

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

**December 7, 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 2:37pm Eastern. Attendance is recorded in Attachment A – there were 7 committee members present. Guest: Eugene Chen (EPA Reg IX).

The meeting minutes will be finalized and prepared for email review and voting before the next meeting in January. This will bring all minutes current and they will be sent to William for posting on the TNI website.

## 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, but was not specifically discussed.  
(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.)
- The Committee will move to one meeting a month in January 2021.

## 3. Committee Leadership

Michael Klein nominated Sheri for Chair and Tom for Vice-Chair on November 16, 2020 by email. Mike Schapira also nominated Sheri and Tom in their current roles on November 30, 2020 by email.

Sheri and Tom accepted the nominations.

Gregg motioned and Mike S seconded that Sheri and Tom continue in their current roles as Chair and Vice-Chair of the Committee. There was no further discussion and the Committee unanimously approved the motion.

#### 4. SOP 6-101 – SSAS Table Management

Section 1 – No changes. OK

Section 2 - Summary change - OK

Remove “see Appendix A” in second paragraph and Change “performed” to “initiated” in third paragraph. - OK.

Section 3 – No changes. OK

Section 4 – No changes. OK

Section 5 -

Section 5.1.6.2 a) – Editorial change. Change bullets to alphanumeric. OK

Section 5.1.7 - Punctuation was corrected. OK

Section 5.2.2 – Remove a) and b). Combine. OK

Section 5.3.4.8 – Text about acceptable courses was changed to a Note. OK

Section 6 – OK

App A: Form has some formatting issues, but content is the same as what is on the website. Sheri will send a new form to William for posting.

Appendix B: Are asterisks needed? They will be left.

Appendix C: Add: “If no, indicate missing requirement” to #1.

There are a few format and editorial items corrected too.

Sheri will finalize the changes below and send out a new DRAFT4 for voting. She asked that people comment by 12/16/20 and everyone committed to get back to her by then.

The vote may be done by email or it will be handled during the first meeting in January.

Sheri would prefer to do it by email so there is more time to work on the Standard at the January meeting.

#### 5. Planning

The Committee chose February 16, 2020 at 2pm EST for their Public Webinar. The Committee will need to finalize their Change Summary during the January meeting so there is enough time to get the posting and email blast out.

Sheri will put the public meeting date into the SES article that is due January 1, 2021. Ilona asked that Sheri also mention that the Field Activities Expert Committee will have

their public webinar on February 4, 2021. They are updating both their FSMO and AB Standards. Ilona shared the name of the Standard.

#### 6. Committee membership

Sheri and Mike Schapira are finishing their first 3-year term on the Committee. Tom motioned to approve a second 3-year term for Sheri and Mike S. The motion was seconded by Gregg and unanimously approved. Their second terms will end in 2024.

The first term for Bill and Brian will end in 2023. Patrick's first term will end in 2024 since he was added after 9/1/20.

#### 7. New Business.

None.

#### 8. Action Items

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

#### 9. Next Meeting

The next meeting will be January 19, 2021 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 4:02 pm Eastern. (Motion: Mike S. Second: Gregg. Unanimous)

## Attachment A

### Participants

#### TNI

#### Stationary Source Audit Sample Expert Committee

<b>Members</b>	<b>Rep</b>	<b>Affiliation</b>	<b>Contact Information</b>
Sheri Heldstab (2024) 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>Absent (Leave)</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 (2024) <b>Present</b>	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Bill Guyton (2023*) <b>Present (joined 3:24pm)</b>	Other	ERM (Tester)	bill.guyton@erm.com
Brian Miller (2023*) <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.

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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.



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13	Review and update SOP 6-101: SSAS Table Management	SOP 6-101	Committee	1/21/2019	5/9/18			<p>In Progress – renewed project 5/4/20</p> <p>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.</p> <p>7/6/20. IT Committee reviewing/updating SOP on analyte codes 9-21-20 (discussed in Policy 9-18-20). Not necessary – reworded in SOP.</p> <p>7/6/20: Include checklist at the end of the SOP for what the committee needs to review/consider.</p> <p>11/16/20. SOP review complete. Will be voted on during December meeting.</p> <p>12/7/20. Completed and will be voted on 1/19/20. Sheri will send a file of Appendix A to William so that what is posted is the same as the SOP.</p>
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.

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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
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

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23	Get 2020 minutes uploaded to website	Minutes	Ilona/William	9/14/20				On hold for William
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"
27	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. 11/7/20- Sherry will ask at Dec CSDP EC meeting.
28	Biennial Review	SSAS Table	SSAS Committee	10/5/20				Review SSAS table every 2 years.
29	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.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
30	Public Meeting tentatively set for mid February.		SSAS Committee	11/2/20				12/7/20- Public meeting set for 2/16/21.
31								