

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

**October 19, 2020**

## 1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on October 19, 2020, at 2:00pm Eastern. Attendance is recorded in Attachment A – there were 8 committee members present. Guest: Eugene Chen.

Minutes will be prepared and reviewed by email.

## 2. Announcements

- SOP 6-100 was placed on the TNI Board's agenda for notification and option to review, but they did not get to it. It will be on the November agenda.
- Sheri reviewed SOP 2-100 for persuasive/non-persuasive.
- Reminded people to give thoughts and input into possible "Air and Emissions" FoPT table.
- The CSDP EC said to "make a new definition if needed" during their 10/8/20 meeting. This is in regards to the definition of "matrix" in reference to audit samples. Audit sample matrices are not the same as field sample matrices.
- Sheri welcomed Patrick Selig to the Committee as a voting member.
- Notes are in progress.
- Sheri has accepted a request to sit on the SES Newsletter Editorial Board. She let people know that they can send her articles for the newsletter. Next due date is January 1, 2021.

## 3. SOP 6-101- SSAS Table Management

Might make sense to not use the term concentrate because a Provider may use a whole sample.

Discuss matrix issue that Sheri raised with CSDP. Glossary definition of matrix. The Committee will go back to this after they get the matrix definition from TNI.

Sheri did verify the SSAS Program is TNI's and not EPAs.

Starting at 5.3.4.

A flow chart will be considered for addition to the SOP. This will simplify the process. It was also suggested that there be a condensed version and then the details below.

Leave “should” on contacting EPA so the Committee doesn’t constrain itself.

Iлона noted a concern about 5.3.2.2. The section does not make it clear if the requester has to provide the data or if the SSAS Committee might help with this similar to the PTPEC. The TNI Lab Standard does specify that PT Providers need to supply data for calculating limits. Does the SSAS Standard have something similar? Should take a look at this when the Standard update is started again.

This will have to be looked at further. She asked that everyone think about this and send suggestions. A flow chart might help with this.

#### 4. New Business.

None.

#### 5. Action Items

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

#### 6. Next Meeting

The next meeting will be November 2, 2020 at 2:30pm Eastern. Iлона will send out a WebEx invitation the day of the meeting.

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

Sheri adjourned the meeting at 3:29 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 <b>Present</b>	Lab	Chester LabNet	sheldstab@chesterlab.net
Tom Widera (2023) VICE-CHAIR <b>Present</b>	Lab	Pace Analytical	Thomas.widera@pacelabs.com
Ilona Taunton, Program Administrator <b>Present</b>		TNI	Ilona.taunton@nelac-institute.org
Ed MacKinnon (2022) <b>Absent</b>	Other	TRC Env Corp (Stationary Source Tester)	emackinnon@trcsolutions.com
Gregg O'Neal (2023) <b>Present</b>	AB	NC DAQ	gregg.oneal@ncdenr.gov
Katie Gattis (2023) <b>Present about 2:45.</b>	Lab	Element One Inc.	katie.gattis@e1lab.com
Michael Klein (2023) <b>Present</b>	AB	NJ DEP	michael.klein@dep.nj.gov
Michael Schapira (2021*) <b>Present</b>	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Bill Guyton (2023*) <b>Present</b>	Other	ERM (Tester)	bill.guyton@erm.com
Brian Miller (2024*) <b>Absent</b>	Other	ERA (Provider)	brian_milller@waters.com
Patrick Selig (2024*) <b>Present</b>	Other	ANAB (AB/PTPA)	pselig@anab.org



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			Brian Miller	[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 finished review 9-4-20.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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.
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.

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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
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. On hold until IT completes SOP. Next Policy meeting is 11/6/20.  7/6/20. IT Committee reviewing/updating SOP on analyte codes 9-21-20 (discussed in Policy 9-18-20).  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]

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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.
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		Voted in Bill Guyton. Approval from CSDP EC 5/1/20
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 - done Submission due 1/1/21
20	Update email & WebEx lists		Sheri/Ilona/Tom	8/5/20	8/24/20	9/22/20		Sent corrections to CSDEC 8/17/20 Sent corrections to Ilona 9/22/20
21	Vote in new member (Brian Miller). Seek approval from CSDP Chair.		Sheri	8/24/20	8/24/20	8/24/20		CSDEC approved 8/24/20

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22	Have SSAS Table w/same format as FoPT's re: current, future, rev# & effective date	SSAS Table	Sheri/Ilona	8/24/20				8/24/20 Sheri will look into this as IT activities slow down. 9/21/20 Work w/Ilona on this
24	Vote on new member (Pat Selig)		Sheri	9/22/20	10/5/20	10/5/20		CSDEC approved 10/5/20
25	Update TNI SSAS Committee info on TNI website		William	9/22/20	6/1/20			Emailed to add Bill to TNI website 6/1/20- emailed again 7/27/20, 8/24/20 Emailed to add Brian and fix Tom's info 8/24/20, add Pat Selig.  Discussed w/Ilona on 9/21/20. William backlogged.
26	Discuss possibility of FoPT for SSAS		PTPEC meeting (possibly end of 2020?) Shawn Kassner	9/22/20				Discuss possibility of creating FoPT for "Air & Emissions"
26	Fix "Matrix" → "Quality Systems Matrix" on SSAS Table	SSAS Table	SSAS Committee/William	9/24/20				"Matrix" header of SSAS Table not in agreement with glossary term or with SOP 6-101.  10/19/20 - The CSDP EC said to "make a new definition if needed" during their 10/8/20 meeting.
27	Biennial Review	SSAS Table	SSAS Committee	10/5/20				Review SSAS table every 2 years.
28	Review SSAS Modules to prepare for Public Meeting.	Modules 1, 2, and 3	SSAS Committee	10/19/20				10/19/20 - The TNI Lab Standard does specify that PT Providers need to supply data for calculating limits. Does the SSAS Standard have something similar? Should take a look at this when the Standard update is started again.