

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

January 6, 2020

1. Roll call and approval of minutes:

Chair, Tom Widera, called the TNI SSAS Executive Committee meeting to order by teleconference on January 6, 2019, at 2:30pm Eastern. Attendance is recorded in Attachment A – there were 7 committee members present. Guest(s): Stan Tong.

The minutes were distributed by email for review. Tom pulled up the November minutes on WebEx. A motion was made by Mike S. to approve the 11/13/19 minutes with the following corrections:

- bottom of page 2- the definition for commercially available, added actual CFR part,
- last bullet of Section 3 – remove calcium,
- third to bottom paragraph on page 3 – added “as a whole” and “only the analytical work performed in the lab”, and
- editorial changes.

The motion was seconded by Sheri and unanimously approved.

Tom pulled up the 12/2/19 minutes on WebEx. A motion was made by Sheri to approve the 12/2/19 minutes with minor editorial changes. The motion was seconded by Mike S. Vote – For – 6. Against – 0. Abstain – 1 – Michael K. abstained because he wasn't present. The motion passed and the minutes were approved.

Tom pulled up the 11/18/19 minutes on WebEx. A motion was made by Gregg to approve the 11/13/19 minutes with the following changes:

- Page 3 Second to last paragraph – change last sentence to “going to vote on the data generated by this SOP as a Committee”,
- change MDL to DL Page 3 last paragraph,
- page 4 first paragraph. Section 7.5.4 – add “audit sample” and “in the reference method, if available”, and
- editorial changes.

The motion was seconded by Mike S. and unanimously approved.

Tom pulled up the 12/16/19 minutes on WebEx. A motion was made by Sheri to approve the 12/16/19 minutes with following changes:

- on page 2 second paragraph – add Tom said Sheri had self-nominated to be chair.

The motion was seconded by Mike S. and unanimously approved.

Tom made the changes to the minutes as they were reviewed and will send them to Ilona for posting. Voting is now current on the minutes.

2. Committee Leadership

A motion was made by Mike S. to have Sheri be the new Chair of the SSAS Expert Committee. Gregg seconded the motion and it was unanimously approved.

This will take effect on 1/7/20.

Both Sheri and Tom will be attending the upcoming CSDP Meeting.

Katie and Mike S. were both nominated by Sheri for Vice-Chair, but had to decline.

Tom would be willing to be Vice Chair, but would prefer to wait to vote on this until after the CSDP extends membership for he and Katie. Ilona will send a request to extend Tom and Katie's memberships a third term.

3. SOP 6-100

Tom sent the SOP out for email review and Sheri raised a concern (email 12/19/19):

The SOP waffles about whether we're only using this SOP to extend ranges or whether we're also using it to allow new method/analyte combos to be tested. It specifically says in section 1.3 that it is NOT to be used for changing the number of methods on the SSAS table, but later it talks about new method/analytes.

There are also quite a few formatting issues, including things like the spaces around > or < symbols changes is not consistent throughout.

Sheri thinks this is confusing and needs to be corrected in the SOP. If someone wants to create a new audit, wouldn't they have to do a pilot study? Tom noted that if there happens to be historical data, that data would suffice. ERA has PT samples available that are currently not available on the SSAS table. Tom thinks this should be addressed in SOP 6-101 which is table management. This SOP should just be for pilot studies.

Sheri asked if 1.3 should be deleted completely. She thinks it confuses things. There was agreement to delete it.

Tom noted someone adding something to a table would use a CRA form. He would not be opposed to removing the sentence.

Add to 1.1: and adding a new method and/or analyte combination to the SSAS Table.

For existing SSAS Table analytes, change Section 1.1 to: This SOP provides the procedure for expanding the concentration range(s) for existing SSAS Table analytes.

The expansion may include either increasing or decreasing the concentrations for SSAS Audit samples. It is also applicable to new method(s) and/or analyte(s) requested to be added to the SSAS Table.

Section 2 - First sentence:

A new provider may not be already TNI Accredited. They have to be accredited in order to provide samples. Have to go back through the audit by the PTPA.

Gregg commented is that this is for expanding a table. Needs to be an accredited provider. What is the purpose of doing the analysis if it isn't going to be used? Waste of time for the labs to run samples for someone that might decide not to be accredited. Everyone involved in the pilot studies does this at their own cost.

Need to emphasize that the data collected for the pilot study does not make it into the Central Database. Sheri will add the TNI definition for Central Database that Tom read on the call. Central Database: Repository for data related to audit performance and any field sample concentration measurements that are being evaluated in accordance with the TNI SSAS Program.

For Pilot Study Definition – add “or analytes and/or methods to be added to the SSAS table”.

Remove Semi colon after should, sop, etc. Remove semi-colon.

Section 5.1 First paragraph. Add to sentence: “or a need for a new method and/or analyte to be added to the SSAS Table”.

The Committee will continue the review at the next meeting starting with the second paragraph in Section 5.1.

4. New Business.

- SSAS Checklist is needed for evaluations of PTPAs. Tom will work with Ilona on preparing a SSAS checklist for the PAs.

5. Action Items

The action items can be found in Attachment B. See updates in table.

6. Next Meeting

The next meeting will be January 21, 2020 at 2:00pm Eastern due to the holiday. 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.

Tom adjourned the meeting at 3:34pm 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/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*) Present	AB	NC DAQ	gregg.oneal@ncdenr.gov
Katie Gattis (2020) Present	Lab	Element One Inc.	katie.gattis@e1lab.com
Michael Klein (2020*) Present – 2:12 added	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 – 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.
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	How to word storage conditions. Leave open.
15	Provide Ilona with notes from New Orleans meeting so August minutes can be completed.	Tom	10/15/18	TBD	Complete
18	Update SOP 6-100 based on review during meeting.	Tom	1/22/19	2/24/19	In Progress
22	Provide list of states that offer accreditation in Air.	Tom	7/22/19	8/6/19	Complete
23	Contact Advocacy to see if they have a list of states with air accreditation.	Ilona	8/6/19	8/19/19	Complete
24	Prepare DRAFT letter to send to the TNI Board regarding need for continued SSAS activity.	Tom	8/6/19	8/19/19	Complete
25	Get CRA form posted on the TNI website.	Tom/ Ilona	8/6/19	8/19/19	Request resent 1/6/19.

	Action Item	Who	Date Added	Expected Completion	Completion
26	Look for older tables that were used to calculate the original limits	Tom	8/26/19	TBD	Complete (They don't have password to access tables.)
28	Prepare DRAFT letter to the Board and CSDP EC. Send for email comment.	Sheri	10/7/19	10/14/19	Complete
32	Send committee membership invitation to associates.	Tom	12/16/19	12/23/19	Complete
33	Request membership extension.	Ilona/Tom	12/16/19	12/23/19	1/6/20: Ilona will send today.
34	Complete PTPA Checklist	Ilona/Tom	1/6/20	1/31/20	

Attachment C

**Backburner / Reminders
Stationary Source Audit Sample Expert Committee**

	Item	Meeting Reference	Comments