



<b>SOP TITLE:</b>	<b>NEFAP Executive Committee General Operations</b>
<b>SOP NO.:</b>	<b>5-101</b>
<b>REVISION NO:</b>	<b>1.1</b>
<b>PROGRAM</b>	<b>NEFAP</b>

### SOP Approval Dates

	<b>Initial Approval</b>	<b>Last Revision</b>	<b>Last Review</b>
<b>Committee</b>			
<b>Program: NEFAP Executive Committee</b>	3/31/2010	7/6/23	
<b>Policy Committee Review</b>	5/4/2010	7/7/23	
<b>TNI Board of Directors Endorsement</b>	8/6/2010	N/A (7/12/2023)	
<b>SOP Effective Date</b>	8/7/2010	7/7/23	

## 1.0 Purpose and Applicability

The TNI National Environmental Field Activities Program Executive Committee (NEFAP EC) meetings are a critical element of NEFAP as it is during these meetings that a number of important decisions are made to assure the success of this program. The procedures established below are to assure that all meetings of the TNI NEFAP EC and committee operations are conducted consistently.

## 2.0 Summary

This SOP details rules for membership participation; how, when, and by whom meetings shall be called; and the circumstances and procedures under which voting shall take place.

## 3.0 Related Documents

None.

## 4.0 Definitions

None.

## 5.0 General Operating Procedures

5.1 The NEFAP EC follows SOP 1-101 (Operation of TNI Committees) unless otherwise noted in this SOP.

5.2 NEFAP Stakeholder Groups

The relevant NEFAP stakeholder groups are:

5.2.1. Accreditation Bodies (ABs) – This stakeholder group includes the National Environmental Field Accreditation Program (NEFAP) recognized ABs.

- a) NEFAP distinguishes between recognized ABs, which would fall under this stakeholder group, and non-recognized ABs – which would be represented in the “Others” stakeholder group. This is a variance from the TNI definition of the AB stakeholder group.
- b) Individuals representing ABs on the NEFAP EC are selected by the AB, not by the NEFAP EC. They are not voted in and are not subject to terms.

5.2.2. Field Sampling and Measurement Organizations (FSMOs) - This stakeholder group includes FSMOs and laboratories from the following categories:

- commercial
- municipal
- state
- federal
- other

- a) FSMOs as a stakeholder group fall under the category of “Laboratories and other organizations directly involved in providing field sampling and environmental measurements”, as identified in TNI bylaws.

Note: FSMO membership should represent FSMOs from public and private FSMOs both large and small covering a variety of field sampling and measurement activities.

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5.2.3. Other - For purposes of defining stakeholder representation, "other" includes non-NEFAP Accrediting Bodies, federal agencies, Proficiency Testing (PT) providers, data users, and other interested parties.

5.3 NEFAP Executive Committee Membership

The Executive Committee (EC) shall consist of no fewer than ten (10) and no more than fifteen (15) members. All NEFAP ABs are members of the NEFAP EC and at least three (3) EC members shall be representatives of FSMOs.

5.4 Voting

All voting will be conducted in accordance with SOP 1-102, Voting Rules for TNI Committees.

**6.0 References**

SOP 1-101: Operation of TNI Committees  
SOP 1-102: Voting Rules for TNI Committees

**7.0 SOP Approved Changes**

Revision No.	Effective Date	Description of Change
0	08/07/2010	New Document.
1	7/6/2023	Updated SOP to include stakeholder information and incorporate changes related to SOP 1-101 and SOP 1-102.
1.1	07/07/2023	Policy edits: Editorial changes, 5.2.3 revised to match Glossary, and repetitive language from SOP 1-101 deleted.