SOP TITLE	Format and Style Guide for Consensus Standards
SOP NO.	2-103
REVISION NO.	1.0

SOP Approval Dates

	Initial Approval	Revision Date	Review Date
Committee: CSDP EC	NA	11/14/2024	
Program	1/12/2017		
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1.0   Purpose and Applicability

This SOP has been prepared to assist authors in the consistent preparation and presentation of Consensus Standards. This SOP is applicable to all Consensus Standards.

The goal of this SOP is to ensure that relevant documents are in a standardized style and format. Committees are expected to use this document as they develop and publish standards, but Committees have some flexibility to deviate from the guidance provided to reflect the unique attributes of a particular Standard.

2.0   Summary

This SOP describes the format and style to be used for final TNI Standards, when published.

3.0   Related Documents

SOP 1-100, Format Guidelines for Standard Operating Procedures (SOP) of the NELAC Institute (TNI)
SOP 1-104, Control of Documents
SOP 1-116, Development and Approval of TNI Policies and SOPs
SOP 2-100, Procedures for Standards Development

4.0   Definitions

Term	Definition
Informative Annex	Informative annexes provide additional information intended to assist the understanding or use of the document.
Module	A standard that is a chapter within a Volume that is focused on a specific topic and has an assigned expert committee. Example – Chemical Testing
Normative Annex	Normative annexes provide additional requirements to the main body of the document.
Note	Informative text that does not impose a requirement
Section	A primary subdivision of the standard; interchangeable with clause
Source	A reference to the original document for a definition.
Standard	A document that has been developed and established within the consensus principles of TNI and that meets the approval requirements of TNI procedures and has been approved by the Expert Committee. While the TNI Standards are composed of volumes and modules, reference to the standard in this SOP may relate to a volume, a module or a section of a volume or module depending on the activities of the Expert Committee
Volume	A standard related to one identified group. Example – Accreditation Bodies

5.0   Version Control

As a general rule, an individual TNI Standard, consisting of a Volume or optional Module(s), is prepared for specific groups (Accreditation Bodies, Laboratories, etc.) and published as a complete document. In specific cases, and for practical reasons, the Standard may be split into separate chapters (Modules) under the same Volume. This has the advantage that each Module can be changed separately when the need arises. For example:
－   the Standard is likely to become too voluminous,
－   subsequent portions of the content are interlinked,
－   portions of the Standard could be referred to in regulations, or
－   portions of the Standard are intended to serve for accreditation purposes.

The number of a Volume or Module is indicated by Arabic numerals, beginning with 1, for example:

   Volume 1, General Requirements for Field Sampling and Measurement Organizations
   Module 2, Quality Management Systems General Requirements

5.1   File Naming Convention for TNI Standards

TNI Standards are identified with a unique file name using the following convention:

   XX-VY and MZ-xxxx-Rev #

   Where:
   - XX is EL in the Environmental Laboratory sector or XX is FSMO in the Field Sampling and Measurement Organization sector,
   - V means Volume,
   - Y is the volume number,
   - M means module,
   - Z is the Module number,
   - xxxx is the year of passage of the Volume or Module, and
   - Rev # is the revision number.

Examples include the following:

   - EL-V1-2016-Rev 2.0
   - EL-V1M3-2016-Rev 2.1
   - EL-V2M2-2016-Rev 1.1

5.2   Revision Number (Rev #)

5.2.1   A complete revision to an existing Standard, shown by a change in the year of the file name, reverts to Revision 0.

5.2.2   Major changes are indicated by changes in the integer value of the revision number. Note on major changes to a TNI document the decimal value always returns to zero. For example, 1.0 becomes 2.0 or 3.4 becomes 4.0.

5.2.3   Minor changes (editorial, grammatical, etc.) are indicated by changes in the decimal value of the version number. For examples 1.0 becomes 1.1 or 3.4 becomes 3.5.

5.2.4   A minor or major change may reflect a single or multiple changes to the document and a decision as to the significance of the change (minor vs. major) is at the discretion of the Expert Committee but should favor the "major" change approach if questionable.

5.2.5   If disagreement occurs in the Expert Committee as to minor versus major occurs, the decision of the CSDP EC prevails.

5.2.6   All changes are accompanied by the final date of the change.

6.0   Format and Style

The following sections provide detailed information for the formatting of TNI Standards.

6.1 Use of the TNI Logo

The TNI Logo must appear on the cover page of all TNI Standards. The approved TNI Logo is as follows:

The size of the logo may be adjusted to meet the requirements of the document, but the size reduction must reflect only the overall dimensions of the logo without any alterations of proportion.

