



<b>SOP TITLE</b>	<b>Advocacy Document Control</b>
<b>SOP NO.</b>	<b>SOP 1-122</b>
<b>REVISION NO</b>	<b>0</b>
<b>PROGRAM:</b>	<b>Administration</b>

### SOP Approval Dates

	<b>Initial Approval</b>	<b>Revision Date</b>	<b>Review Date</b>
<b>Committee: Advocacy</b>	4/5/2018		
<b>Program:</b>	NA		
<b>Policy Committee</b>	4/20/2018		
<b>TNI Board of Directors</b>	NA		
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## 1.0 Purpose and Applicability

This SOP applies to the development and management of documents that are not a standard, FoPT table, official guidance, committee minutes or a conference presentation.

These procedures apply to documents relating to TNI Advocacy prepared by all TNI committees, boards, subcommittees, work groups, task groups, the TNI Board and TNI staff. They cover the following types of documents, and possibly others: white papers, position statements, press releases, articles, regulatory comments, reports, and official correspondence.

## 2.0 Summary

This SOP provides a defined development and approval process as well as a predictable and established process for placement and retention of documents produced by TNI related to the work of TNI and the support of accredited organizations on TNI's website. This SOP establishes categories of documents, along with the approvals required for each type of document and a system for organizing these documents on the website so that they are readily retrievable. These documents are collectively referred to as Advocacy Documents in SOP 1-104.

## 3.0 Related Documents

SOP 1-104: Control of TNI Documents

SOP 1-118: Development of Position Statements

## 4.0 Definitions

**White paper** - an authoritative report that informs readers concisely about a complex issue. It is meant to help readers understand an issue, solve a problem, or make a decision.

**Position statement** - a statement 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. (SOP 1-118)

**Press release** - a written or recorded communication directed at members of the news media for the purpose of announcing something newsworthy.

**Article** - a piece of writing included with others in a newspaper, magazine, or other publication and published on TNI's website to convey information. (Also includes articles published in conference proceedings.)

**Regulatory comment** – TNI's official response to a regulation proposed by a state or federal agency.

**Report** - an account given of a particular matter, especially in the form of an official document, after thorough investigation or consideration by an appointed person or body.

**Correspondence** – official communication sent or received by TNI, excluding routine email.

## 5.0 Review and Approval Process

a) White papers may be developed and approved by committees or subcommittees. No other prior approval is needed, but the originating committee must notify the Executive Director on completion of the white paper and prior to posting or distribution.

- b) Position statements must be developed and approved in accordance with SOP 1-118.
- c) Press releases may be developed by a committee, such as the Advocacy Committee, or by the Executive Director. There must be at least one level of peer review prior to release. The TNI Board or Board Chair will be notified prior to release.
- d) Articles may be developed by an individual or group of individuals. Articles will be reviewed by the Advocacy Committee prior to submitting for publication or posting on the website. The Advocacy Committee will determine if additional review by others is needed.
- e) Regulatory comments will be developed primarily by the Advocacy Committee with input from expert committees as needed. When the Executive Director determines that comments are significant, there must be full Board review. If there are time constraints or comments are not significant, the Board Chair will review and advise the Board at the next meeting.
- f) Reports are developed by committees or individuals and must be reviewed and approved by the TNI Board prior to posting or distribution.
- g) Correspondence may be developed by the Executive Director, or by a committee. The level of review needed for correspondence will be determined by the Executive Director as appropriate. This does not include routine administrative correspondence.

## 6.0 Posting and Archiving

- a) Approved position statements will be posted on the TNI website in accordance with SOP 1-118.
- b) The Executive Director will determine what communication is official correspondence and should be posted.
- c) All other documents developed and approved under this SOP will be placed on the TNI website under the Advocacy Committee page(s). White papers or correspondence developed by committees may also appear on that committee's webpage.
- d) Documents posted on the TNI website under this policy will be reviewed every five years for continued relevance and applicability. Out of date or superseded documents will be archived in accordance with SOP 1-104.

## 7.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	4/5/2018	New SOP