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

June 1, 2020

1. Roll call and approval of minutes:

    Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on June 1, 2020, at 2:30pm Eastern. Attendance is recorded in Attachment A – there were 6 committee members present. Guest(s): Stan Tong.

    Minutes will be prepared and reviewed by email. The Committee will continue to use track changes while updating SOP 6-101.

2. Announcements

    -   Sheri is still looking for ideas for the name of SSAS update for SES newsletter. (Currently using "Sen-SSAS-ational News" as working title for 2Q20 update.)
    -   Sheri provided a copy of the Draft August 2020 NEMC SSAS Presentation with the agenda. She has asked everyone to review it and send comments by email.

3. SOP 6-101- SSAS Table Management

    Sheri made a number of updates to the SOP based on the previous meeting's discussion on CRAs. She provided these changes in an SOP update provided with the aganda. She reviewed the changes with the Committee and made editorial updates and then continued the review starting at Section 5.5.2.

    The Committee discussed CRA submission and confirmed that an application does need to be sponsored by a regulator. If a committee regulator turned in a CRA, they would be representing their organization, not the SSAS committee.

    Sheri thought more information is needed to make it clear there is a process to determine new limits. They can't just be changed because failure rates have increased. Sheri provided DRAFT language for this in Section 5.5.4. She pointed back to SOP 6-100.

    Section 5.5.5. Need to form a SSAS Table Subcommittee. There was an original committee at the start of SSAS that included Stan and Gregg. Ilona described the differences between a Subcommittee and Workgroup. The group decided a subcommittee is appropriate. Sheri took a poll of the meeting participants.

    The Committee ended their review at Section 5.5.7.2.

4. New Business.

    None.

5. Action Items

    Action items can be found in Attachment C.

6. Next Meeting

    The next meeting will be June 15, 2020 at 2:00pm Eastern. Ilona will send out a WebEx invitation the day of the meeting. *(Addition: June 15th meeting canceled. Next meeting was 7/6/20.)*

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

    Sheri adjourned the meeting at 3:59pm 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 **Absent (Covid Furlough)**	Other	ERA (Provider)	twidera@eraqc.com
Ilona Taunton, Program Administrator **Present**		TNI	llona.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
Bill Guyton (2023*) **Absent**	Other	ERM	bill.guyton@erm.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 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			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	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 to review possibly in June, 2020.
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.

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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.
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 In Progress: Presentation due 7/13/20

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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 MayBeth to ask about new analyte codes for SSAS table. On hold until IT completes SOP.
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

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19	1Q20, 2Q20, 3Q20, 4Q20 SES newsletter blurb		Sheri	4/27/20			Yves Tondeur of SES	Submission due 4/1/20 – done <mark>Submission due 7/1/20 – In Progress</mark> Submission due 10/1/20 Submission due 1/1/21