



SOP TITLE	Development of a State of National Accreditation Report
SOP NO.	1-134
REVISION NO	0
PROGRAM	Administration

SOP Approval Dates

	Initial Approval	Last Revision Date	Last Review Date
Committee: Advocacy	09/03/2026		
Program			
Policy Committee Review			
TNI Board of Directors Endorsement	09/09/2026		
Effective Date	09/03/2026		

Development of a State of National Accreditation Report

1.0 Purpose and Applicability

This document applies to the creation and distribution of a State of National Accreditation report.

2.0 Summary

TNI creates a State of National Accreditation report (report) to periodically update the environmental monitoring community on activities taken by TNI to promote and establish national accreditation programs and related activities. Each report is used in various ways by TNI, as an organization, and by individual members. At a fundamental level, each report is intended to inform and stimulate engagement by members of TNI as well as the broader environmental monitoring community.

A new report is generated at least once every three years or any time there is a significant change in TNI's national accreditation efforts..

3.0 Related Documents

SOP 1-104 Control of TNI Documents

SOP 1-116 Development and Approval Process for Policies and SOPs

4.0 Definitions

[Reserved]

5.0 Procedure

5.1 Initiation of the Effort

The TNI Advocacy committee, as part of their annual plan of work, determines when a new report should be created based on the timing of the previous report as well as any significant changes that may have occurred. This decision is communicated to the TNI Board of Directors as part of the annual report.

5.2 Collection of Information

The Advocacy Committee Program Administrator provides a copy of the previous report to each Executive Committee Chair, Executive Committee Program Administrators, and the Executive Director. Each Executive Committee Chair, working with their Program Administrator, drafts a new section for their program highlighting any accomplishments and plans since the previous report. The TNI Executive Director is responsible for addressing any other accomplishments and plans, including any organizational changes.

While there is no set time for completing this step, the goal is to have a draft report in three months and a final report in six months.

At any time, the Advocacy Committee may decide that additional information is needed and may assign an individual to collect the information with schedules modified accordingly.

5.3 Review, Approval, and Distribution

Once a report has been reviewed and approved by the Advocacy Committee, the document is provided to the TNI Board of Directors for their review and endorsement. Once a report has been endorsed by the TNI Board, the document is posted on the TNI website, a copy is provided to all TNI committee chairs, TNI Ambassadors, representatives from non-NELAP states, selected individuals from EPA, and others as

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determined by the Advocacy Committee, including trade organizations and regional laboratory associations.

6.0 SOP Approved Changes

Revision No.	Effective Date	Description of Change
0	9/4/2026	New SOP