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

April 19, 2021

1. Roll call and approval of minutes:

    Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on April 19, 2021, at 2:00 pm Eastern. Attendance is recorded in Attachment A - there were 9 committee members present. Associate Members present: Carl Kircher and James Haynes. Guest: Eugene Chen.

    The March 15th meeting minutes were only available as a PDF for Committee review due to a computer glitch. Sheri decided to wait for the May meeting to approve the minutes so any changes could be made to a Word version of the minutes.

2. Updates

    - The Expert Committee training was updated and should be available soon as a recorded webcast. All Committee members and Chairs need take this training. Associate members are also welcome to take the training. The following people attended the webinar version of the training: Tom, Sheri, Gregg and Michael Klein.

    - The Charter update is due 6/1/21.

    - Michael Schapira will be retiring on July 15, 2021. He would like to stay involved on the Committee as an Associate or Voting Member. He will let Sheri know in July.

3. Charter

    The Committee restarted its review at Objective 1.

    Is the PTP Executive Committee at all involved in approving the Standard like the NELAP AC approves the lab standard and the NEFAP EC approves the field standard? This can be discussed as part of Action Item 31.

    The Committee reviewed the objectives and success measures and made changes to the Charter (Attachment C).

There was extensive discussion on whether the documentation issue needs to be added to Charter. Ilona will check in with Paul Junio and share that conversation with the Committee.

Sheri will send a copy of the Charter to the Committee for final review by email and then vote on the Standard during the May meeting.

4. New Business.

   Sheri shared that she is now editor of the SES newsletter and she encouraged people to submit articles that would be of interest to SES.

5. Next Meeting

   The next meeting will be May 17, 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 3:34 pm Eastern. (Motion: Gregg   Second: Michael S. 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 (until 2:43pm)**	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 – (added 2:29pm)**	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*) **Absent**	Other	ERM (Tester)	bill.guyton@erm.com
Brian Miller (2023*) **Present**	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. 4/19/21: Is the PTP Executive Committee at all involved in approving the Standard like the NELAP AC approves the lab standard and the NEFAP EC approves the field standard?