



SOP TITLE:	Development and Approval of TNI Policies and SOPs
SOP NO.:	1-116 First Part Numerical Designator: 1 = Administration and Support 2 = Consensus Standards Development Program (CSDP) 3 = National Environmental Laboratory Accreditation Program (NELAP) 4 = Proficiency Testing Program (PTP) 5 = National Environmental Field Activities Program
REVISION NO:	1

SOP Approval Dates

	Initial Approval	Revision Date	Review Date
Committee:	NA	NA	[Enter date here]
Program:	NA	NA	[Enter date here]
Policy Committee	6/27/12	9/21/12	[Enter date here]
TNI Board of Directors	NA	10/10/12	[Enter date here]
SOP Effective Date:	6/27/12		[Enter date here]

TABLE OF CONTENTS

1.0 Purpose and Applicability1

2.0 Summary1

3.0 Related Documents1

4.0 Definitions1

5.0 Procedural Section1

6.0 References2

7.0 SOP Approved Changes2

1.0 Purpose and Applicability

This document applies to all Policies and Standard Operating Procedures (SOPs) of TNI.

2.0 Summary

This SOP summarizes the process by how Policies and SOPs are developed, approved and implemented.

3.0 Related Documents

POL 1-100 Creating General Policies for TNI
POL 1-104 TNI Records
SOP 1-100 Format Guidelines for SOPs of TNI
SOP 1-104 Control of TNI Records

4.0 Definitions

Policy:	A formal document outlining the ways in which TNI intends to conduct its administrative affairs and act in specific circumstances. Policy may describe the purpose and objectives of specific operations, activities, services, governance and staff issues. Policies state a course of action to be followed by TNI members or committees.
SOP:	A written document of standard format that details in step-by-step fashion how to accomplish an activity or perform a procedure.
Draft:	A Policy or SOP under development by a TNI committee.
Provisional:	A Policy or SOP that has been approved by a TNI committee, and is being used, but has not gone through the complete review and approval process described in this SOP
Final:	A Policy or SOP that has been reviewed and approved by the process described in this SOP.

5.0 Procedure

5.1 Document Control

Any committee may develop and approve for use a Policy or SOP to help manage its activities. TNI staff may also from time to time develop some administrative procedure or policy.

All such documents must be entered into TNI's Document Control system and assigned an official number when work on the document commences. The committee chair (or his or her designee) must contact the TNI Secretary (or his or her designee) to obtain the official document number.

All SOPs shall conform to SOP 1-100 and shall use the File Naming Convention appended to this SOP. Policies may have an abbreviated style from SOP 1-100, but must use a complete document control system that shows all relevant information.

Copies of Provisional and Final versions of Policies and SOPs will be kept in secure on-line system accessible by the Chair of the Policy Committee, the Secretary of TNI, the Executive Director, and other designated staff, including all TNI Program Administrators. Draft documents being developed by a committee do not need to be controlled in this manner. TNI committees shall establish systems for ensuring the distribution of the latest approved versions of their draft documents.

5.2 Committee Procedure

Once a committee has finalized an SOP, it may be used on an interim basis while it undergoes review by the Policy Committee and the TNI Board of Directors. Such Policies and SOPs must be posted on the committee’s webpage (in the folder Policies and Procedures) with a notation that the Policy or SOP is Provisional. A copy of the SOP must be provided to the TNI Secretary (or his or her designee) and the Chair of the Policy Committee at this time.

5.3 Executive Committee Review

If a committee is part of one of TNI core programs that is governed by an Executive Committee, the Policy or SOP must be reviewed and approved by that committee before it is sent to the Policy Committee.

5.4 Policy Committee Review

The Policy Committee reviews policies and SOPs for conformity with respect to style and for consistency with one another and with the overall mission of TNI. The Policy Committee may return the policy or SOP to the originating committee for additional work or forward the policy or SOP to the TNI Board for review for organizational impact (e.g., legal, fiscal or credibility issues). In performing this review, the Policy Committee neither approves nor rejects a Policy or SOP.

5.5 TNI Board of Directors Review

Once a Policy or SOP has been reviewed by the Policy Committee, if not returned to the originating committee, the document is provided to the TNI Board of Directors for their review and endorsement. Once a Policy or SOP has been endorsed by the TNI Board, its classification changes to Final, and the document is posted on the TNI website in the Policies and SOPs area of the website.

5.6 Revisions to Policies and SOPs

If an SOP or Policy is revised, the revised SOP or Policy **may** need to be completely re-processed according to this SOP. A redline/strikeout version of the SOP or Policy will be provided to the Policy Committee chair who will review the proposed changes and decide whether or not the proposed changes merit such a review. The Approved Changes section of the Policy or SOP will be used to document the date the change was approved by the committee as well as the nature of the change.

6.0 SOP Approved Changes

Prev. SOP No.	New SOP No.	Date of Change	Description of Change
	1-116	5/15/2012	New SOP
	Rev 1	9/21/2012	Revised sections 5.1 and 5.2; added section 5.6; added appendix. Changed Interim Final to Provisional

Appendix A

File Naming Convention for Control Documents

Policies, SOPs, Consensus Standards and Belief Statements will be identified with a unique file name using this convention:

XXX-Y-###-Rev#-Committee-ShortTitle-Status-Date

Where

XXX is a 3 or 4 letter code as follows:

SOP	Standard Operating Procedure
POL	Policy
POS	Position Statement
STD	Consensus Standard
FORM	Forms, including application forms and checklists
GUID	Guidance Document
TNI	TNI Governance Documents

Y is the program number

1	Administration and Support
2	Consensus Standards
3	NELAP
4	PT
5	NEFAP

is a 3 or 4 letter unique identifier, e.g., 115 or ELV1

Rev# is the revision number

Committee is short name or acronym of committee that developed the document

Admin	Developed by TNI staff independent of a committee
Advocacy	Advocacy Committee
Chemistry	Chemistry Expert Committee
CPC	Conference Planning Committee
CSDP	Consensus Standards Development Program Executive Committee
FAC	Field Activities Expert Committee
Finance	Finance Committee
IT	Information Technology Committee
LAB	Laboratory Accreditation Body Expert Committee
LASEC	Laboratory Accreditation System Executive Committee
Micro	Microbiology Expert Committee
NEFAP	National Environmental Field Activities Program Executive Committee
NELAP	National Environmental Laboratory Accreditation Program Accreditation Council
Nominating	Nominating Committee
Policy	Policy Committee
LPTC	Laboratory Proficiency Testing Expert Committee
PTP	Proficiency Testing Program Executive Committee
QS	Laboratory Quality Systems Expert Committee
Radio	Radiochemistry Expert Committee
SSAS	Stationary Source Audit Sample Program Expert Committee
TAC	Technical Assistance Committee

Short Title is a very brief summary of the document title

Date is shown as mm-dd-yy and is the most recent date the document was created or revised.

Status

Draft	SOP or Policy in development by a committee
Provisional	SOP or Policy approved by Committee that developed, but not by TNI Board
Interim	Interim Standard*
Final	SOP or Policy approved by TNI Board
WDS	Working Draft Standard*
VDS	Voting Draft Standard*
FAS	Final Approved Standard adopted by Expert Committee but not implemented into a TNI program*
Adopted	Standard adopted for use within a given TNI program*

*TIA may also be added to signify a Tentative Interim Amendment