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

August 24, 2020

1. Roll call and approval of minutes:

   Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on August 24, 2020, at 2:00pm Eastern. Attendance is recorded in Attachment A – there were 7 committee members present. Associate Member: Carl Kircher, and Patrick Selig. Guest: Eugene.

   Minutes will be prepared and reviewed by email.

2. Announcements

   - The Policy Committee is halfway through their review of SOP 6-100.
   - Brian Miller and Patrick Selig are now associate members. The Committee is ready to review Brian's membership at the end of the meeting for voting membership. Sheri sent a link to Patrick so he can complete an application to become a voting member of the Committee.
   - Sheri sent a reminder to William to update membership status on the TNI website.
   - Sheri recommended that every Committee member make sure their membership information on the TNI Website is accurate. Let Sheri and Ilona know about any needed changes.

3. SOP 6-101- SSAS Table Management

   The Committee started its review at Section 5.4.1.

   Carl thinks the SSAS Committee has final say on the SSAS Table. He thinks EPA and PTPEC should be notified. Change language to: The EPA should be notified of approval within 14 days. The Committee decided to delete PTPEC.

   EPA generally has a 60 day effective time frame.

   Mike noted that there has to be a delay in the effective date so people can prepare to adjust to the changes.

   Change current language in 5.4.1 to: Modifications to the SSAS Table shall be approved by the SSAS Expert Committee. The EPA shall be notified by the SSAS Expert Committee Chair within 14 calendar days.

The PT Program uses 6 months to the effective date. A concern was raised that some people don't use the audit sample within 6 months, so should there be some text to note that the requirements in place when the audit sample was purchased are the requirements that need to be followed.

In looking at records, there was agreement that most are used within 6 months. An effective date of 6 months seems appropriate. Tom noted that it is not a good idea to use Audit Samples that are more than 6 months old. Gregg would prefer to see less than 6 months.

In PT, both versions of the FoPT table are on the website – the current and the future. The old one comes down after the effective date of the future.

The effective date for the audit sample table could be determined after talking to the providers. It would be real time.

Sheri suggested the following wording: Approved modifications will become effective the date listed on the revised SSAS Table. There was agreement.

Add something like: The effective date will be based on discussions with providers, regulators, etc.

Sheri also suggested adding a note along the lines of: The EPA will announce the existence of a revised SSAS Table in accordance with their regulations.

EPA would stipulate any needed effective dates
.

Gregg noted that EPA only notes that there are samples available. They don't list ranges for the samples.

Tom commented that EPA has nothing to do with the SSAS tables. EPA just wants to be kept informed. We administer the program (voluntary consensus body) and EPA sets regulations.

It was asked that "calendar" be added to days to make it clear.

Section 5.4.2.1 – OK
Section 5.4.2.2 – OK
Section 5.4.2.3 – Sheri asked if this is enough for public notice. Carl suggested that a mailing list be developed for people that want this information. It is important that Providers be notified when the table has been approved. This was added to Section 5.4.1.: All accredited Audit Providers and the EPA shall be notified by the SSAS Expert Committee Chair within 14 calendar days.

Tom suggested that the TNI website should include a list of accredited providers under a tab on the SSAS website.

Is it possible to put the revision and revision date on the cover page of the SSAS tab? Sheri will look into this. Tom noted that something similar is being done with the FoPT tables. Talk to William about doing something similar with the SSAS table postings.

Section 5.5:
If new concentration ranges or new acceptance limits, derived from sources other than historical audit sample data, have been assigned to new analytes or methods, the SSAS Expert Committee shall monitor the SSAS Central Database until 20 data points, or other number as determined appropriate by the SSAS Expert Committee, have been collected for the new analyte. At that time, the SSAS Expert Committee shall evaluate the collected data to verify the acceptability of the new concentration range or acceptance limits.

This finishes up the review of this SOP.

4. Committee Membership

Sheri asked that all non-voting members step off the call so membership can be discussed.

Sheri distributed a copy of Brian Miller's application information for the Committee to review.

A motion was made by Tom and seconded by Mike S. to add Brian Miller as a voting member of the SSAS Committee. The motion was unanimously approved.

Sheri will send the membership to the Chair of the CSDP EC for final approval.

5. New Business.

None.

6. Action Items

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

7. Next Meeting

The next meeting will be September 21, 2020 at 2:00pm Eastern. Ilona will send out a WebEx invitation the day of the meeting. The Committee decided to not meet on 9/7/20 as many members would be absent due to the Labor Day holiday.

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

Sheri adjourned the meeting at 3:35 pm 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**	Lab	Pace Analytical	Thomas.widera@pacelabs.com
Ilona Taunton, Program Administrator **Absent – at NEMC review meeting**		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
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	
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				[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 reviewed thru Section 6 on August 21.
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	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 pptx file submitted 7/13/20 Presented on 8/4/20

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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 Mei Beth to ask about new analyte codes for SSAS table. Emailed reminder to Ilona 7/6/20. On hold until IT completes SOP. 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]
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.

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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 Emailed to add Bill to TNI website 6/1/20- emailed again 7/27/20, 8/24/20
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 Submission due 1/1/21
20	Update email & WebEx lists		Sheri/Ilona/Tom	8/5/20				Sent corrections to CSDEC 8/17/20
21	Add same format for FoPTs to SSAS table posting – effective dates, revisions, future effective dates, etc…		Sheri	8/24/20				8/24/20 Sheri will look into this as IT activities slow down.