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

May 4, 2020

1. Roll call and approval of minutes:

   Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on May 4, 2020, at 2:30pm Eastern. Attendance is recorded in Attachment A – there were 7 committee members present. Associate(s): Bill Guyton Guest(s): Stan Tong and Eugene Chen.

   A motion was made by Gregg and seconded by Katie to approve the January 6, 2020 minutes as written. Vote: Unanimous. The motion passed.

   A motion was made by Katie and seconded by Michael Klein to approve the January 21, 2020 minutes as written. Vote: For. Against: 0 Abstain: 1 (Gregg). The motion passed.

   A motion was made by Gregg and seconded by Mike Schapira to approve the February 18, 2020 minutes as written. Vote: Unanimous. The motion passed.

   A motion was made by Mike Schapira and seconded by Katie to approve the March 2, 2020 minutes as written. Vote: For. Against: 0 Abstain: 1 (Michael Klein). The motion passed.

   A motion was made by Katie and seconded by Mike Schapira to approve the March 16, 2020 minutes as written. Vote: For. Against: 0 Abstain: 1 (Michael Klein). The motion passed.

   A motion was made by Mike Schapira and seconded by Gregg to approve the April 6, 2020 minutes with an editorial correction to change Anova to ANOVA. Vote: Unanimous. The motion passed.

   A motion was made by Gregg and seconded by Mike Schapira to approve the April 20, 2020 minutes with an editorial change of "writing" to "spelling". Vote: Unanimous. The motion passed.

2. Updates

   - Sheri will be putting a presentation together for NEMC related to SSAS.

- Sheri has also been asked to put an article in each of the Source Evaluation Society (SES) newsletters (every quarter). She is trying to come up with a title. Something fun with some personality. Due 7/1/20.
- Charter hasn't been updated. Ilona noted that TNI is updating their Strategic Plan and that a Charter review won't be needed until this is done.

Announcements
- Sheri is part of the Consensus Standards Development Program (CSDP) Executive Committee because she is an expert committee chair. There is a committee training they want to be sure all committee members have viewed. This training will hopefully be updated in the next 6 months.
- NEMC registration has not opened yet, but should be ready soon.
- Just a reminder that the first person who calls in starts the recording of the meeting. If someone accidently calls in early and hangs up … it starts and stops the recording of the meeting that was originally set-up. Please do not call-in until meeting start time.

3. SOP 6-100

Sheri pulled up SOP 6-100 that the committee reviewed during the last meeting. She incorporated suggested changes Stan sent her by email. The Committee received a copy of this SOP with an updated agenda on 4/18/20.

Review:

- Need to add appendix title and delete the title in the table.
- Sheri will fix the glossary issues and send a final SOP to the committee for vote at the next meeting. She also thanked everyone for all their input and work on the SOP.
- Let CSDP know that definition for Shall needs to be updated.
- Sheri made additional editorial changes she pointed out to the committee on Webex. The copy of the SOP she reviewed was sent to the committee by email and resent this morning, 5-4-20.

Sheri accepted all the formatting and editorial changes and showed the SOP to the Committee.

A motion was made by Katie to approve SOP 6-100 as sent this morning with the addition of a note in the Provider definition. The motion was seconded by Mike S. and unanimously approved. Sheri checked everyone's vote to confirm they were still on the phone.

The next step is to have the SOP reviewed by the Policy Committee.

4. SOP 6-101 – SSAS Table Management

   The Committee started work on SOP 6-101. Not sure if SSAS had another SOP for tables. Ilona noted that there was a previous SSAS Table SOP in the CSDP listing of SOPs. It was SOP 2-104. This is why this SOP is being listed as 6-101 Rev 1. Sheri will use SOP 1-100 to confirm the SOP is following TNI's procedures for writing SOPs.

   Section 2:
   - No need to spell out SSAS. Already done in Section 1. Can just put SSAS.
   - Add Stationary Source Audit Program (SSAP).

   Section 3:
   - Delete reference to SOP 2-102.

5. New Business.

   None.

6. Action Items

   The action items can be found in Attachment B. This is a new format.

7. Next Meeting

   The next meeting will be May 18, 2020 at 2:00pm 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 3:53pm Eastern. (Motion: Mike S   Second: Gregg Unanimously approved.)

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 **Present**	Other	ERA (Provider)	twidera@eraqc.com
Ilona Taunton, Program Administrator **Present**		TNI	Ilona.taunton@nelac-institute.org
Ed MacKinnon (2022) **Present**	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) **Present**	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

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	

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 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			None	[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		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.
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.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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	4/20/20		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.
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.
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 Presentation due 7/13/20

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
11	Current charter needs to go up on TNI website.		Tom/Bob Wyeth	2/18/20	2/18/20			Bob found updated charter from 5/26/17. Ilona emailed William for update 4/20/20. Website not updated as of 5/4/20.
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
14	Review SSAS table control limits	SSAS Table	Committee	2/18/20				[On hold until after SOPs & Modules sent to respective committees for approval]
15	Update SSAS Charter	SSAS Charter	Sheri	2/18/20				[On hold until after TNI's Strategic Plan is finalized.]
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	Seek CSDP EC Chair approval.	Voted in Bill Guyton. Approval from CSDP EC 5/1/20
19	2Q20 SES newsletter blurb		Sheri	4/27/20			Yves Tondeur of SES	Submission due 7/1/20

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
20	3Q20 SES newsletter blurb		Sheri	4/27/20			Yves Tondeur of SES	Submission due 10/1/20
21	4Q20 SES newsletter blurb		Sheri	4/27/20			Yves Tondeur of SES	Submission due 1/1/21