



SOP TITLE	NEFAP Standards Review and Adoption
SOP NO.	5-108
REVISION NO.	1

	Initial Approval	Revision Date	Review Date
Committee: NEFAP EC	06/20/2025	08/20/2025	
Program: NEFAP			
Policy Committee Review	07/18/2025	09/05/2025	
TNI Board of Directors Endorsement		NA (09/10/2025)	
SOP Effective Date	07/18/2025	08/20/2025	

1.0 Purpose and Applicability

This SOP describes the process for review and adoption of accreditation standards for use by the National Environmental Field Activities Program (NEFAP).

2.0 Summary

This SOP details the steps in the review process and the elements that must be considered for an accreditation standard to be adopted for implementation by NEFAP.

The TNI standard for the Field Sampling and Measurement Organization (FSMO) Sector is a two-volume document, Volume 1 (for FSMOs) and Volume 2 (for Accreditation Bodies (AB)). The Field Activities Expert Committee (FAC) is responsible for the periodic review and revision of each volume. The NEFAP Executive Committee (NEFAP EC) is responsible for review and adoption of each volume for use within NEFAP. During a review cycle, an entire volume or portion thereof may undergo revision and be submitted for review to include in the final updated Standard. This procedure applies to review of the Standard, all or in part, and final acceptance and adoption by the NEFAP EC.

3.0 Related Documents

SOP 2-100: Procedures Governing Standards Development

4.0 Definitions

Term	Definition
Expert Committee	A committee whose duties include the development and maintenance of consensus standards.

5.0 Procedure

- 5.1 The NEFAP EC determines whether a standard or a portion within a standard is acceptable for implementation by a NEFAP recognized AB in their accreditation programs by conducting a thorough review.

The NEFAP EC must actively participate in and comment upon standards being developed or modified by the FAC from the on-set of the process and intermittently throughout the process. The NEFAP EC must provide comments during the 60-90 day review periods when DRAFT standards are posted on the TNI website during the development process.

NOTE: Additional comments may also be submitted by an individual.

- 5.1.1 When reviewing a DRAFT Standard during the development process, NEFAP EC members must consider the following in their review. Is it:

- Auditable
- Implementable
- Understandable
- Improvement over previous version
- Clearly written -- only one possible interpretation of the language
- Enforceable
- Clearly defined responsibilities
- Economically advantageous to FSMOs and/or AB

- 5.2 Once a standard is final, the NEFAP EC reviews each standard received from the FAC (after review and acceptance by the CSDP EC).

NEFAP Standards Review and Acceptance

- 5.3 Each NEFAP AB must review the standard to identify any potential barriers to implementation within 30 days from the date of receipt of a request from the NEFAP EC.
- 5.4 The result of each AB's review is sent the NEFAP EC. The NEFAP EC must review the Summary of Recommended Changes and Response to Comments summaries that were developed and posted on the TNI website during the revision or development of a standard.
- 5.5 The standard being considered for acceptance is reviewed by NEFAP EC members and discussed at a meeting of the NEFAP EC. This discussion includes at least the following:
- a) how the new version differs from the current version, if one exists,
 - b) the advantages and disadvantages of the new standard,
 - c) the items listed in section 5.1.1 and
 - d) any obstacles identified during the NEFAP AB reviews.
- NOTE: The NEFAP EC may request the Chair of the FAC to make a presentation of the changes to a revised standard.
- 5.6 Any obstacles that cannot be resolved are summarized to include concerns and potential solutions. The summary is sent to the Chair and the Program Administrator (PA) of the FAC and the Chair and PA of the CSDP EC.
- 5.7 Within 60 days of receipt of unresolved obstacle, the FAC must respond to the NEFAP EC with a proposed solution, which could be:
- a) a commitment to revise the standard to address the concern,
 - b) a decision with rationale not to revise the standard, or
 - c) a commitment to develop guidance to address the issue.
- 5.8 If all obstacles are resolved, the NEFAP EC Chair presents the document for voting. A vote is conducted by the NEFAP EC in accordance with SOP 1- 102 (Voting Rules for TNI Committees). A Super Majority vote is required.
- 5.8.1 Criteria for adoption of a revision to a standard, or any portion of a standard, are:
- a. It represents an improvement over the current standard, and
 - b. There are no obstacles to implementation by the currently recognized NEFAP AB.
- 5.9 Each AB must submit an expected implementation date to the NEFAP EC within 30 days of a final vote for adoption of a standard. FSMO implementation timing should be considered by the NEFAP AB when determining this date.
- 5.10 Upon adoption of the revised standard, the NEFAP EC sets an implementation date within 45-60 days after the vote to adopt. Factors that must be considered:
- 5.10.1 Implementation time frame needed by NEFAP AB.
- 5.10.2 Timing needed to complete implementation tools and training to assist with implementation.

6.0 References

SOP 1- 102: Voting Rules for TNI Committees

7.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
--------------	----------------	-----------------------

NEFAP Standards Review and Acceptance

0	6/20/25	New SOP.
1	8/20/25	Changed future tense to present tense throughout. Revised the definition of Expert Committee by adding the word consensus and deleting 2 process sentences Revised Section 5.1 by making the first sentence lead off by stating the EC conducts a thorough review. Removed the rest of the language in this section, making it a separate paragraph and indicating the participation in the development process is not optional. Changed "should" to "must" in 5.1.1. Removed the clause about consistency with regulations from 5.2 and deleted the next sentence about the composition of the committee. Revised and shortened 5.3 and clarified the NEFAP AC requests a review by Abs. Revised 5.4 to make this activity mandatory. Changed 5.5.1 to be a Note. Eliminated 5.10.2 as this action is covered in 5.9. Many other minor edits for clarity with no change in intent. "Issue" changed to "obstacle" in sections 5.6, 5.7 and 5.8.