



**AOAC INTERNATIONAL
COMMITTEE ON METHOD VALIDATION GUIDANCE AND CRITERIA (CMVGC)
TERMS OF REFERENCE**

I. NAME

Committee on Method Validation Guidance and Criteria (CMVGC) — a standing committee of AOAC INTERNATIONAL responsible for developing, maintaining, and harmonizing method validation guidance applied across methods validated in AOAC and published in the *Official Methods of Analysis of AOAC INTERNATIONAL* (OMA).

II. MISSION

To develop, maintain, and harmonize method validation guidance criteria across the OMA Program; to ensure that validation expectations for single-laboratory validation (SLV) and multi-laboratory validation (MLV) studies are scientifically robust and consistently applied; and to align validation guidance with AOAC modernization principles.

The CMVGC serves in an advisory capacity on scientific and technical method validation to OMB and AOAC science programs across the method lifecycle, thereby advancing AOAC's strategic goals and upholding the scientific integrity of the OMA.

III. RESPONSIBILITIES AND DELIVERABLES

The CMVGC shall:

Develop and maintain minimum AOAC Single-Laboratory Validation (SLV) and Multi-Laboratory Validation (MLV) guidelines that establish minimum method validation requirements and expected results criteria for core method categories.

- Develop and harmonize foundational SLV and MLV guidance across core method categories, incorporating relevant legacy guidance, unfiltered notes, and current work in progress.
- Establish minimum validation expectations, including method-specific criteria, calibration models, LOD/LOQ, repeatability, matrix coverage, ruggedness, robustness (applicable to MLV), reproducibility (applicable to MLV), and other elements of scientific rigor.
- Ensure consistency and alignment across AOAC validation guidance by coordinating with relevant committees, supporting scientifically rigorous study design and data interpretation, and reflecting appropriate safety considerations.

- Develop training and instructional resources and identify emerging developments in method validation for potential AOAC application.
- Serve as AOAC's central resource on method validation by providing advice, supporting consistent OMA decisions, and monitoring and recommending new and emerging validation considerations to the OMB.
- Support AOAC's strategic plan and the scientific integrity of the OMA through responsive engagement, active participation in CMVGC activities, and recognition of excellence in method validation service.

Deliverables: AOAC general SLV/MLV guidelines; basic general method validation acceptance criteria for all method types; maintained minimum SLV/MLV guidance documents; modernization-aligned validation templates and training resources; serve as a resource for method validation advice provided to the Association under the oversight of the OMB.

IV. LIFECYCLE RESPONSIBILITIES ACROSS THE OMA

- Align legacy methods with current validation criteria.
- Identify outdated practices, missing performance characteristics, or insufficient study designs.
- Review validation elements on a periodic review schedule.
- Identify scientific advancements, innovative trends, or regulatory compliance and changes requiring updates to validation guidance.
- Assess whether validation deficiencies contribute to repeal considerations.
- Interpret validation guidance to gaps or outdated performance claims.
- Contribute validation-focused matrix categorization and relevant standard definitions.
- Review relevant training and educational information on AOAC method validation requirements.

V. COMPOSITION AND ORGANIZATION

Leadership.

The leadership of the CMVGC shall include a Chair and a Chair-elect. Both roles are vetted and approved by the Official Methods Board (OMB) and are initially appointed for a three-year term.

Chair. The Chair shall be a member of AOAC INTERNATIONAL in good standing and shall also serve as a member on the OMB. The Chair is responsible for setting meeting agendas, presiding over meetings, coordinating guidance development, liaising with related committees and OMB, recruiting members as needed, and submitting the CMVGC's annual report and deliverables.

Chair-elect. The Chair-elect shall be a member of AOAC INTERNATIONAL in good standing and shall support the Chair in carrying out committee leadership duties. The Chair-elect shall

serve in the Chair's role when the Chair is unavailable and shall succeed to the role of Chair at the completion of the Chair's term.

Members.

AOAC will issue a call for subject matter experts to recruit a Chair and members. All applicants for membership in the CMVGC will undergo the OMB vetting process for approval through which the first Chair-elect will be identified. The size of the CMVGC based on the scope of guidance activities and the expertise required, shall not exceed twelve (12) members total, inclusive of the Chair and Chair-elect.

Members shall be appointed for a three-year term with the option for a second three-year term. The Chair and Chair-elect may recommend appointment of members for additional terms based on balance and activity of the group. Terms begin and end with the AOAC Annual Business Meeting. All members must be AOAC members in good standing.

Balance.

The CMVGC shall be composed of qualified volunteer experts representing a balance of the AOAC community across sectors (industry, government, and academia), geographic regions, and reflecting the range of method types within the scope of the OMA.

Subgroups.

Subgroups may be appointed by the Chair, with support from the Chair-elect, as the needs of the CMVGC arise, for example to develop method-type-specific guidance, acceptance criteria, or templates.

Participation.

Members who do not actively participate in CMVGC activities will be recommended for removal from the CMVGC roster by the OMB.

Quorum and Decisions.

When a meeting is held, a quorum shall consist of two-thirds ($\geq 67\%$) of the CMVGC membership present. Decisions of the CMVGC shall be taken by a majority ($> 50\%$) of the total CMVGC membership. In the event of a tie, the Chair shall cast the deciding vote.

Service.

Service on the CMVGC is voluntary and uncompensated. All members are expected to follow AOAC conflict-of-interest, confidentiality, and code-of-conduct requirements.

VII. STAFF LIAISON

The AOAC Executive Director shall assign a member of the staff to serve as staff liaison to the CMVGC.

VIII. LIFECYCLE

The CMVGC is a standing committee of AOAC INTERNATIONAL. Its work continues as long as method validation guidance is required in support of the OMA. The scope, structure, and membership of the CMVGC may be revised by the OMB as AOAC's validation needs evolve.

IX. REVIEW SCHEDULE

These Terms of Reference shall be reviewed every three (3) years, or sooner if significant changes to CMVGC scope or operation are required.

X. DATE ESTABLISHED

2026 (*OMB approved: 11 June 2026; Established by Board of Directors: 25 June 2026*)

XI. DATES REVISED

[Pending]