



<b>SOP TITLE</b>	<b>Formation of TNI Committees and Task Forces</b>
<b>SOP NO.</b>	<b>1-132</b>
<b>REVISION NO</b>	<b>1.0</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>	9/20/2024	11/19/2025	
<b>TNI Board of Directors</b>	10/9/2024	02/11/2026	
<b>SOP Effective Date</b>	9/20/2024	02/11/2026	

## 1.0 Purpose and Applicability

This Standard Operating Procedure (SOP) gives uniform guidelines for the formation of TNI Committees, and Task Forces (collectively “committees”). This SOP does not apply to subcommittees or work groups that report to a committee as described in SOP 1-101.

## 2.0 Summary

As stated in the TNI Bylaws:

The Board, from time to time, may establish any other groups (a committee or task force) to conduct the business of TNI. In doing so, the proposed group must provide the Board with the committee’s mission, composition, objectives, success measures, available resources, and meeting schedule (*i.e.*, a Charter). The Board reviews, and, if appropriate, authorizes the group to proceed. The activities of each of these groups are reviewed at least annually. The Board has the authority to dissolve a group if its activities are no longer needed or if its goals are accomplished.

This SOP describes the procedures for achieving the elements above.

## 3.0 Related Documents

SOP 2-100, Procedures for Standards Development  
SOP 1-125, TNI Committee Application and Membership Tracking

## 4.0 Definitions

Term	Definition
<b>Administrative Committee</b>	A committee authorized by the TNI Board of Directors to perform administrative duties for all of TNI or the TNI Board of Directors, or to conduct day to day business of the Institute.
<b>Annual Report</b>	A presentation at TNI’s Annual Meeting that summarizes the actions of every TNI committee from the previous year and presents a Work Plan for the upcoming year that is then converted to a published document.
<b>Committee</b>	A committee authorized by the TNI Board of Directors to conduct activities for a specific program.
<b>Committee Chair</b>	A Voting Member elected to direct the activities of a committee.
<b>Committee Charter</b>	A document describing the general composition, mission and measurable expected outcomes and approved by the TNI Board.
<b>Monthly Report</b>	A written report on each committee’s activities contained in the agenda for each Board Meeting.
<b>Program Administrator</b>	TNI staff who provide administrative support to committees and serve at the direction of the Board of Directors and the Executive Director.
<b>Task Force</b>	A group chartered by the Board for a specific activity within a limited time span.
<b>Work Plan</b>	A written document summarizing a TNI committee’s goals and objectives for the upcoming year.

## 5.0 Procedure for Forming a Committee

- 5.1 The need to form a committee may be based on factors, such as:
  - a) the outcome from strategic planning.
  - b) the result of new legislation or regulations that affect TNI’s business.

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Formation of TNI Committees, Task Groups, and Work Groups

- c) to address a grant or other similar award.
- d) comments about TNI standards.
- e) a Board decision based on discussion of a particular topic.
- f) Converting a Task Force into a Committee.

5.2 Creating a New Committee or Task Force

- 5.2.1 Once the need is identified, the TNI Board of Directors assigns a small group to further investigate the need, develop a draft Charter, determine where organizationally the committee should reside, and develop an initial budget.
- 5.2.2 The group reports back to the Board with a recommendation to form, or not form, the committee.
- 5.2.3 After review, the Board makes the final decision on the formation of the committee.
- 5.2.4 Once a committee has been created, and after consultation with the group that developed the recommendation, the TNI Executive Director recruits a committee chair and assigns a Program Administrator (PA).
- 5.2.5 The PA arranges for an announcement of the new committee to the public, updates the TNI Management system to allow individuals to apply by a fixed date, and asks the TNI Information Technology manager to create a committee page on the website. The PA and/or the committee chair may invite individuals to join the committee.

5.3 Converting a Task Force into a New Committee

- 5.3.1 The Task Force develops a draft Charter, determines where organizationally the committee should reside, and develops an initial budget.
- 5.3.2 The Task Force reports back to the Board with a recommendation to form the Committee.
- 5.3.3 After review, the Board makes the final decision on the formation of the Committee.

5.4 Naming convention for committees and programs

5.4.1. The Committee name clearly reflects the mission of the committee.

5.4.2 Expert Committees names may be shortened in official document such as committee minutes or conference programs. For example, the Microbiology Expert Committee is known as Microbiology. Committees that have 3 or more words in the committee name may use an acronym. Other committees should not use acronyms in official documents.

Note: Expert Committees do not use the acronym "EC" to avoid confusion with the Executive Committees.

5.4.3 Executive Committees are named after the program, as defined in the By-Laws. They are referenced as "Program Name Acronym" followed by a space then "EC". For example, the Proficiency Testing Program Executive Committee is PTP EC.

Note: The Laboratory Accreditation System Executive Committee (LASEC) is now named NELAP EC.

5.4.5 Accreditation bodies are referenced as "Program Name Acronym" followed by a space then "AB", except for non-Governmental bodies that accredit laboratories, which are referenced as Non-Governmental Accreditation Body or NGAB.

### Examples

- a) National Environmental Field Activities Program Accreditation Body - NEFAP AB
- b) National Environmental Laboratory Accreditation Program Accreditation Body - NELAP AB
- c) Proficiency Test Program Accreditation Body - PTP AB

## 6.0 Committee Start Up Procedures

### 6.1 Start Up of a New Committee or Task Force

- 6.1.1 Once the deadline for application to join the committee has passed, the PA compiles a list of potential voting members, including contact information and stakeholder affiliation, and, working with the committee chair, sets a date for an initial meeting.
- 6.1.2 At the first meeting of the new committee, the applicants will review all applications together to determine the initial composition of voting members.
  - a) If fewer than 15 individuals applied, all individuals are added to the committee, so long as balance is achieved (where balance is required).
  - b) If balance is not achieved, then the committee chair asks if anyone would be willing to become an associate member in order to achieve balance.
  - c) If more than 15 individuals applied, the committee chair asks if anyone would be willing to become an associate member in order to get the number at or below 15.
- 6.1.3 If membership and balance issues are unresolved, the Chair and PA determine the committee composition.
- 6.1.4 The Committee members serve staggered terms as described in SOP 1-101.
- 6.1.5 Once the committee composition is established, the committee chair initiates committee activities according to SOP 1-101.

### 6.2 Start Up of a New Committee from an Existing Task Force.

- 6.2.1 The Committee members serve staggered terms as described in SOP 1-101.
- 6.2.2 The PA arranges for an announcement of the new Committee to the public, updates the TNI Management system, and asks the TNI Information Technology manager to create a Committee page on the website.
- 6.1.3 Once the Committee composition is established, the Committee chair initiates Committee activities according to SOP 1-101.

## 7.0 References

SOP 1-101: Operation of TNI Committees  
TNI Bylaws

## 8.0 SOP Approved Changes

Revision	Date of Change	Description of Change
0	9/20/2024	New SOP
1	02/11/2026	Added section 5.4 on naming of committees