When printed in color, no other colors other than those utilized in the official logo may be used. Generally, a black and white version of the logo is used for Standards.

6.2   Font Size and Type

Arial 10 point, regular, normal spacing and 100% scale is the default font for body text. Bold type and larger or smaller font sizes are allowed as described in the sections which follow. The ISO/IEC language, upon which the standard is based, is presented in italic font. Other ISO/IEC language used in the standard is not italicized but a reference to that language must be included. Except for the cover page, all text must be in black font and not highlighted.

EXAMPLE OF REFERENCE TO OTHER ISO/IEC LANGUAGE

sampling - selection and/or collection of material or data regarding an object of conformity
        assessment
Note 1 to entry: Selection can be on the basis of a procedure, an automated system, professional
        judgement etc.
Note 2 to entry: Selection and collection can be performed by the same or different persons or
        organizations.
[SOURCE: ISO/IEC 17000:2020, 6.1]

6.3   Cover Page

The cover page of TNI Standards contains the following information.
–   File name, upper right corner, Arial 9,
–   Standard name as defined in section 5.1, Arial 18, white font in black text box, all caps for Volume
     and Title, Capital case for Module,
–   TNI Logo, centered horizontally,
–   Standard Sector (e.g., EL or FSMO), Arial 18, all caps,
–   TNI Standard, Arial 18,
–   TNI name, address, and URL,
–   American National Standard, where appropriate,
–   Copyright language where appropriate, and
–   Draft for committee use where appropriate.

Place a page border on this page only. An example is shown in Figure 1.

Figure 1 - Example of a Cover Page
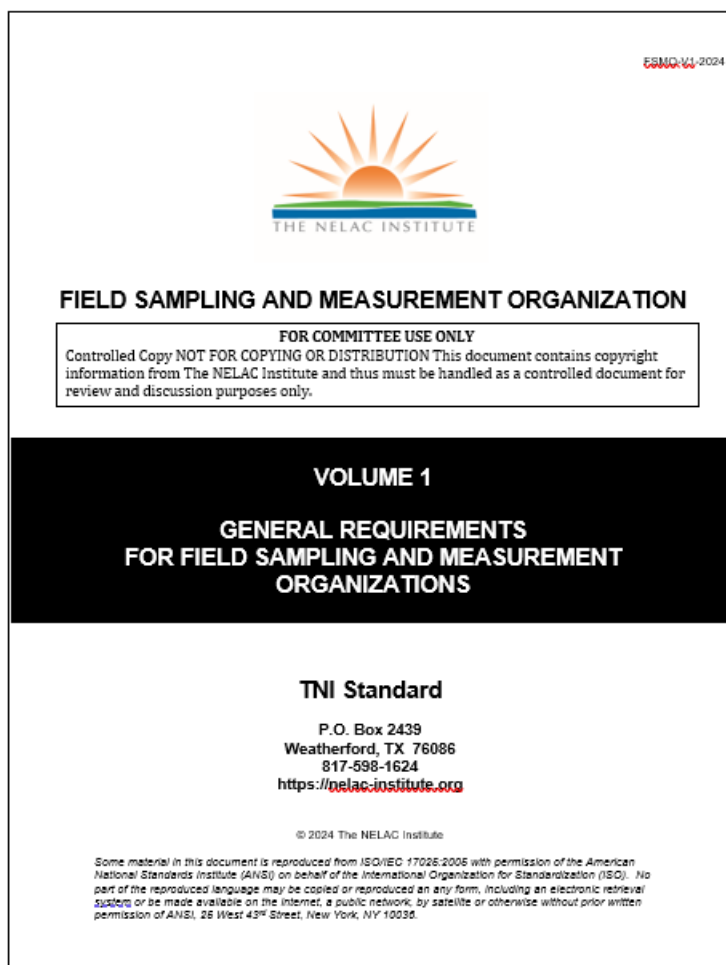
Place a blank page after the cover page with these words: "This page is intentionally left blank."

6.4   Headers and Pagination

All TNI Standards must be accompanied with the appropriate header that must include the phrase TNI Standard, the file name and revision number and a page number with a line underneath.

Pagination should begin with the first page of the standard excluding the cover page. The introductory pages, excluding the cover page (preface, table of contents, etc.) are numbered in lower case roman numerals (i.e., i, ii, iii, iv, etc.). The body of the Standard must be in a format "page _ of _ " (i.e., page 4 of 5) and be positioned at the top of each page below the file name.

