

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

**April 20, 2020**

## 1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on April 20, 2020, at 2pm Eastern. Attendance is recorded in Attachment A – there were 6 committee members present. Associate(s): Bill Guyton (until 3pm Eastern) Guest(s): Stan Tong and Eugene Chen.

TNI is working on updating expert committee SOPs. There will be some new procedures for committee membership that we should see in the upcoming months.

## 2. Announcements

- Sheri is part of the Consensus Standards Development Program (CSDP) Executive Committee because she is an expert committee chair. There is a committee training they want to be sure all committee members have viewed. This training will hopefully be updated in the next 6 months.
- NEMC registration has not opened yet. TNI is sorting out issues.
- Just a reminder that the first person who calls in starts the recording of the meeting. If someone accidentally calls in early and hangs up ... it starts and stops the recording of the meeting that was set-up.

## 3. SOP 6-100

Sheri pulled up SOP 6-100 that the committee reviewed since the last meeting. She incorporated suggested changes she received from Stan by email. The Committee received a copy of this SOP with an updated agenda on 4/18/20.

Sheri will fix page numbers when the SOP is completed.

### Section 1:

Tom noted that Pilot study should be added to 1.1.

### Section 2:

Arabic numerals will be used to denote quantity instead of spelling out the number. Change SOP 6-101 to Rev 1. After further discussion, it was decided that the revision number is not important. The most recent revision should be used.

### Section 3:

Revision numbers of the documents are being deleted. Move documents that were actually referenced in the SOP into the References section of the SOP.

Move ISO/IEC 13528 document information to the related documents section.

### Section 8:

This section should only include the reference to SOP 6-101 and SOP 4-101. All other previous entries were deleted.

### Section 4:

Definitions for a number of words were modified. The Committee had a discussion about the TNI glossary, and all definitions will be compared before submission to the Policy Committee. Ilona emailed Sheri a current copy of the Glossary.

### Section 5:

5.4 Add language about providing an audit sample as a concentrate. This then requires a change in the second paragraph – delete “dilute” and make it “working”.

5.5 Stan’s suggested wording change was incorporated.

5.5.1.1 – add “two-tailed” Gaussian.

5.5.1.2 – Accept Stan’s change.

All sections: Changed “Assigned Value” to “AV” except for the first time it was used.

5.6.2.4 – changed last sentence. “do not flag these data”.

5.6.4.1 – editorial change.

5.6.4.1.1 – Add “see Appendix A”.

5.6.3.3 – Stan asked about a writing convention for graph axes nomenclature (i.e., “AV vs.  $\bar{X}_{PR}$ ”). Does it make any difference? Yes. Sheri will check the document for consistency. Sheri also made an editorial change.

Delete the part of the Note about several statistical procedures.

5.6.4.1.3 – Add “single points”.

Section 6.2 – Add “participant” laboratories.

Section 6.2.10 – Add 5.6.2

Section 5.2.16-18 were added back in.

Section 7.4. First paragraph: Words were missing and Stan corrected it. Remove last part of last sentence. End at “critically”.

Last sentence – change to “not suitable” instead of useless. Also delete “as an audit”.

Section 7.5 – First paragraph – “As a minimum”

Appendix A:

Stan and Sheri reviewed all the equations. She reviewed some of the improvements and consistency additions she made.

Appendix B:

Added ASRL compatible with reference method.

Need to add appendix title and delete the title in the table.

Sheri will fix the glossary issues and send a final SOP to the committee for vote at the next meeting. She also thanked everyone for all their input and work on the SOP.

#### 4. Committee Membership

All non-voting meeting participants were asked to exit the meeting. A committee application was received from Bill Guyton who has been an associate committee member.

His application was reviewed. His addition would keep the committee in balance.

A motion was made by Tom to add Bill Guyton to the Committee as a voting member. The motion was seconded by Mike S. and unanimously approved.

Bill’s information will be forwarded to the Chair of the CSDP EC.

#### 5. New Business.

None.

#### 6. Action Items

The action items can be found in Attachment B. This is a new format.

## 7. Next Meeting

The next meeting will be May 4, 2020 at 2:30pm 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 3:39pm Eastern. (Motion: Mike S Second: Gregg Unanimously approved.)

## 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 (2022*)<br>CHAIR<br><b>Present</b>         | Lab        | Chester LabNet                                | sheldstab@chesterlab.net          |
| Tom Widera (2023)<br>VICE-CHAIR<br><b>Present</b>         | Other      | ERA<br>(Provider)                             | twidera@eraqc.com                 |
| Ilona Taunton,<br>Program Administrator<br><b>Present</b> |            | TNI   | Ilona.taunton@nelac-institute.org |
| Ed MacKinnon (2022)<br><b>Present</b>                     | Other      | TRC Env Corp<br>(Stationary Source<br>Tester) | emackinnon@trcsolutions.com       |
| Gregg O'Neal (2020*)<br><b>Present</b>                    | AB         | NC DAQ  | gregg.oneal@ncdenr.gov            |
| Katie Gattis (2023)<br><b>Present</b>                     | Lab        | Element One Inc.                              | katie.gattis@e1lab.com            |
| Michael Klein (2020*)<br><b>Present</b>                   | AB         | NJ DEP  | michael.klein@dep.nj.gov          |
| Michael Schapira (2021*)<br><b>Present</b>                | Lab        | Enthalpy Analytical<br>LLC                    | Mike.schapira@enthalpy.com        |



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 again 2/18/20]<br>[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    |            |               | None                    | [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     |               | None                    | 4/6/20: Final Draft review by Committee – sent clean and track changes copy.<br>4/20/20 – completed review, fix pagination and double check glossary, then send to committee for vote on 5/4/20. |
| 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.  |

| Item | Task Description   | Document Number | TNI Contact | Task Added | Start Date | Complete Date | External Communications                     | Comments   |
|------|--|-----------------|-------------|------------|------------|---------------|---|--|
| 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    | 4/20/20       |   | 2/18/20: Shawn doesn't have formula but will help with consistency between SOPs 4-101 and 6-100.<br>3/2/20: Need to meet with Carl and Shawn to discuss to discuss statistics in SOP 6-100.<br>4/6/20: Send Appendix A to Carl for review.<br>4/20/20: Did not hear back from Carl/Shawn/Eric review request. Review done instead by Sheri and Stan. |
| 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<br>Poster submitted to SES 3/14/20<br>FAQ completed 3/27/20 (2020 conference canceled 3/15/20)<br>Documents will need to be updated for 2021 Conference – move to Backburner.  |
| 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<br>Maria Freidman of TNI | Abstract submitted 2/7/20<br>Presentation due 7/13/20  |



