



SOP TITLE:	Development of Position Statements
SOP NO.:	1-118 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:	0

Committee:	Advocacy	Approved Date:	11/01/2012
Program:	NA	Approved Date:	NA
Policy Committee Reviewed Date:			2/01/2013
TNI Board of Directors Endorsed Date:			2/13/2013
SOP Effective Date:			11/01/2012

Development of Position Statements

TABLE OF CONTENTS

1.0	Purpose and Applicability	1
2.0	Summary	1
3.0	Related Documents	1
4.0	Definitions	1
5.0	Procedural Section	1
6.0	References	2
7.0	SOP Approved Changes	2

Development of Position Statements

1.0 Purpose and Applicability

This document applies to all Position Statements of TNI.

2.0 Summary

TNI develops Position Statements on select issues of direct relevance to the environmental monitoring community. In addition to an articulation of the Institute's perspective on the issue being addressed, the statement includes background on and an analysis of the issue, the rationale for the position, and, an implementation plan with suggestions for action. Some Position Statements have associated White Papers that provide an expanded discussion of various aspects of the issues addressed by the Position Statement.

Position Statements are far-reaching statements that represent TNI's official stand on issues. Position Statements, developed and adopted through a well defined process, provide the basis for statements made on behalf of TNI before government bodies and agencies and communicated to the media and the general public. Therefore, Position Statements are one tool that TNI uses to put its Vision, Mission, and Goals and Objectives into action.

Position Statements are used in various ways by TNI, as an organization, and by individual members. At a fundamental level, each Position Statement is intended to inform and stimulate engagement by members of TNI.

3.0 Related Documents

POL 1-100 Creating General Policies for TNI
SOP 1-116 Development and Approval Process for Policies and SOPs

4.0 Definitions

Position Statements are developed through consensus to address TNI's stance on significant professional and technical issues of relevance to the environmental monitoring community, in support of and consistent with TNI's Vision and Mission.

5.0 Procedure

5.1 Proposal

Any TNI member or committee may request a Position Statement be developed for a particular topic. The proposal goes to the Advocacy Committee. The proposal must be accompanied by a rationale that answers and addresses key questions about the need for a new statement. At a minimum, this rationale must clearly state the need for this position statement and describe how various TNI audiences and constituents might use the statement to support TNI's Mission and Vision. The format for Position Statements is illustrated in Appendix A.

5.2 Development of the Position Statement

If the Advocacy Committee finds merit in the proposal, it is assigned to an individual or group for development of an initial draft. Assignments can be made to another TNI committee, TNI staff, or an ad-hoc panel assembled for this purpose. The draft Position Statement is then provided to the Advocacy Committee for review and approval.

Once approved by the Advocacy Committee, position statements must be entered into TNI's Document Control system and assigned an official number, prior to forwarding to the Policy Committee for approval.

Development of Position Statements

5.3 Review and Approval

Once a Position Statement has been reviewed and approved by the Policy Committee, the document is provided to the TNI Board of Directors for their review and endorsement. Once a Position Statement has been endorsed by the TNI Board, the document is posted on the TNI website.

5.4 Revisions

If a Position Statement is revised, the revised Position Statement **may** need to be completely re-processed according to this SOP. A redline/strikeout version of the revised Position Statement will be provided to the Advocacy Committee chair who will review the proposed changes and decide whether or not the proposed changes merit such a review. Such a revised Position Statement will retain its original effective date. The Approved Changes section of the Position Statement 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
	1-118		New SOP

Development of Position Statements

Appendix A
Format for Position Statements

Title

Position Statement

Introduction. The introduction is to include statements as to the relevance of the paper to TNI's mission, goals and/or strategic plan. This answers the following questions:

- Why is this topic important?
- Why is TNI addressing this issue?

Background/Definitions. The background makes up the body of the position statement. It should include evidence that supports TNI's position and recommendations. Terms that are not commonly accepted and are used in the position statement must be defined.

Recommendations. This section includes recommendations for specific actions that support the position. This is to be a bulleted list.

Acknowledgements. A list of preparers' names and affiliations should be provided when the statement is submitted for approval and will be published when the position is introduced to the membership.

References. These are to be cited and numbered consecutively as they appear in the text.