



SOP TITLE	Committee Application and Membership Tracking Procedures
SOP NO.	SOP 1-125
REVISION NO	0
PROGRAM:	Administration

SOP Approval Dates

	Initial Approval	Revision Date	Review Date
Committee: Policy	04-17-20		
Program:	NA		
Policy Committee	04-17-20		
TNI Board of Directors	NA		
SOP Effective Date:	04-17-20		

1.0 Purpose and Applicability

This SOP describes how The NELAC Institute (TNI) accepts applications for committee membership and tracks Voting Membership on TNI committees.

2.0 Summary

TNI members apply to be on committees using an online application available on the TNI website. The application collects information that is then stored in a database. An application receipt notification is sent to the applicant and copied to the Program Administrator (PA) assigned to the committee of interest. The PA responds to the applicant and tracks progress on the application in the database. The final disposition of the application is noted in the database. If the applicant is placed on a committee as a voting member, the database is further used to track committee membership status.

3.0 Related Documents

ANSI Essential Requirements; Due process requirements for American National Standards.

4.0 Definitions

Stakeholder Group	The default stakeholders groups are defined as (a) Accreditation Bodies (this stakeholder group includes the National Environmental Laboratory Accreditation Program [NELAP]-recognized accreditation bodies, non-NELAP recognized accreditation bodies, the National Environmental Field Activities Program [NEFAP] accreditation bodies, and Proficiency Testing Provider Accreditors [PTPA]), (b) Laboratories (stakeholder group includes commercial laboratories, municipal laboratories, state laboratories, federal laboratories, field measurement organizations, and field sampling organizations), and (c) Other (this group can include federal agencies, regulated industries, and other stakeholder groups such as proficiency testing providers, vendors, contractors, and so forth). Committees may define Stakeholder Groups differently, with the approval of the Board of Directors.
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5.0 Procedure

5.1 Application

- 5.1.1 TNI members can complete a committee member application by accessing the TNI website and clicking on the "Member Page" link, logging in and then clicking on "Join a Committee".
- 5.1.2 The fields that are currently included in the electronic application can be found in Attachment 1. The fields may be expanded or eliminated as appropriate.

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- 5.1.3 The application is submitted to TNI electronically and an automatic response is sent to the applicant and the Program Administrator assigned to the committee of interest. The response thanks the applicant for the application, identifies the Program Administrator (PA) and committee chair and invites them to become an Associate member of the committee of interest.
- 5.1.4 The PA or committee chair reviews the application, may request additional information, and reviews the stakeholder group for accuracy.

5.2. Committee Membership Tracking

- 5.2.1 Membership tracking is done through the same database used to receive applications. The PA enters the information described below into an electronic database.
- 5.2.2 The PA confirms the applicant's active membership status.
- 5.2.3 The PA or committee chair contacts the applicant and provides information about committee membership options.
 - 5.2.3.1 A committee may have reached its maximum number of members and thus only the associate member option is available.
 - 5.2.3.2 Where applicable, an applicant's stakeholder group may put the committee out of balance, thus only the associate member option is available.
 - 5.2.3.3 An applicant may not have as much of the expertise needed by the committee as another applicant. In these situations associate membership is discussed.

Note: Voting membership on the committee shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements.

- 5.2.3.4 A committee has an opening for a voting committee member and the applicant's stakeholder group maintains committee balance as applicable. Interest is confirmed with the applicant and committee procedures are followed for voting in new members on the committee in an expeditious manner.
- 5.2.4 The date the PA or chair contacts the applicant is recorded in the database field in the "Date Application Response Sent".
- 5.2.5 Membership status is entered in the database by the PA in the "Membership Status" field. Membership options are defined in TNI SOP 1-101 (Operation of TNI Committees).
 - 5.2.5.1 V – Voting Member
 - 5.2.5.2 A – Associate Member
 - 5.2.5.3 NA – Not added.
 - 5.2.5.4 AF – Affiliate Voting Member
- 5.2.6 If the applicant is added to a committee, the date of membership is entered into "Membership Status Comments" by the PA and/or TNI staff. If the applicant is not added, the reason why is stated in this same field.
 - 5.2.6.1 If a committee member is moved from an associate member to a voting member or vice-versa, the membership status is updated (see Section 5.2.5) and the date the new status occurred is entered into the "Membership Status Comments" field.
- 5.2.7 If a voting member becomes the Chair or Vice-Chair of the committee, the position title is entered by the PA and/or TNI staff into the "Position" field.

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5.2.8 If the applicant is added to the committee as a voting member, the expiration of their term is entered into the "Term Expires" field. The year the term expires is what is placed into the "Term Expires" field. A "(1)" is placed after the year to signify it is the new member's first term and a "(2)" signifies a second term.

5.2.8.1 If a committee member's term is extended beyond two (2) terms, following committee procedures, the correct term number is placed in parentheses.

5.2.8.2 If term limits are not applicable, then "NA" is entered into this field.

5.2.9 For voting members only, the membership status is updated in the "Membership Status Update" field when the applicant rotates off the committee, resigns or is removed from the committee. The entry includes the month and year the member ceased being a voting member of the committee and the reason is included in the "Membership Status Update Comment" field.

6.0 References

SOP 1-101, Operation of TNI Committees

7.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	04-17-20	New SOP

Attachment 1

The fields included in the electronic application can include the following fields below. *Stakeholder Group* and *Committee(s) of Interest* listings may continue to evolve as committees are developed, expanded or eliminated.

First and Last Name

Email Address

Mailing Address

Phone Number

Committee Interested in Joining

- a) A separate application must be submitted for each committee of interest.
- b) A pop-up box for each committee explains the committee's mission.

Applicant Organization

Stakeholder Group

- a) Laboratory
- b) Accreditation Body
- c) Field Sampling Measurement Organization
- d) Other (PT Provider, consultant, government agency)
- e) PT Provider (PT Expert Committee)
- f) Regulator (Stationary Source Audit Sample – SSAS)
- g) Source Tester (SSAS)
- h) Audit Sample Provider (SSAS)

Committee(s) of Interest

- a) Administrative Committees
 - IT
 - Advocacy
 - Training
- b) Program Committees
 - Laboratory Accreditation System Executive Committee
 - NEFAP Executive Committee
 - Proficiency Testing Program Expert Committee
- c) Expert Committees
 - Asbestos
 - Chemistry
 - Field Activities
 - Laboratory Accreditation Body
 - Laboratory Proficiency Testing
 - Laboratory Quality Systems
 - Stationary Source Audit Sample (SSAS)
 - Microbiology
 - Radiochemistry
 - Whole Effluent Toxicity (WET)

Qualifications

- a) Must attach resume or biography.

Two References

- a) First and Last Name
- b) Organization
- c) Email

Additional Comments