

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

November 16, 2020

1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on November 16, 2020, at 2:00pm Eastern. Attendance is recorded in Attachment A – there were 7 committee members present. Associates: Carl Kircher (left at 3pm EST). Guest: Eugene Chen (EPA Reg IX).

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 in October, but they did not get to it. It was then placed on the November agenda.
(Addition: It was on the November agenda for the Board of Directors. The Board has started a new procedure where an agenda is distributed before the meeting and the Board consents to all the items on the agenda unless someone asks that something specific be discussed. SOP 6-100 was on the consent agenda and the Board did not request to review it ... so it is now final.)
- Sheri reminded people to be thinking about Chair and Vice-Chair nominations for 2021. Nominations can be sent to Sheri through email.
- Mike S. and Sheri have completed their first term and are willing to serve a second term.
- The Winter Forum will be a virtual conference and will occur between January 25-29, 2021.

3. Future Direction of SSAS

Sheri summarized the conclusions from the last meeting:

- Finalize SOP 6-101
- Set a public meeting for the module updates
- Update Standards
- Start reaching out to providers after first 2 complete

4. SOP 6-101 – SSAS Table Management

Sheri went back through SOP 6-101 with one last critical view and sent the SOP with the agenda for final review today. She still needs to make sure the SOP follows TNI's SOP on SOPs (SOP 1-100).

Section 2: Third paragraph: Language OK and Appendix B has been added. "Calendar" added to one day reference.

She then went to Appendix B. She added "Begin" CRA Formal Review. Also, make sure it is clear it is calendar days.

Gregg asked if the 14 days should be 15 days to make time frames consistent with the Modules. Sheri would prefer 14 days because they are essentially Chair activities.

Section 3: OK

Section 4: Definitions are complete. There was no definition for Audit Sample Matrix, so this was added. Everyone was fine with the definition.

Section 5.2.2: Updated language OK. Simple clarification.

Section 5.3.2.2: Updated language OK. Original language made it seem like the data needed to be submitted with the CRA. The new language makes it clear and there is a specific statement that the statistical analysis must come from SOP 6-100. Makes it clear what can be done.

The Committee preferred to use Paragraph 2.

Section 5.3.6: Added reference to Appendix C.

Sheri then looked at Appendix C. She asked that everyone look closely at Appendix B and C and make sure they reflect what is in the SOP text. Email Sheri with any discrepancies.

Section 5.5: The language is still choppy. Changed to: To confirm acceptability, the SSAS Expert Committee shall evaluate any new concentration range or acceptance limit in the SSAS Table after the new range or limit has been in effect for 6 months or 20 data points, whichever comes first.

Section 5.2.4 works with just inserting "LAMS Administrator". No need to get more detail from the IT Committee/SOP.

Section 2: Committee good with content.

Sheri went back through the SOP to see if there was anything more to discuss.

Section 5.4.2:

Missing information about setting effective date. This was discussed previously (8-24-20). Ilona noted that PT sets effective dates within 6 months depending on the complexity of the change. If it can be implemented sooner, then they implement it sooner. They contact the PT Providers and often the ABs to see how much time is needed to implement a change.

Language added to deal with effective dates – “The effective date shall be determined based upon audit availability by the Accredited Providers.”

The review is complete. Sheri will prepare a Final DRAFT for everyone to review for vote next meeting. Please send comments by email before the meeting if possible so any needed changes can be made ahead of time.

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 December 7, 2020 at 2:30pm Eastern. Ilona will send out a WebEx invitation the day of the meeting. Sheri expects to get copies of the Modules and the Change Summary Table out to Committee members for discussion during the January 2021 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: Ed. Unanimous)

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 Absent	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) Absent (Leave)	Lab	Element One Inc.	katie.gattis@e1lab.com
Michael Klein (2023) Present	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
Patrick Selig (2024*) Present	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. 11/16/20. SOP review complete. Will be voted on during December meeting.

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14	Review SSAS table control limits	SSAS Table	Committee	2/18/20				[On hold until after SOPs & Modules sent to respective committees for approval]
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

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

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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.
29	Public Meeting tentatively set for mid February.		SSAS Committee	11/2/20				