An example is shown below.

EXAMPLE OF A HEADER
TNI Standard   EL-V1M1-2009-Rev 1.1   page 1 of 6

6.5 **Introductory Material**

All Standards must have these sections in the introductory material:
– Preface
– Standard Revision History
– Acknowledgements
– Table of Contents

Standards that contain ISO/IEC language may have an Introduction that is ISO/IEC language. If that language does not exist, this section is not required.

If the introductory material ends on an even page number, e.g. iv, no further action is needed. If the introductory material ends on an odd number, a blank page must be inserted to allow for the first page of the standard to be on the left side when printed double-sided.

6.5.1   Preface

This section contains generic language about the use of the standard, the use of italicized text, and other similar language.

6.5.2   Standard Revision History

All TNI Standards have a section before the Table of Contents that shows the following dates as appropriate:
– Approved by Expert Committee
– Draft Standard Published
– Adopted by TNI Program
– Effective Date
– Approved as an American National Standard

Variations on the above list may be used as appropriate. The goal is to show the dates of all critical changes. An example appears below

Standard Revision History	
All Sections	
Action	**Date**
Approved by Asbestos Expert Committee	June 26, 2011
Draft Standard Published for comment on TNI Website	December 28, 2011
Final Standard Released by Asbestos Expert Committee	February 15, 2015
Approved as an American National Standard	December 6, 2016

6.5.3   Acknowledgements

This section recognizes the voting members of the committee (by name) that produced the standard, as well as thanking, in general, the associate members and commenters. Example language is as follows:

TNI would like to thank everyone who contributed to the development of this Standard, whether by serving as a Voting Committee member, Associate Committee member, taking time to submit comments, or offering support or criticism during the process. The following are or were Voting Members of the committee during the standards development process:

[full name, listed alphabetically by last name, in paragraph format separated by commas; include the name(s) of the Program Administrator]

6.5.4   Table of Contents

A Table of Contents is required for all TNI Standards. The table of contents must include all sections, annexes, tables, and figures. Subsections, if included, only extend to one decimal place.

6.6   Introductory Clauses

Before Section 1.0, the Volume and Module number is repeated at the top of page one in Arial 14, Bold, centered horizontally, with a line beneath.

TNI Standards may have the following three introductory sections:
1.   Scope (or Introduction, Scope and Applicability)
2.   Normative References
3.   Definitions

6.6.1   Scope

If an ISO/IEC Standard is used, the section is called Scope and Applicability and the ISO/IEC language becomes 1.1, Scope and any TNI language is in Section 1.2. The TNI language should contain general information. If no ISO language exists, this section is not subdivided.

6.6.2   Normative References (or References)

If an ISO/IEC Standard is used, the Normative References section in the ISO/IEC section becomes 2.1, ISO/IEC References, and any TNI language is in Section 2.2, TNI References. If no ISO language is included, the TNI References section does not need to be subdivided.

6.6.3   Terms and Definitions

TNI terms are alphabetized, sequentially numbered, and appear after any ISO/IEC terms. Terms are presented in bold text followed by the definition. The style should be 0 left, hanging 0.5. Individual terms and definitions are not included in the Table of Contents.

6.6.4   Required Numbering for Technical Modules

Technical Modules 3-7 in the Environmental Laboratory standards all have the same numbering scheme unless otherwise approved by the Consensus Standards Development Program Executive Committee. The sections are:
•   4 – Technical Specialist
•   5 – Method Selection;
•   6 – Method Validation and Verification;
•   7 – Demonstration of Capability; and
•   8 – Technical Requirements

6.7 Numbering and Style of Sections, Subsections, Lists, and Annexes

6.7.1   Section Numbering and Style

Each section must have a title, placed immediately after its number. The section in each volume or module is numbered with Arabic numerals. The numbering is continuous up to but excluding any Annexes. The format is Arial 12 Bold, 0 left, tab 0.5 to section title.

EXAMPLE OF A SECTION TITLE
6.0   Resource Requirements

6.7.2   Subsections

Subsections are numbered with Arabic numerals down to three levels and if needed, down to five levels using alphabetical letters and lower-case Roman numerals. Subsections at any level are not required to have a heading but may have one. Examples are provided below with their styles. Note: This level might need to be increased to left 0.63 if there are 8 characters in a number (e.g., 10.2.6.1).

