



SOP TITLE:	Nominations to the TNI Non-Governmental Accreditation Body Recognition Committee
SOP NO.:	3-112
REVISION NO:	1.0

SOP Approval Dates

	Initial Approval	Last Revision Date	Last Review Date
Committee: Policy	4/29/2014	9/6/2024	
Program:	NA	NA	
Policy Committee Review	5/16/2014	NA	
TNI Board of Directors Endorsement	6/11/2014	9/11/2024	
SOP Effective Date	6/11/2014	9/11/2024	

1.0 Purpose and Applicability

The purpose of this standard operating procedure (SOP) is to establish the procedure used by The NELAC Institute (TNI) for the nomination of members to the TNI Non-Governmental Accreditation Body Recognition Committee (TNRC).

2.0 Summary

SOP 7-100 requires the TNI Board of Directors to appoint members to the TNRC. This SOP describes a process whereby a special TNRC Nominating Committee is formed to develop a slate for the Board's consideration of a slate of TNRC members.

3.0 Related Documents

SOP 7-100: Evaluation of Non-Governmental Accreditation Bodies (NGAB) for Accrediting Environmental Laboratories under Recognition by The NELAC Institute (TNI)

4.0 Definitions

Term	Definition
TNRC Nominating Committee	A committee of at least three (3) members who are knowledgeable about the business of The NELAC Institute, and whose role is to develop a slate of candidates for approval.
TNI Non-Governmental Accreditation Body Recognition Committee (TNRC)	A group of five (5) individuals appointed by the TNI Board of Directors to recognize NGABs to accredit applicant organizations to the TNI Standards for environmental laboratories.

5.0 Process

- 5.1 The process used for nomination and nomination application forms are posted on the TNI website. The solicitation period is a minimum of thirty (30) days.
- 5.2 The TNRC Nominating Committee gathers all nomination applications from the full TNI membership.
- 5.3 The TNRC Nominating Committee identifies the candidates from the slate of nominees.
- 5.4 The Chair of the TNRC Nominating Committee contacts potential candidates and determines their willingness to serve, if the individual was nominated by another individual. This step will not be conducted for self-nominations. The TNRC Nominating Committee may request additional information about the qualifications of a candidate if an application is not complete or if it is considered necessary for the decision process.
- 5.5 The TNRC Nominating Committee prepares the slate of candidates. The slate is sent to the Board of Directors for their approval.

6.0 Stakeholder Groups and Balanced Representation

The TNRC Nominating Committee must ensure balance from the stakeholder groups. In all cases, nominees must be chosen from different organizations. Whenever possible, at least one member must be a TNI Board Director, and one member must be from the NELAP Accreditation Council.

7.0 Additional Provisions

- 7.1 The process of identifying candidates starts by filling at least one representative from each stakeholder group. This is then followed by the selection of additional candidates to ensure

representation of individuals from the TNI organizational interests while ensuring balance of stakeholder groups.

7.2 The membership status of the candidate is confirmed by the TNRC Nominating Committee.

7.3 TNRC Nominating Committee members are eligible for positions on the TNRC.

7.4 The term for a TNRC member is 5 years with additional terms allowed, according to this SOP.

8.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
1.0	9/11/24	Changed Nominating Committee to TNRC Nominating Committee to be avoid a conflict with SOP 1-108. Revised Section 6 to clarify that at least one TNI Director and one member of the NELAP AC must be members of the TNRC. Added section 7.4 on terms for this committee. Other minor clarifications were made with no change in intent, including changing all future tense to present tense.