



<b>SOP TITLE</b>	<b>Maintenance of the TNI Glossary</b>
<b>SOP NO.</b>	<b>1-130</b>
<b>REVISION NO</b>	<b>0</b>
<b>PROGRAM</b>	<b>Administration</b>

**SOP Approval Dates**

	<b>Initial Approval</b>	<b>Last Revision</b>	<b>Last Review</b>
<b>Committee: Policy</b>	08/16/2024		
<b>Program: Administration</b>			
<b>Policy Committee Review</b>			
<b>TNI Board of Directors</b>	09/11/2024		
<b>SOP Effective Date</b>	08/16/2024		

Maintenance of the TNI Glossary

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## 1.0 Purpose and Applicability

This Standard Operating Procedure (SOP) describes the process for adding, deleting, and revising definitions of terms used in TNI Documents.

## 2.0 Summary

The TNI Policy Committee is responsible for overall maintenance of the Glossary.

Terms are added to the TNI Glossary in two ways:

1. Any term that appears in the Terms and Definitions of a TNI Standard is added to the Glossary. Expert Committees are responsible for the development and maintenance of consensus standards, including any Terms and Definitions included therein.
2. Any term that appears in the Definitions section of a TNI Policy or SOP is also added to the Glossary. The Policy Committee is responsible for the terms that appear in Policies and SOPs.

## 3.0 Related Documents

TNI Standard – Environmental Laboratory Volume 1 – Management and Technical Requirements for Laboratories Performing Environmental Analysis

TNI Standard – Environmental Laboratory Volume 2 – General Requirements for Accreditation Bodies Accrediting Environmental Laboratories

TNI Standard – Environmental Laboratory Volume 3 – General Requirements for Environmental Proficiency Test Providers

TNI Standard – Environmental Laboratory Volume 4 – General Requirements for an Accreditor of Environmental Proficiency Test Providers

TNI Standard – Field Sampling and Measurement Organization Volume 1 - General Requirements for Field Sampling and Measurement Organizations

TNI Standard – Field Sampling and Measurement Organization Volume 2 - General Requirements for Accreditation Bodies Accrediting Field Sampling and Measurement Organizations

POL 1 – 100, Creating or Revising General Policies and Procedures for TNI

POL 1 – 104, Management of Records

## 4.0 Definitions

N/A

## 5.0 Procedure

### 5.1 Terms developed by Expert Committees

5.1.1 While developing a Standard, an Expert Committee may choose to include a Terms and Definitions section in its Standard. Since the Standard must go through the Consensus Standards Development Process in SOP 2-100, any term appearing in a TNI Standard cannot be modified in the Glossary, except during the Consensus Standards Development Process.

5.1.2 As Standards are being revised, the Consensus Standards Development Program Executive Committee (CSDP EC) reviews any terms and definitions to assure that there are no conflicts within the Standards. If a term is defined in a Standard, any Policy or SOP that uses that term must use the term as defined in the Standard, unless there is a valid justification for an alternate definition.

### 5.2 Terms developed by Policy Committee

5.2.1 Terms that appear in TNI Policies or SOPs are reviewed for consistent usage by the author of the SOP, and again by the Policy Committee when it performs its review prior to approval of a

Maintenance of the TNI Glossary

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Policy or SOP. If a term needs to be changed to the current definition, the Policy Committee makes that change as part of its review.

- 5.2.2 If a new definition is proposed for a term already in use, the Policy Committee determines if the new or existing definition is correct. The Policy Committee may also choose to modify the proposed definition.
- 5.3 A term may have more than one definition to accommodate specific programs' operations, allowing for variants of a definition in a specific situation. In such instances, the definition must clearly identify where it is applicable. This situation may also be addressed by a modifier in front of the term, such as matrix or Quality Systems matrix.
- 5.4 If a definition is changed as the result of a Policy Committee review or input from the Board of Directors, the Policy Committee Chair (or designee) makes conforming changes in all other documents containing that definition and notifies any affected parties. The conforming change does not require a revision to the document in which the change was made, but a line is added to the Approved Changes section of the SOP or Policy to document the change.
- 5.5 To aid in tracking terms, the source of each term is included in the Glossary. However, the source is not an official part of the definition.

**6.0 Records**

- 6.1 The Glossary is maintained securely online and is accessible by the Policy Committee Chair, CSDP EC Chair, the Executive Director and Program Administrators.
- 6.2 The Glossary is published on the website and updated as changes are made.

**7.0 References**

SOP 2-100, Procedures Governing Standards Development

**7.0 SOP Approved Changes**

Revision No.	Effective Date	Description of Change
0	8/16/2024	New Document.