

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

January 22, 2019

1. Roll call and approval of minutes:

Chair, Tom Widera, called the TNI SSAS Executive Committee meeting to order by teleconference on January 22, 2019, at 2:10 pm Eastern. Attendance is recorded in Attachment A – there were 7 committee members present. Associate Members present: Mike May (Guest - Chester LabNet).

The minutes will be reviewed by email. Ilona needs notes from Tom if minutes are going to be prepared for the August meeting in New Orleans.

2. Public Meeting

Tom asked the Committee if they still want to do the 2/27/19 public meeting even though CSDP is not certain whether a public webinar is required. There was agreement that a public webinar would be a good way to get feedback on the Standard.

How many people are on the mailing list? There are a few hundred on list from each sector of the program. EPA people will get invites and hopefully will be back in the office. If not, additional communication will happen after they are back in their office following the government shutdown.

3. SOP 6-100

Tom noted that a lot of work has been done on this SOP and it is almost done. The next step will be to send it to the Policy Committee. The PTPEC does not need to review SOPs, but would need to be involved if limits are updated.

Tom reviewed the changes already made by going through each section of the SOP:

Comments:

No changes to Section 1.

EPA does not need to approve the SOP or limits, but they would like to be kept in the loop.

The definitions were compared to the Glossary. Tom changed the definition to what is in the Glossary. He will let Bob know to add Pilot Study after the SOP is complete.

Pilot Study results will not go into the Central Database.

Tom is considering referencing SOP 4-101, but Ilona noted that the update to this SOP is far off from finalization. Perhaps SSAS procedures should be put in SSAS's SOP. Ilona suggested talking to Carl and Shawn and ask for the procedures to include in this SOP since calculation details are not included in 4-101. Tom will reach out to Carl, Shawn and Maria to work through this and get to the original tables

Everyone was OK with the changes to the SOP. Tom will prepare a cleaned up version of the SOP and send it to the group to review.

4. SOP 6-101 – Table Management

Tom will pull information out of DRAFT SOP 1-109 (Establishing, Validating, and Maintaining Analyte and Method Codes) that Ilona sent. Any sections of this SOP that are referenced need to be checked for accuracy after SOP 1-109 is finalized.

Module 2 states that the SSAS expert committee will do a biennial review of the SSAS table. Need to check to see limits are still adequate. Is this a detailed review of the data? This may have been a carryover from the FoPT tables. It was stated that the language is actually from the Federal Register. That is where the 95% and “well qualified” language comes from.

Sheri is concerned about some of the criteria because there are fewer air labs than water labs. It doesn't take much to bring the numbers down. Tom commented that the testers are going to other labs when labs fail. The struggling labs are getting weeded out. The tables show strong pass rates, so this may not be an issue.

If there are failures, should the failing labs be looked at?

Suggest leaving the language as it is because there is no problem at this time.

Section 5.2.4 – The change request application could not be found. Tom will check with Maria. It should be posted to the TNI website when it is found.

Section 5.3.3 – Is there a SSAS Table Subcommittee?

Section 5.6.1 – Language from SOP-4-101 may be appropriate. Tom hopes to get specific verbiage from Shawn and Carl to include here. The language would be similar to what will go into SOP 6-100.

The review for changes is similar to what the PTPEC is doing in the PT Program.

Deleted text is 5.7.2.1.2 – EPA approval is not needed. Only a notification will be done within 14 days. The requester will also be notified within 14 days. Formal review will begin within 60 calendar days. There is no end date for the formal review.

The wording in 5.7.3 needs re-wording because it is difficult to understand. The committee needs to see if referencing 6-100 is better than the current paragraph. Tom will work on the paragraph and send it to the Committee.

The Committee will start again at Section 5.8 in a future meeting.

5. New Business.

- None.

6. Action Items

The action items can be found in Attachment B.

7. Next Meeting

The next meeting will February 25, 2019 at 2pm Eastern by teleconference.

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

Tom adjourned the meeting at 3:37pm Eastern.

Attachment A

Participants

TNI

Stationary Source Audit Sample Expert Committee

Members	Rep	Affiliation	Contact Information
Tom Widera (2020) CHAIR Present	Other	ERA (Provider)	twidera@eraqc.com
Ilona Taunton, Program Administrator Present			Ilona.taunton@nelac-institute.org
Ed MacKinnon (2022) Present	Other	TRC Env Corp (Stationary Source Tester)	emackinnon@trcsolutions.com
Gregg O'Neal (2020*) Present	AB	NC DAQ	gregg.oneal@ncmail.net
Katie Gattis (2021) Present	Lab	Element One Inc.	katie.strickland@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
Sheri Heldstab (2022*) Present	Lab	Chester LabNet	sheldstab@chesterlab.net

Attachment B

Action Items – TNI PT Executive 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.
6	Contact Ken about what notifications are needed to continue Standard development.	Ilona	4/23/18	5/21/18	Complete
7	Send Sheri and Tom copies of TNI SOP on SOPs and PTPEC's SOP on Table Management.	Ilona	4/23/18	5/1/18	Complete
8	Send Tom mailing lists with relevant stakeholders.	All	4/23/18	5/8/18	Complete
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.
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	
11	Update Notice of Intent language and send to committee for last comments and then to Ken Jackson	Tom	7/16/18	8/15/18	Complete
12	Discuss matrix matching with Sigma.	Tom	10/15/18	11/15/18	
13	Contact Ned Shappley about PT concentrations to complete SOP 6-100.	Tom	10/15/18	11/15/18	

