

Lab	Methods/ Genetic Marker(s)
Participant Code	Method(s) and Marker(s) used as listed in report

Response Summary Total Participants: 37

Confirmation	Item 1	Item 2	Item 3
Species Origin	37 (100%)	33 (89%)	33 (89%)
Gender Origin	36 (97%)	34 (92%)	34 (92%)
Individual Identification	27 (73%)		

Inconclusive	Item 1	Item 2	Item 3
Species Origin	0 (0%)	4 (11%)	4 (11%)
Gender Origin	0 (0%)	0 (0%)	0 (0%)
Individual Identification	0 (0%)		

N/A	Item 1	Item 2	Item 3
Species Origin	0 (0%)	0 (0%)	0 (0%)
Gender Origin	1 (3%)	3 (8%)	3 (8%)
Individual Identification	10 (27%)		

END OF REPORT

SAMPLE RELEASE FORM

**WILDLIFE FORENSIC PROFICIENCY TESTING PROGRAM
RELEASE OF DATA TO ACCREDITATION BODIES**

TEST #

ASCLD/LAB RELEASE

If your laboratory has been accredited by ASCLD/LAB and you are submitting this data as part of their external proficiency test requirements, have the laboratory's designated individual complete the following.

The information below must be completed in its entirety for the results to be submitted to ASCLD/LAB.

ASCLD/LAB Legacy Certificate No. _____ ASCLD/LAB International Certificate No. _____

Signature _____ Date _____

Laboratory Name _____

Location (City & State) _____

ANSI-ASQ NAB/FQS RELEASE

If your laboratory maintains its accreditation through ANSI-ASQ NAB/FQS, please complete the following form in its entirety to have your results forwarded.

ANSI-ASQ NAB/FQS Certificate No. _____

Signature and Title _____ Date _____

Laboratory Name _____

Location (City & State) _____

Please submit the completed Accreditation Release with each individual report

Revision History Log

This form is used to document the revision history, identifying the author/reviewer and a summary about what was changed from the last version of the document.

Document Identification/ Title/ Version Date: Wildlife Proficiency Test Program Charter/Ver. 09/19/12

Change No.	Section & Comment	Manual Revision Date	Author/ Reviewer

Approval Form

This form is used to document approval of the [Quality Management System Controlled Document](#).

Document Identification/ Title: **Wildlife Proficiency Test Program Charter**

Approval

President: Society for Wildlife Forensic Science



Dee Dee Hawk

Date: 01/12/2015

Approval/ Issuance

SWFS Director of Proficiency Testing

Mary K. Burnham Curtis

Date: 01/12/2015