

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

October 5, 2020

1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on October 5, 2020, at 2:30pm Eastern. Attendance is recorded in Attachment A – there were 8 committee members present. Associate Member: Patrick Selig. Guest: Eugene Chen.

Minutes will be prepared and reviewed by email.

2. Announcements

- SOP 6-100 will be placed on the TNI Board’s agenda for notification and option to review.
- Sheri sent a reminder to William to update membership status on the TNI website.
- The TNI Winter Forum will now be a completely virtual conference.
- The SSAS Table header is not in agreement with the glossary. An audit is not a sample – so it does not fit into the matrix definition. What is the audit sample matrix? Sheri is working with Paul Junio (CSDP, Chair) on this. She would like to work with the Committee to draft a definition(s).
- Sheri may have an opportunity to talk to Shawn Kassner and Jerry Parr about adding an FoPT table for “Air and Emissions”. Ilona will be sure to let SSAS know if this comes up on a PTPEC agenda. Sheri noted that if there are PTs for air, they need to be chemically identical to audit samples. Same matrix.
- The December 21, 2020 call is canceled.

3. SOP 6-101- SSAS Table Management

The following changes were made to the SOP:

Procedure subheadings have been added to Table of Contents.

4.0 Definitions

Term	Definition
Audit Sample Matrix	[no definition in TNI glossary – contacted PJ 9/24/20 & 10/5/20]

Term	Definition
Audit Sample Reporting Limit (ASRL)	A statistically derived value that represents the lowest acceptable concentration for an analyte in an Audit sample.
LAMS	Laboratory Accreditation Management System
Participant(s)	<p>The Facility, Regulatory Agency, Stationary Source Tester, Laboratory, or Provider participating in a stationary source test.</p> <p>Note: “Participant” is analogous of “Stakeholder” as defined by TNI.</p>
Quality System Matrix - Air and Emissions [not listed this way on table]	Whole gas or vapor samples including those contained in flexible or rigid wall containers and the extracted concentrated analytes of interest from a gas or vapor that are collected with a sorbent tube, impinger solution, filter, or other device.
Regulatory Agency	The federal, state, local, or tribal agency having responsibility and accountability for overseeing testing of atmospheric emissions from stationary sources.
Shall	Denotes activities, procedures, or elements from which no deviation is allowed and is synonymous with “must” as opposed to “may” or “should”.
Should	Indicates that an associated element is recommended but not mandatory and is synonymous with “may”.
Sponsor	A Regulatory Agency that agrees with the need to add or remove a method, analyte, or group of analytes to the SSAS Table.
SSAS Table	Table in which the methods, analytes and acceptance limits for audit samples are defined. (deleted materials)

Section 5.1.1: Should be TNI SSAS Program. Jerry’s email (9/21 Minutes) confirmed this.

Section 5.1.2 – Note 2: Added “Quality Systems” to matrix.

Section 5.1.3 – Section updated to read:

Requests for typographical or formatting corrections shall be submitted electronically to the SSAS Expert Committee Chair. Contact information is posted on the SSAS Expert Committee page on the TNI website at <http://nelac-institute.org>.

Section 5.1.5.1 – Add “Quality Systems” to matrix.

Section 5.1.6.2 – Add “and” to the end of the third bullet.

Section 5.2.2 – Change section language to:

Determination of Merit: The SSAS Expert Committee shall complete a preliminary review of the request within 30 calendar days of receipt. Factors that may determine merit include, but are not limited to, regulatory need and impact to the TNI SSAS Program. The Committee Chair shall notify the requestor within 14 calendar days of the determination of merit. If the request is deemed non-persuasive, the notification shall include the reason(s).

Section 5.2.3 – Add “an acceptable schedule” to the last sentence.

Section 5.2.4 – Delete paragraphs about persuasive and non-persuasive language.

Section 5.3.1 – Change second sentence to: Historical data must be analyzed following the statistical analyses described in SOP 6-100.

Ended review at Section 5.3.4.6.

4. Committee Membership

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

Sheri distributed a copy of Patrick Selig’s application information for the Committee to review.

A motion was made by Tom and seconded by Mike S. to add Patrick Selig 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 October 19, 2020 at 2:00pm Eastern. Ilona 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 3:32 pm Eastern. (Motion: Mike S. Second: Katie. 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 Present		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) Absent	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 (Tester)	bill.guyton@erm.com
Brian Miller (2024*) Present	Other	ERA (Provider)	brian_milller@waters.com

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]

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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
23	Vote on new member (Pat Selig)		Sheri	9/22/20	10/5/20	10/5/20		CSDEC approved 10/5/20
24	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. Discussed w/Ilona on 9/21/20. 10/5/20 - William backlogged
26	Discuss possibility of FoPT for SSAS		PTPEC meeting (possibly in October?) 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.
27	Biennial Review	SSAS Table	SSAS Committee	10/5/20				Review SSAS table every 2 years.