

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

January 21, 2020

1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on January 21, 2020, at 2pm Eastern. Attendance is recorded in Attachment A – there were 6 committee members present.

2. Committee Leadership

Paul Junio (Chair, CSDP) approved the extension to Tom and Katie's committee terms. They will be serving a third term.

Michael K. motioned to approve Tom as Committee Vice-Chair. The motion was seconded by Mike S. The motion was approved unanimously.

3. Style Guide for Technical Documents

Sheri worked on a Style Guide that can be found in Attachment D. She reviewed the guide and there was general agreement with the document.

4. SOP 6-100

It is OK to put page breaks in our version of the SOP.

Sheri asked the Committee to review Appendix B. It is a checklist of things that need to be considered when doing the Pilot Study. It is a type of "cheat sheet". There was agreement to use this. One caution is to know that if changes happen in the procedure, the changes will need to be reflected in the checklist too.

Section 2 of the SOP:

One or more Pilot Study Audit Samples – delete SSAS from first sentence.

Sheri made a number of editorial changes to the SOP using the Style Guide discussed above. She corrected various places where italics were misused, etc.

The Committee moved to Section 5.1 where they left off at the last meeting.

Section 5.2: Add to the end of the first sentence “prior to the beginning of the study”.

Section 5.5 – Add change to first paragraph. Decided on 1/6/20 and Sheri typed it into the text: This separate reporting system must be designed to prevent the possibility of pilot study data being inadvertently submitted to the Central Database.

Second paragraph – move Pilot Study Sample Results to the beginning of the sentence.

The provider needs to know who the data comes from so they can confirm that they got data back from all the labs they sent samples to. It might also be helpful to be able to see if all the data from a particular lab is skewed. The report sent to the Committee should not include the lab name. Only the provider needs this information. The name of the laboratory was added to Section 5.5 – second paragraph. Also add method reference.

Section 5.6.1.2: Add “is the same as that used” to the first line. Last sentence – replace “based on” with “determined using”. Delete “the estimate” and replace with “regression (SER)”.

Section 5.6.2.2.1: Change to: “sets removed”.

Section 5.6.4.2.1: Add “(PM)” and “standard deviation”.

The committee ended its line-by-line review at Section 5.6.4.2.2.1.

Sheri walked the Committee through changes she made prior to the meeting to Sections 5.6.7.2, 6.2, 6.2.2, 6.2.4, 6.2.10, 6.2.14, 6.2.15, 7.1, 7.3, and 7.4. These changes were sent by email in the DRAFT document for use in today’s meeting. There was general agreement with these changes.

5. New Business.

- Sheri asked Ilona to check with Jerry to see if Sheri can represent SSAS at the SES conference in April.
- Sheri asked Jerry and Ilona if it’s OK to use the TNI logo for the SES Conference poster presentation.

6. Action Items

The action items can be found in Attachment B.

7. Next Meeting

The next meeting will be February 18, 2020 at 2:00pm Eastern due to TNI Meeting in Newport Beach, CA. Ilona will send out a WebEx invitation the day of the meeting.

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

Sheri adjourned the meeting at 3:33pm Eastern. (Motion: Mike S. Second: Ed. Unanimously approved.)

Attachment A

Participants

TNI

Stationary Source Audit Sample Expert Committee

Members	Rep	Affiliation	Contact Information
Sheri Heldstab (2022*) CHAIR Present	Lab	Chester LabNet	sheldstab@chesterlab.net
Tom Widera (2023) VICE-CHAIR Present until 2:25 EST	Other	ERA (Provider)	twidera@eraqc.com
Ilona Taunton, Program Administrator Present/Recording		TNI	Ilona.taunton@nelac-institute.org
Ed MacKinnon (2022) Present	Other	TRC Env Corp (Stationary Source Tester)	emackinnon@trcsolutions.com
Gregg O'Neal (2020*) Absent	AB	NC DAQ	gregg.oneal@ncdenr.gov
Katie Gattis (2023) Present	Lab	Element One Inc.	katie.gattis@e1lab.com
Michael Klein (2020*) Present	AB	NJ DEP	michael.klein@dep.nj.gov
Michael Schapira (2021*) Present	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com

Attachment B

Action Items – Stationary Source Audit Sample Expert Committee

	Action Item	Who	Date Added	Expected Completion	Completion
2	Find out which group in EPA is helping the Microbiology FoPT Subcommittee crunch numbers for limits.	Ilona	2/12/18	3/19/18	Need to hear back from Jennifer Best. [1/21/20: Eric Smith (PTEC) said that Chemistry FoPT subcommittee working on calculations]
9	Prepare general summary of what the committee plans to change in the current Standard and why. First DRAFT.	Tom	4/23/18	5/21/18	In progress. [1/21/20: On hold until SOP 6-100 & 6-101 completed]
10	Send ideas on Storage Condition issue to Tom so he can summarize them for an agenda item in July.	All	6/18/18	7/15/18	How to word storage conditions. Leave open. [1/21/20: On hold until SOP 6-100 & 6-101 completed]
18	Update SOP 6-100 based on review during meeting.	Tom	1/22/19	2/24/19	In Progress
34	Complete PTPA Checklist	Ilona/Tom	1/6/20	1/31/20	COMPLETE
35	Check with Jerry to see if Sheri can represent SSAS at the SES conference in April.	Ilona	1/21/20	2/4/20	
36	Sheri asked Jerry and Ilona if it's OK to use the TNI logo for the SES Conference poster presentation.	Ilona/Jerry	1/21/20	2/4/20	

Attachment D: Style Guide

SSAS committee SOP/Technical Writing “Style Guide”

Use of...	Example	How to... in MS Word
Greater than/less than	mU <5 [Unit-space-less-than-five]	< : shift+, > : shift+. ≥ : insert symbol (subset mathematical operators) ≤ : insert symbol (subset mathematical operators)
Alpha-abbreviated mathematical variables	a = M/SD Use a to determine the slope...	Highlight/italicize, or Highlight then ctrl+i
Multiplied variables in text	The lowest value is 2×a	× : insert symbol (subset mathematical operators)
Divided variables in text	The lowest value is 2÷a	÷ : insert symbol (subset mathematical operators)
Plus/minus	for control limits: “within ±20%” as uncertainty: 37 ± 12	Alt+0177
Temperature	6 °C [number-space-degree-scale] Note: Kelvin (K) has no ° symbol	Alt+0176
Units	M = mega K = kilo m = milli μ = micro n = nano	μ : Alt+0181
x-bar (Mean or average) (sneaky cheater way)	x0305 x0305 [alt + x] x̄ (Can be done using any variable: n̄ or w̄ - type alt + x no matter what the variable name is) [insert equations way: Insert→Equation→(equation box will appear where the cursor is, don't type anything in yet) →Accent→overbar A box will appear inside the equation box – highlight the box and type in 'x'. Fiddle with formatting as necessary to make it look reasonable. This can be copy/pasted as needed.]	How to make an x̄ Type a lower case x (not capitalized) Type “0305” right after the x without a space. Highlight “0305” Hit “Alt + x” The x should have a bar over it. [Note: using “insert equation” is annoyingly difficult to get the formatting/typesetting correct. As seen in this x̄ sentence or this x̄bit. That said, the cheater method does not italicize in a pretty way, so if it needs to be pretty, fiddle with ‘insert equations’]