TNI Stationary Source Audit Sample Expert Committee (SSAS)
Meeting Summary

November 2, 2020

1. Roll call and approval of minutes:

   Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on November 2, 2020, at 2:30pm Eastern. Attendance is recorded in Attachment A – there were 5 committee members present.

   Minutes will be prepared and reviewed by email.

2. Announcements

   - SOP 6-100 was placed on the TNI Board's agenda for notification and option to review in October, but they did not get to it. It will be on the November agenda.
   - Reminded people to give thoughts and input into possible "Air and Emissions" FoPT table.

3. Discussion with ERA Regarding Audit Availability

   Michael Klein had a discussion with ERA and EPA. ERA upper management would like to shut down the program, but they aren't right now. Demand is low. Only 20 audits this year and there was concerns whether they could keep up with all the rules with so few audits.

   Sheri thinks they are using up batches they have. Michael K. said they are still making multiple lots, but only 3 or 4 instead of 7.

   What happens if ERA stops making audits. There will be an empty program … it doesn't have any providers. If ERA does not continue to produce audit samples, Sheri thinks we should still finish the work the Committee has started. We are hoping to do the pilot study and that is why we were pushing on the SOPs.

   Michael talked to the EPA about the notice and asked what are they doing with the feedback. Ned wasn't available to answer any questions. This was on a monthly call that won't occur again until the first Monday of December.

   Sheri is asking if the Committee should start meeting 1x per month.

   What are the stumbling blocks?

- Needing to have all the concentrations on hand without them expiring. Gregg noted that this was because of EPA requirements. Having all this on-hand is a lot of inventory. When they expire they are waste and it is financial loss. There was a suggestion for language change in Module 1 that will help with this.
- Paperwork is a hurdle too.
- Making the audits more like PTs would make it easier for providers. Gregg noted they look at individual events - so PTs wouldn't work.
- Need to look at ways to run the program, but is it possible to reduce the cost?

If audit samples are no longer provided, would running PTs be better than nothing. Many air labs already run PTs that are not on a TNI FoPT table, but other labs do not. Sheri's lab does not run any PTs.

If EPA continues to require 2 providers, there is a good chance it will go completely away. Tom previously noted that he was told it could take 3 years for EPA to change the requirement to 1 provider if they chose to do that. They'd have to figure out a way to speed it up.

There were a lot of things expected from the Program that never happened. There are no gaseous samples. It was supposed to audit the tester and lab.

One comment made was that EPA doesn't require a minimum of two providers for PT samples, so why is it required for audit samples?

Ilona reviewed options on how to speed up the process to put SSAS in a better spot to attract another provider. SOPs are essentially done and then we need to plan a public webinar for Modules 1, 2 and 3. The Possible Changes Summary table will need to be reviewed before we can send out notifications for a public meeting. Sheri also mentioned that there is a summary and a checklist for 6-101 that she has worked on. These still need to be reviewed.

Sheri is willing to go through 6-101 with one last critical eye. She will send it to everyone with a goal to finalize this SOP at the November 16th meeting. This would then give time to review the Change Summaries to finalize them for a public meeting. Plan for end of February for a public meeting? Sheri could add this to the SES newsletter article.

If the Committee drops to one meeting a month starting in 2021, they will meet on January 19th (Tuesday) due to the holiday on Monday.

There was general agreement to push through and plan for a public meeting for February 16, 2020.

The public webinar gives an opportunity to talk about the pilot study too.

Sheri had an abrupt emergency and the call had to close. This topic will be finished at the next meeting on November 16th.

4. New Business.

    None.

5. Action Items

    Action items were updated and can be found in Attachment C.

6. Next Meeting

    The next meeting will be November 16, 2020 at 2:30pm Eastern. Ilona will send out a WebEx invitation the day of the meeting.

    Action Items are included in Attachment C and Attachment B includes a listing of reminders.

    Sheri adjourned the meeting at 3:50 pm Eastern.

