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

March 15, 2021

1. Roll call and approval of minutes:

   Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on March 15, 2021, at 2:00 pm Eastern. Attendance is recorded in Attachment A - there were 9 committee members present. Guest: Eugene Chen.

   The March 1st meeting minutes were distributed for Committee Review. A motion was made by Mike S. to approve the March 1, 2021 minutes as written with the addition of an explanation of the asterisk on the membership page. The motion was seconded by Katie. Vote: For - 8 Against - 0. Abstain - 1 (Michael Klein). The motion passed and the minutes were approved.

2. Updates

   - The Expert Committee training is being updated and should be available in April as a recorded webcast. All Committee members and Chairs need to attend it. Paul is looking at March 30th or 31st for the live Webinar. All are welcome to attend or you can view it from the recording.

   - No comments have been received from the public webinar. Sheri wants to respond to people that sent in a Q&A. Ilona noted that a note has already been sent to everyone who attended the public webinar through Webex.

   - Sending letter to EPA from TNI. Why is audit program different than PT Providers. EPA didn't want a monopoly on providers. Isn't this the same for PTs? Ilona noted that Jerry is aware of the letter SSAS wants to send and we will work with him to get the request to EPA. Sheri would like to delay the letter because she thinks EPA needs time for the new administration to settle in. The Committee agreed that the letter can be sent now. It can be sent to Ned Shapley and Ray Merrill. Also send to Steffan Johnson - head of program.

   - Stakeholders - Tester vs Source Sampler. Tester could be someone in a lab, so maybe Source Sampler would be better. Ilona will be working on getting a better procedure on how to determine what someone's stakeholder category is.

3. Charter

Due date has changed to 6/2/21. The Committee continued to discuss Stakeholder categories. There was agreement that there should be a 4th category added: FSMO (Stationary Source Sampler). This will need to be discussed with the CSDP Executive Committee and the TNI Board of Directors. This type of change needs to be approved.

Sheri brought up the Charter on Webex and the Committee continued its review. Sheri had made some changes last month based on review of the PT Expert Committee and PTP Executive Committee charters.

Mission: The Committee agreed with the changes.

Composition of Committee: Remove TNI because affiliates are not TNI members.

Objectives: These have all been updated.

Objective 1: The percent should be 95% done by competent labs. Not 90%. Sheri will confirm this.

The Committee talked about the audit sample database. Sheri will look into whether they have access. Supposedly Module 1 says the Committee has access.

Changes made to the Charter can be found in Attachment C.

Sheri quickly reviewed the rest of the Charter and asked that the Committee send her comments by email before the next meeting. She would especially like people to look at the objectives and success measures. Are they correct?

4. New Business.

    None.

5. Next Meeting

    The next meeting will be April 19, 2021 at 2:00pm Eastern. Ilona will send out a Webex invitation the day of the meeting.

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

    Sheri adjourned the meeting at 3:33 pm Eastern. (Motion: Mike S.   Second: Bill. Unanimous)

Attachment A

Participants
TNI
Stationary Source Audit Sample Expert Committee

Members	Rep	Affiliation	Contact Information
Sheri Heldstab (2024) 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 – 2:15pm**	Lab	Element One Inc.	katie.gattis@e1lab.com
Michael Klein (2023) **Present**	AB	NJ DEP	michael.klein@dep.nj.gov
Michael Schapira (2024) **Present**	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Bill Guyton (2023*) **Present**	Other	ERM (Tester)	bill.guyton@erm.com
Brian Miller (2023*) **Absent – Snow Day**	Other	ERA (Provider)	brian_milller@waters.com
Patrick Selig (2024*) **Present**	Other	ANAB (AB/PTPA)	pselig@anab.org

Attachment B

Backburner / Reminders
Stationary Source Audit Sample Expert Committee

	Item	Meeting Reference	Comments
1	Update SES conference poster and FAQ for possible use at 2021 conference.	3/16/20 4/6/20	2021 conference canceled due to Covid
2	Update SES conference poster and FAQ for possible use at 2022 conference.	3/16/20 4/6/20	

Attachment C – Charter

PDF – so will be attached when minutes are posted. See PDF sent with DRAFT minutes.

Attachment D: SSAS Committee Action Item Summary – 2020

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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	1/19/21	None	In progress. [discussed and agreed to "on hold" again 2/18/20]
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]

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
13	Review and update SOP 6-101: SSAS Table Management	SOP 6-101	Committee	1/21/2019	5/9/18		Sent to Policy Committee for review.	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). Not necessary – reworded in SOP. 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. 12/7/20. Completed and will be voted on 1/19/20. 1/19/21: SOP 6-101 finalized and ready to go to Policy.
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	3/1/21			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. 3/15/21: Committee asked to review and comment by email on changes Sheri made.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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]
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	Update TNI SSAS Committee info on TNI website		William	9/22/20	6/1/20	Verified on 3/15/21		Add Bill, Brian and Patrick. Discussed w/Ilona on 9/21/20. William backlogged.
25	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" 3/15/21: Air & Emissions has been added to list of feasibility studies PTPEC will look at. They will invite Sheri when it is on the agenda.
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. 11/7/20- Sheri will ask at Dec CSDP EC meeting. Sheri to ask at Dec CSDEC meeting: SSAS can change table without going through PTPEC. Yes – 12/7/20

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
27	Biennial Review	SSAS Table	SSAS Committee	10/5/20				Review SSAS table every 2 years. - Some methods may need to have limits updated. Ag and M6/M8. (On hold until Standard update.)
28	Review SSAS Modules to prepare for Public Meeting.	Modules 1, 2, and 3	SSAS Committee	10/19/20	1/19/21	1/19/21		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. 1/19/21: tables reviewed and finalized for public meeting.
29	Public Meeting tentatively set for mid February.		SSAS Committee	11/2/20	1/19/21	2/16/21		12/7/20- Public meeting set for 2/16/21. 1/19/21: Ilona to send template for presentation and language for posting.
30	Contact EPA re: change to # AS providers in CFR		Gregg O'Neal (Committee member)	1/14/21	12/4/20			Based on info from EPA call on 12/4/20. After April 2021, write letter to ask for change to CFR to "if one is available".
31	Discuss Committee relationship with PTPEC.		SSAS Committee	1/19/21	TBD			1/19/21: Ilona will add to PTPEC Action Summary too.