



SOP TITLE:	LASEC Procedure for Addressing Conflicts of Interest
SOP NO.:	3-113
REVISION NO:	1.0
PROGRAM	NELAP

SOP Approval Dates

	Initial Approval	Last Revision	Last Review
Committee: LASEC	6/11/2018	9/28/2023	
Program	NA	NA	
Policy Committee Review	7/20/2018	5/23/2024	
TNI Board of Directors Endorsement		NA (7/10/2024)	
SOP Effective Date	6/11/2018	5/23/2024	

1.0 Purpose and Applicability

This Standard Operating Procedure (SOP) describes how the Laboratory Accreditation System Executive Committee (LASEC) handles Conflicts of Interest (COI) in its activities. The TNI Conflicts of Interest Policy 1-101 states that all TNI members or any person acting on behalf of TNI must not be involved in actions representing actual, potential, or perceived conflicts of interest without disclosure as described in this policy.

2.0 Summary

This SOP details the procedure that LASEC must follow in addressing COI.

3.0 Related Documents

Policy 1-101, Conflicts of Interest
Policy 1-102, Ethical Conduct of TNI Members
Policy 1-107, Membership Code of Ethics

4.0 Definitions

Conflict of Interest (COI)	A condition or circumstance that makes a person unable or potentially unable to act or deliver services impartially resulting from activities or relationships with other persons, or a condition or circumstance that makes a person obtain or potentially obtain an unfair competitive advantage.
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5.0 Identifying Conflicts of Interest

- 5.1 LASEC is a balanced committee composed of members representing three categories of stakeholders, as identified in the TNI Bylaws – Accreditation Bodies, Laboratories, and Other. Within these categories, the committee membership represents as much diversity as possible.
- 5.2 Because of the diversity of the committee’s membership, it is understood that each person may have a particular viewpoint on an issue. This is why TNI imposes the requirement for “balance” in committee membership.
- 5.3 Committee members must declare potential, perceived, or actual conflicts of interest (COIs) when the LASEC takes actions (*i.e.*, votes) on any matter except for routine administrative issues (*e.g.* approval of minutes, new members, or operational documents such as SOPs or Policies).
 - 5.3.1 When a person has doubt whether a conflict of interest may exist, the person must declare the presumed conflict so it can be properly evaluated.
 - 5.3.2 If an individual wishes the nature of his or her conflict to remain private, that person may simply recuse themselves from the issue at hand. Recusal must be effective for both discussion and voting purposes, and the vote recorded as an abstention.
- 5.4 When an actual, potential, or perceived COI is identified, the committee decides if the individual may, or may not, participate in discussion and the subsequent vote.
- 5.5 Any TNI member or agent who undertakes any TNI activity for which an actual, potential or perceived COI exists, without declaring such a conflict in advance, is in violation of this procedure and may be subject to disciplinary action, up to and including dismissal from the committee.

LASEC Conflicts of Interest

6.0 References

None

7.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	5/22/2018	New Document
0.1	9/28/2023	Changed shall to must and minor edits to make §5.3 mandatory.
1.0	5/23/2024	Policy review –Revised section 2.0 to limit scope to LASEC activities; deleted emphasis on the Other category in section 5.1; revised section 5.3 to put the responsibility for declaring a COI on the committee member, not the Chair; revised section 5.4 to not allow the affected individual to participate in the decision of how to participate, deleting the “such as” example and changing to “may or may not participate in the discussion and subsequent vote,” and deleting the rest of the language in the sentence; removed “referral to the TNI Board of Directors” in Section 5.5, as the Board could take no action and the decision rests with the committee; and deleted section 6.0 as this language is covered by Policy 1-101.