

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

**December 16, 2019**

1. Roll call and approval of minutes:

Chair, Tom Widera, called the TNI SSAS Executive Committee meeting to order by teleconference on December 16, 2019, at 2pm Eastern. Attendance is recorded in Attachment A – there were 4 committee members present. Associate(s): Eugene Chen.

Minutes were distributed by email for review. Tom pulled up the 8/26/19 minutes on WebEx. A motion was made by Sheri to approve the 8/26/19 minutes after removing duplicate language in Section 4 and the addition of an apostrophe to Katie's name in Section 1. The motion was seconded by Mike S. and unanimously approved.

Tom pulled up the 9/9/19 minutes on WebEx. A motion was made by Mike S. to approve the 9/9/19 minutes after correcting the header in Attachment C, adding a P to Ned Shappley's name in Sections 1 and 3 and capitalizing NELAC in the table Sheri prepared. The motion was seconded by Sheri and unanimously approved.

Tom pulled up the 9/23/19 minutes on WebEx. A motion was made by Sheri to approve the 9/23/19 minutes after correcting the header in Attachment C. The motion was seconded by Ed and unanimously approved.

Tom pulled up the 10/7/19 minutes on WebEx. A motion was made by Mike S. to approve the 10/7/19 minutes after correcting the header in Attachment C, spelling out Regulatory Agency, correcting the spelling of "reasonable", "means" and "gauging". The motion was seconded by Ed and unanimously approved.

Ilona will send out the November minutes for an email vote or they will be available at the next meeting.

2. Membership

Tom and Katie will be rotating off. Tom will send out a note to the associate members to see if anyone is interested in becoming a voting member of the Committee.

Sheri asked if Tom and Katie would be willing to stay on for an extension due to the work load involved in finishing up the SOPs and the Standard. She also pointed out that it makes sense for Tom to stay on as the only provider.

Tom and Katie are open to extending their membership.

Sheri motioned to extend Tom and Katie's membership for an additional 3 year term. Mike S. seconded the motion and the vote was unanimously in favor of doing this. Ilona will review the procedures to extend membership and follow-up with the CSDP.

Tom requested to stepdown as Chair. Tom said that Sheri had self-nominated to be the next Chair and said there was still time to nominate others. A new Chair will be elected in January. Ilona commented that it might be a good idea for Tom to not step down until after the January calls – Tom agreed to remain Chair through the end of January 2020 due to the CSDEC meeting at the Winter Conference.

Eugene will look into the possibility of applying for membership.

Sheri has also been trying to involve more new members. There are no facilities on the Committee. It would be great to add someone.

Sheri suggested looking into changing AB to Regulator for balance. Sheri suggested four possible groups. The Committee needs to think about this and whether it makes sense to make some changes. It will be put on the backburner until things settle down.

### 3. SOP 6-100

Tom asked if everyone had a chance to review all the changes he made. He updated the Table of Contents and did some basic clean-up.

Tom pulled up the SOP to review it with the committee before voting.

- Last line of Section 2 – correct to SSAS Section 3.1 has the same issue. He did a search and replace to catch any others.
- Section 5.4 - shouldn't it be a routine sample? Following protocol for analyzing routine samples.
- Removed method detection limit and added detection limit instead.
- Section 5.6.3.3 – remove comma
- Section 5.6.6.2 – change to fixed acceptance limits
- Section 5.6.7.1 - don't capitalize Sample Acceptance
- 6.2.12 – still has MDL – change to DL
- 6.2.11 - and

The Committee will start the review at Section 6.5 at the next meeting. Tom asked that everyone look over the remainder of the document and send him any concerns they find. It will be approved at the next meeting.

4. New Business.

- None.

5. Action Items

The action items can be found in Attachment B.

6. Next Meeting

The next meeting will be January 6, 2020 at 2:30pm Eastern. Ilona will send out a Webex invitation the day of the meeting. Tom would like to have the second January meeting at 2pm on the 21<sup>st</sup> instead of the 20<sup>th</sup> due to the holiday.

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

<b>Members</b>	<b>Rep</b>	<b>Affiliation</b>	<b>Contact Information</b>
Tom Widera (2020) CHAIR <b>Present</b>	Other	ERA (Provider)	twidera@eraqc.com
Ilona Taunton, Program Administrator <b>Present/Recording</b>		TNI	Ilona.taunton@nelac-institute.org
Ed MacKinnon (2022)  <b>Present</b>	Other	TRC Env Corp (Stationary Source Tester)	emackinnon@trcsolutions.com
Gregg O'Neal (2020*)  <b>Present</b>	AB	NC DAQ	gregg.oneal@ncdenr.gov
Katie Gattis (2020)  <b>Present</b>	Lab	Element One Inc.	katie.strickland@e1lab.com
Michael Klein (2020*)  <b>Present – 2:12 added</b>	AB	NJ DEP	michael.klein@dep.nj.gov
Michael Schapira (2021*)  <b>Present</b>	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Sheri Heldstab (2022*)  <b>Present</b>	Lab	Chester LabNet	sheldstab@chesterlab.net

## Attachment B

### Action Items – Stationary Source Audit Sample Expert Committee

	<b>Action Item</b>	<b>Who</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Completion</b>
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	
15	Provide Ilona with notes from New Orleans meeting so August minutes can be completed.	Tom	10/15/18	TBD	
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	
23	Contact Advocacy to see if they have a list of states with air accreditation.	Ilona	8/6/19	8/19/19	
24	Prepare DRAFT letter to send to the TNI Board regarding need for continued SSAS activity.	Tom	8/6/19	8/19/19	
25	Get CRA form posted on the TNI website.	Tom/ Ilona	8/6/19	8/19/19	

	<b>Action Item</b>	<b>Who</b>	<b>Date Added</b>	<b>Expected Completion</b>	<b>Completion</b>
26	Look for older tables that were used to calculate the original limits	Tom	8/26/19	TBD	
28	Prepare DRAFT letter to the Board and CSDP EC. Send for email comment.	Sheri	10/7/19	10/14/19	
30	Send out final DRAFT of SOP 6-100 for comment.	Tom	12/2/19	12/6/19	
31	Send out final DRAFT of EPA letter for comment.	Tom	12/2/19	12/3/19	
32	Send committee membership invitation to associates.	Tom	12/16/19	12/23/19	
33	Request membership extension.	Ilona/Tom	12/16/19	12/23/19	