EXAMPLES OF SUBSECTION NUMBERING (FORMATTING)
Level 1 with Heading: (e.g., 8.0   Title); Arial 11, Bold, Left 0, hanging 0.5.
Level 1 with No Heading: (e.g., 8.2); Arial 10, Left 0, hanging 0.5.
Level 2 (e.g., 8.2.1); left 0; hanging 0.5; paragraph after.
Level 3 title (e.g., 8.2.1.1); Left 0.5, hanging 0.63; paragraph after
Level 3 text (e.g., 8.2.1.1); Left 0.5, paragraph after
Level 4 (e.g., a); left 1.13, hanging 0.25; paragraph after.
Level 5 (e.g. i); Left 1.4, no paragraph unless more than 3 in the list.

EXAMPLES OF SUBSECTION NUMBERING (ACTUAL)

8.0   Technical Requirements

8.2   Quality Control

8.2.1   Quality, Selectivity, and Sterility of Standards, Reagents, Materials, and Media

The laboratory performing the sample analysis, except where specified in Section 8.2.1.4 b) and Section 8.2.1.4 c), must perform and document the quality, selectivity, and sterility of standards, reagents, materials, and media used as appropriate for the analytical method.

8.2.1.1 Sterility Checks – All materials and supplies that are needed to process the sample and are required to be sterile prior to use (whether sterilized in the laboratory or purchased as sterilized) must be checked by the laboratory once per purchased or prepared lot using non-selective growth media as appropriate to include consideration of concentration, time and temperature. Certificates of analysis provided by vendors must be verified by the laboratory and retained in accordance with TNI Module 2 Section 5.6.4.2.a. These checks must include, but are not limited to:

a)   The laboratory must perform a sterility check for each lot of prepared, ready-to-use, media and on each batch of media prepared in the laboratory prior to or in conjunction with first use.

i.   For chromo/fluorogenic media: add media to sterile deionized water and incubate at the appropriate temperature and time.

ii.   For all other media, incubate un-inoculated at the appropriate temperature and time. Where media are made as concentrates (e.g., double strength), then the medium must be diluted to working strength with sterile deionized water before testing.

6.7.3   Annexes

Annexes appear in the order in which they are cited in the text. Each Annex must be designated by a heading, centered horizontally on the page and comprising the word "Annex" followed by a capital letter designating its serial order, beginning with "A", *e.g.,* "Annex A". The heading is followed by the title on a separate line. Numbers given to the sections, subsections, tables, and figures are preceded by the letter designating that Annex. A single Annex must be designated "Annex A".

The status of the annex (informative or normative) shall be made clear by the way in which it is referred to in the text and shall be stated under the heading of the annex.

6.8   Other informative elements

6.8.1   Notes and Examples

Notes and examples integrated in the text of a Standard must only be used for giving additional information intended to assist the understanding or use of the Standard. They must not contain requirements, or any information considered indispensable for the use of the Standard, e.g., instructions (imperative), recommendations ("should"), or permission ("may") can be included in Notes. Consideration can be given to the formation of an informational Annex for presenting examples and/or notes.

EXAMPLE OF NOTE

NOTE: The placement of the unambiguous identifier on the test item container is not considered a permanent record .

6.8.2   Footnotes

Footnotes to the text give additional information; their use must be kept to a minimum. Footnotes must not contain requirements, or any information considered indispensable for the use of the document.

Footnotes are placed at the foot of the relevant page and are separated from the text by a short thin horizontal line on the left of the page.

Footnotes are identified with Arabic numerals, beginning with 1, and forming a continuous numerical sequence throughout the document. The footnotes are referred to in the text by inserting the same numerals, as superscripts, after the word or sentence in question: [1][2][3] etc.

6.8.3   Figures and Tables

Figures and tables should be used when they are the most efficient means of presenting information in an easily comprehensible form. Any figure or table is explicitly referred to within the text.

Figures are designated "Figure" and numbered with Arabic numerals, beginning with 1. Tables are designated "Table" and numbered with Arabic numerals, beginning with 1. This numbering is independent of the numbering of the sections and of Figures/Tables (i.e., there can be both a Figure 1 and a Table 1 in the same document).

The figure and table number and title are separated by an en-dash (–) and centered horizontally above the figure or table as shown in the example.

When a figure is continued over several pages, repeat the figure designation, followed by the title and by "(1 of #)", where # is the total number of pages on which the figure appears. The column headings together with any statement concerning units must be repeated on all pages after the first.

Notes to figures and tables are located below the table or figure in Arial 9, with the word Note preceding.

