

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

**May 18, 2020**

## 1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on May 18, 2020, at 2:00pm Eastern. Attendance is recorded in Attachment A – there were 6 committee members present. Guest(s): Stan Tong.

Minutes will be prepared and reviewed by email.

## 2. Updates

### Announcements

- Sheri is still looking for a title for the column she will be writing for SES. Something fun with some personality. Due 7/1/20.
- SOP 6-100 has been turned into the Policy Committee for review.
- William has been unable to post .

### Action Items – Attachment C

- Sheri will contact Bob Wyeth to confirm a Notice of Intent (NOI) was sent by Tom Widera.
  - o Ilona found that the NOI for Module 2 was sent for posting on 12-7-18. The other modules (1 and 3) were posted earlier. No need for further follow-up.
- The correct Charter has now been posted on the website.
- Sheri has been working on her NEMC presentation.
- Ilona noted that the new IT SOP which discusses analyte codes has not been completed yet, so the Action Item in line 13 regarding analyte codes is on hold.

## 3. SOP 6-101- SSAS Table Management

The Committee started work where they left off at the previous meeting – Related documents.

### Section 4:

Sheri compared the definitions to the glossary. She put quotation marks around a few words.

Does it make sense to use the concept of Sponsor. Ilona asked if a compound needs to be removed ... does it need a Sponsor? Right now it is not required. Stan thinks the Regulatory Agency should have a say. The group discussed the pros and cons and decided to remove the Note that a Sponsor is not needed for removals. Removals should be sponsored. A Sponsor is not needed for changing concentrations.

Add "methods" to SSAS Table definitions.

#### Section 5:

##### Section 5.2 - Submitting Requests to Modify the SSAS Table

This section needs to be reorganized given the change in how some changes need to be requested (e.g., regulator must request).

Ilona shared how this is done in NELAP PT. Complaints or ARA's are filed. These procedures have all comments, complaints, requests and changes in one form (Change Request Application - CRA). Ilona suggested putting the steps in order and moving the information about this form at the top of the section.

Sheri reviewed the types of modifications that can be made.

Section 5.2 - does it need to state: "Paper copies shall not be accepted." It will be removed.

All documents will be requested to be sent electronically.

The Committee discussed how to track CRAs. They are currently entered in the Action Table for the year, so that method will be continued. The tracking may change if more applications are received.

Look at Section 5.5.4. This is where the committee left off, but still needs to be completed. Sheri asked people to think about possible wording for this section.

The Committee ended their review at Section 5.5.1.

#### 4. New Business.

None.

#### 5. Action Items

The action items can be found in Attachment B.

## 6. Next Meeting

The next meeting will be June 1, 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 3:34pm Eastern. (Motion: Mike S. Second: Mike K. 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 (2021*) CHAIR <b>Present</b>	Lab	Chester LabNet	sheldstab@chesterlab.net
Tom Widera (2023) VICE-CHAIR <b>Absent</b>	Other	ERA (Provider)	twidera@eraqc.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>Present</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 (2021*) <b>Present</b>	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Bill Guyton (2023*) <b>Present</b>	Other	ERM	bill.guyton@erm.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 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			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	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 to review possibly in June, 2020.
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.

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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.
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 Presentation due 7/13/20

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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.
13	Review and update SOP 6-101: SSAS Table Management	SOP 6-101	Committee	1/21/2019	5/9/18			In Progress - renewed project 5/4/20  Ilona to email MayBeth to ask about new analyte codes for SSAS table. On hold until IT completes SOP.
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.]
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	Seek CSDP EC Chair approval.	Voted in Bill Guyton. Approval from CSDP EC 5/1/20