Attachment A

Participants
TNI
Stationary Source Audit Sample Expert Committee

Members	Rep	Affiliation	Contact Information
Sheri Heldstab (2021*) CHAIR **Present**	Lab	Chester LabNet	sheldstab@chesterlab.net
Tom Widera (2023*) VICE-CHAIR **Absent**	Lab	Pace Analytical	Thomas.widera@pacelabs.com
Ilona Taunton, Program Administrator **Present**		TNI	Ilona.taunton@nelac-institute.org
Ed MacKinnon (2022) **Absent**	Other	TRC Env Corp (Stationary Source Tester)	emackinnon@trcsolutions.com
Gregg O'Neal (2023) **Present**	AB	NC DAQ	gregg.oneal@ncdenr.gov
Katie Gattis (2023) **Absent**	Lab	Element One Inc.	katie.gattis@e1lab.com
Michael Klein (2023) **Present**	AB	NJ DEP	michael.klein@dep.nj.gov
Michael Schapira (2021*) **Present**	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Bill Guyton (2023*) **Absen**	Other	ERM (Tester)	bill.guyton@erm.com
Brian Miller (2024*) **Absent**	Other	ERA (Provider)	brian_milller@waters.com
Patrick Selig (2024*) **Absent**	Other	ANAB (AB/PTPA)	pselig@anab.org

Attachment B

Backburner / Reminders
Stationary Source Audit Sample Expert Committee

	Item	Meeting Reference	Comments
1	Update SES conference poster and FAQ for possible use at 2021 conference.	3/16/20 4/6/20	
2			

Attachment C: SSAS Committee Action Item Summary – 2020

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
1	Find out which group in EPA is helping the Microbiology FoPT Subcommittee crunch numbers for limits.	SOP 6-100	Sheri	2/12/18	3/19/18	4-20-20		No longer needed. Working with Shawn Kassner and Carl Kircher from Chemistry FoPT Subcommittee.
2	Prepare general summary of what the committee plans to change in the current Standard and why. First DRAFT. – For Public Webinar	SSAS Vol 1 All Modules	Sheri	4/23/18	4/23/18		None	In progress. [discussed and agreed to "on hold" again 2/18/20] [On hold until SOP 6-100 & 6-101 completed]
3	Send ideas on Storage Condition issue to Tom so he can summarize them for an agenda item in July.		Committee	6/18/18			Brian Miller	[On hold until SOPs 6-100, 6-101, & 3 modules completed]
4	Develop SOP 6-100: Conducting Pilot Studies for New Concentration Ranges and Acceptance Limits for Source Sampling Audit Samples	SOP 6-100	Committee	1/22/19	5/7/18	5/4/20	None	4/6/20: Final Draft review by Committee – sent clean and track changes copy. 4/20/20 – completed review, fix pagination and double check glossary, then send to committee for vote on 5/4/20. Unanimous Committee vote in the affirmative on 5/4/20. Ilona sent to Policy, Policy finished review 9-4-20.

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5	Get CRA posted on TNI website.	SOP 2-104	Tom/Ilona	8/6/19	8/6/19	Complete	TNI IT	Request resent on 1/6/20.
6	Request Extension for Tom and Katie's membership terms.		Tom/Ilona	12/16/19	12/16/19	1/7/20	Paul Junio – CSDP Chair	
7	Develop SSAS Audit Sample Provider Accreditor Checklist for evaluation.		Tom/Ilona	1/6/20	1/6/20	1/10/20		Checklist complete 1/10/20. Submitted to Ilona.
8	Work with Shawn Kassner and Carl Kircher on calculations for audit sample limits.	SOP 6-100	Sheri	1/21/20	1/21/20	5/4/20		2/18/20: Shawn doesn't have formula but will help with consistency between SOPs 4-101 and 6-100. 3/2/20: Need to meet with Carl and Shawn to discuss to discuss statistics in SOP 6-100. 4/6/20: Send Appendix A to Carl for review. 4/20/20: Did not hear back from Carl/Shawn/Eric review request. 5/4/20: Still have not heard back. 5/4/20: Committee voted to adopt SOP 6-100. Ilona to send to Policy Committee.
9	Poster for SES Conference		Committee	2/3/20	2/6/20	3/27/20	Tatum Strickler of SES	Poster abstract submitted to SES 2/6/20 Poster submitted to SES 3/14/20 FAQ completed 3/27/20 (2020 conference canceled 3/15/20) Documents will need to be updated for 2021 Conference – move to Backburner.