The first word in the heading of each column or row in a table must be capitalized. The units used in a given column must be indicated under the column heading. As an exception to this rule, when all units are the same, a suitable statement (for example, "Concentration in ug/L") may be placed in the title.

EXAMPLE OF A FIGURE OR TABLE

Table 1 – Minimum Number of Calibration Standards

Type of Calibration Curve	Minimum Number of Calibration Standards[2]
Threshold Testing[1]	1
Average Response	4
Linear Fit	5
Quadratic Fit	6

Notes:
1. The initial one-point calibration shall be at the project-specified threshold level.
2. Fewer calibration standards may be used only if equipment firmware or software cannot accommodate the specified number of standards. Documentation detailing that limitation shall be maintained by the laboratory.

6.9 References

6.9.1   General

References must be made to a particular Standard, Volume, or Section Number (as appropriate) rather than repeating the original source material. References made as described below minimize the risk of error or inconsistency.

6.9.2 References to Standards as a Whole

6.9.2.1 References to other Standards must contain the date and revision number. Use, for example, the following phrases:

- as specified in TNI EL Volume 1, Module 1, Rev. 2.1, 2016;
- see TNI EL Volume 3, Rev. 2.0, 2016.

6.9.2.2 References within an individual standard (module or volume), must use the term "this TNI Standard", except in the introductory texts for the "Normative references" and the "Terms and definitions" sections.

For a document published in separate modules, the following terms are used to refer to individual modules within a volume, as appropriate:

- TNI Module X (reference to one module only);
- TNI Modules X-Z (reference to a series of modules).

Such references are understood to include all amendments and revisions to the document, since they are undated.

6.9.3   References to Sections

Use either "Section", the symbol "§", or neither. When referring to a subsection, do not use the term "subsection". Examples are as follows:

- in accordance with Section 3;
- according to §3.1";
- as specified in 3.1 b);
- details as given in 3.1.1;
- the requirements given in B.2;
- see 6.6.3, Example 2.

If there is a need to refer to an unordered list in another document, the following formulation must be used 'for example, as specified in TNI EL-Volume 1 Module 2, Rev 2.1, 2016, Section 5.1.1 (2nd item)'.

Reference to a figure or table is done in one of the following manners:

– shown in Figure A.6;
– (see Figure 3);
– given in Table 2;
– (see Table B.2).

7.0   Other Specifications

7.1   ISO/IEC Language

7.1.1   TNI Standards that are based on ISO/IEC 17025 must incorporate the entirety of ISO/IEC 17025 (whichever version). Organizations that are accredited to the TNI Standard operate a Quality Management System in conformance with ISO/IEC 17025.

NOTE: There is no requirement that all text of any other ISO/IEC Standard must be kept in total in a TNI Standard.

7.1.2   If any ISO/IEC text is deleted from a TNI Standard, it must be clearly stated that such deletion has occurred, for example, by indicating that a specific section was deleted, or that text within a section was deleted.

7.1.3   TNI may use select ISO/IEC text other than what is found in a current ISO/IEC Standard.

7.2   Common rules and elements

7.2.1   The preferred verb tenses for the TNI Standard are as follows:
* Simple Present Tense (*e.g.,* present, document, prepare, etc.)
* Simple Past Tense (*e.g.,* presented, documented, prepared, etc.)
* Present Perfect Tense (*e.g.,* have/has presented, have/has documented, have/has prepared, etc.)
* Past Perfect Tense (*e.g.,* had presented, had documented, had prepared, etc.)

Use of future tense is not allowed.
Use active voice whenever possible and appropriate. Avoid the use of conditional verbs such as "may," "would," should" or "could."

"Must" is the indication of a requirement, and its use is mandatory (as opposed to the term shall). The use of "shall" occurs in ISO/IEC language and is interpreted as "must" in all TNI Standards.

7.2.2   Organizational Names, Abbreviations, and Acronyms

The spelling of the names of organizations, and their abbreviations, must be as used by those organizations. Abbreviated terms must be used with care, and their use must be limited to those cases where it is not likely to cause confusion.

Acronyms, where used, are spelled out at their first usage only.

7.2.3   Use of Trade Names and Trademarks

A designation or description of a product should be used rather than a trade name or trademark. Proprietary trade names or trademarks should be avoided, even if they are in common use. If trade names or trademarks cannot be avoided, their nature must be indicated, e.g., by the symbol ® for a registered trademark or by the symbol ™ for a trademark.

8.0   SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	01/12/17	
1.0	11/14/24	Complete rewrite.