



SOP TITLE	Maintenance of the TNI Glossary
SOP NO.	1-130
REVISION NO	1.0
PROGRAM	Administration

SOP Approval Dates

	Initial Approval	Last Revision	Last Review
Committee: Policy	8/16/2024	6/5/2026	
Policy Committee Review	NA		
TNI Board of Directors	9/11/2024	6/10/2026	
SOP Effective Date	8/16/2024	6/5/2026	

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.

The Glossary is published on the website and updated as changes are made.

3.0 Related Documents

ASTM E-2708, Standard Terminology for Accreditation and Certification

ISO 17000, Conformity Assessment – Vocabulary and General Principles

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

Policy 1 – 104, Management of Records

SOP 1-100, Format Guidelines for Standard Operating Procedures (SOPs) of The NELAC Institute

SOP 1-104, Control of TNI Documents and Records

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

4.0 Definitions

N/A

5.0 Procedure

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5.1 General

5.1.1 Terms from ISO/IEC Standards

If an ISO/IEC definition exists it should take precedent over any TNI definition unless a reason for using the TNI definition exists. Rationale for the change must be documented.

5.1.2 Terms from Other Authoritative Sources

If a definition exists from an authoritative source such as a test method or regulation, it should take precedent over any TNI definition unless a reason for using the TNI definition exists. Rationale for the change must be documented.

5.2 Terms developed by Expert Committees

5.2.1 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.

5.2.2 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 and that justification must be documented

5.3 Other Terms

5.3.1 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 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 and notifies the author.

5.3.2 If a new definition is proposed for a term already in use, the Policy Committee determines whether the new or existing definition is to be used. The Policy Committee may also choose to modify the proposed definition.

5.4 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.

5.5 If a definition is changed as the result of a Policy Committee review or input from the Board of Directors, the Policy Committee develops a recommendation to the Board on how to handle the change. Once approved by the Board, the Policy Committee PA makes conforming changes in all other documents containing that definition and notifies any affected parties. The conforming change requires a revision to the document in which the change was made, and a line is added to the Approved Changes section of the SOP or Policy to document the change. If the Board determines that another course of action is necessary, then that direction is followed.

5.6 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 Format

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- 6.1 The Glossary is formatted with the term in bold, followed by a colon. The definition is not bolded, as a sentence, beginning with a capital letter and ending with a period, even when all elements of a sentence aren't present. The source of the definition follows on a new line in a smaller font.
- 6.2 Acronyms are not used in definitions, nor are they defined as a term. Acronyms that appear in TNI documents are spelled out at their first use in the body of the document, after which the acronym may be used as applicable.

7.0 References

SOP 2-100, Procedures Governing Standards Development

8.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	8/16/2024	New Document.
1.0	6/5/2026	Added a sentence to Section 2 indication the Glossary is published on the TNI website. Moved ISO 17000 from References to Related Documents. Added SOP 1-104 to Related documents. Edited section 5.4 by removing the addition of a modifier to a term. Revised section 5.5 by giving the Board the responsibility to approve any changes to definitions. Deleted section 6 on Records and edited the new section 6 of Format to better define how the Glossary is presented.