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10	Presentation for the Air Section of the NEMC conference in August re: current SSAS activities.		Sheri	2/6/20	2/6/20		Deb Gaynor of NEMC Maria Freidman of TNI	Abstract submitted 2/7/20 pptx file submitted 7/13/20 Presented on 8/4/20
11	Current charter needs to go up on TNI website.		Tom/Bob Wyeth	2/18/20	2/18/20	5/11/20	William	Bob found updated charter dated 5/26/17. Ilona emailed William for update 4/20/20. Website updated between 5-4-20 and 5-11-20.
12	Short blurb to SES newsletter re: SSAS activity.		Sheri	1/22/20	3/2/20	3/27/20	Yves Tondeur of SES	submission date to hit 1Q20 SES Newsletter 4/1/20 3-27-20 submitted. 4-15-20, gone to print.
13	Review and update SOP 6-101: SSAS Table Management	SOP 6-101	Committee	1/21/2019	5/9/18			In Progress – renewed project 5/4/20

Ilona to email Mei Beth to ask about new analyte codes for SSAS table. On hold until IT completes SOP. Next Policy meeting is 11/6/20.

7/6/20. IT Committee reviewing/updating SOP on analyte codes 9-21-20 (discussed in Policy 9-18-20).

7/6/20: Include checklist at the end of the SOP for what the committee needs to review/consider. |
| 14 | Review SSAS table control limits | SSAS Table | Committee | 2/18/20 | | | | [On hold until after SOPs & Modules sent to respective committees for approval] |

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15	Update SSAS Charter	SSAS Charter	Sheri	2/18/20				[On hold until after TNI's Strategic Plan is finalized.] 7/20/20: SOP 6-101 5.3.3. Management of the SSAS table is part of the responsibilities of the committee. Needs to be added to the charter.
16	Send Sheri a copy of "to do list" that other committees use.		Ilona	3/2/20	3/2/20	4/20/20		This document converted from Sheri's Excel "to do" list to match other committees' Action Tables.
17	Consider contacting PT Providers about providing Audit Samples after more procedures and modules are complete.		Committee	2/18/20			PT Providers	[On hold until after SOPs & Modules sent to respective committees for approval]
18	Vote in new membership. Seek approval from CSDP Chair.		Committee	4/20/20	4/20/20	5/1/20		Voted in Bill Guyton. Approval from CSDP EC 5/1/20
19	1Q20, 2Q20, 3Q20, 4Q20 SES newsletter blurb		Sheri	4/27/20			Yves Tondeur of SES	Submission due 4/1/20 – done Submission due 7/1/20 –done Submission due 10/1/20 – done Submission due 1/1/21
20	Update email & WebEx lists		Sheri/Ilona/Tom	8/5/20	8/24/20	9/22/20		Sent corrections to CSDEC 8/17/20 Sent corrections to Ilona 9/22/20
21	Vote in new member (Brian Miller). Seek approval from CSDP Chair.		Sheri	8/24/20	8/24/20	8/24/20		CSDEC approved 8/24/20

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22	Have SSAS Table w/same format as FoPT's re: current, future, rev# & effective date	SSAS Table	Sheri/Ilona	8/24/20				8/24/20 Sheri will look into this as IT activities slow down. 9/21/20 Work w/Ilona on this
24	Vote on new member (Pat Selig)		Sheri	9/22/20	10/5/20	10/5/20		CSDEC approved 10/5/20
25	Update TNI SSAS Committee info on TNI website		William	9/22/20	6/1/20			Emailed to add Bill to TNI website 6/1/20- emailed again 7/27/20, 8/24/20 Emailed to add Brian and fix Tom's info 8/24/20, add Pat Selig. Discussed w/Ilona on 9/21/20. William backlogged.
26	Discuss possibility of FoPT for SSAS		PTPEC meeting (possibly end of 2020?) Shawn Kassner	9/22/20				Discuss possibility of creating FoPT for "Air & Emissions"
26	Fix "Matrix" → "Quality Systems Matrix" on SSAS Table	SSAS Table	SSAS Committee/William	9/24/20				"Matrix" header of SSAS Table not in agreement with glossary term or with SOP 6-101. 10/19/20 - The CSDP EC said to "make a new definition if needed" during their 10/8/20 meeting.
27	Biennial Review	SSAS Table	SSAS Committee	10/5/20				Review SSAS table every 2 years.
28	Review SSAS Modules to prepare for Public Meeting.	Modules 1, 2, and 3	SSAS Committee	10/19/20				10/19/20 - The TNI Lab Standard does specify that PT Providers need to supply data for calculating limits. Does the SSAS Standard have something similar? Should take a look at this when the Standard update is started again.

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29	Public Meeting tentatively set for mid February.		SSAS Committee	11/2/20				Further discussion on 11/16/20.