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

July 12, 2021

1. Roll call and approval of minutes:

   Chair, Sheri Heldstab, called the TNI SSAS Expert Committee meeting to order by teleconference on July 12, 2021, at 3:00 pm Eastern. Attendance is recorded in Attachment A - there were 7 committee members present. Associate Members present: James Haynes, David Caldwell, and Salima Haniff. Guest: Michella Karapondo (EPA).

   The June meeting minutes were completed but will be reviewed by email or at the next meeting.

2. Federal PT Program – Michella Karapondo

   Michella joined the meeting today to respond to some questions Sheri had about a possible Federal PT Program. Michella commented that for Water, DW has a federally mandated requirement for PT. Changes were made when privatized in 1999. It then became required annually. Wastewater is at state level.

   Michella is not aware of any requirement for the number of PT Providers that must be available to provide PT samples. They can be prepared by anyone acceptable to EPA or the State. They recognize the PT Providers TNI accredits. There is one provider for crypto that is not a TNI accredited provider, but they are the only one that supplies the PTs. They evaluated them themselves. This is an example of one provider that is not accredited by TNI.

   There is only 1 provider for asbestos, and they will only provide to labs in their program.

   Sheri mentioned her lab was running about 126 audit samples for HCl each year. For all methods they run, they only received 24 audit samples. Only high visibility facilities are to use Audit Samples. Michael S. and Katie still run some, but numbers have been greatly reduced. Only a few clients still use them.

   Gregg noted that EPA didn't know what the charge would be for samples when privatized, so that is why they required two providers.

   David and Michella left the meeting at 3:20pm Eastern.

3. Committee Relationship with PTPEC

Ilona noted that there is still a connection with PTPEC through the Audit Sample Provider Accreditor program. The relationship with PTPEC has now been limited, but not completely eliminated. SSAS can finalize their own table updates, SOPs and Standards without PTPEC involvement.

Ilona will send Volume 3 and 4 of the 2016 TNI Laboratory Standard so Sheri can compare the information to SSAS's Module 2.

4. Standard Update

The Committee reviewed the comments received during the Public Webinar and made updates to the table as needed (Attachment C).

Bill Guyton commented on Method 25:

2.1 An emission sample is withdrawn from the stack at a constant rate through a heated filter and a chilled condensate trap by means of an evacuated sample tank. After sampling is completed, the TGNMO are determined by independently analyzing the condensate trap and sample tank fractions and combining the analytical results. The organic content of the condensate trap fraction is determined by oxidizing the NMO to carbon dioxide (CO_2) and quantitatively collecting in the effluent in an evacuated vessel; then a portion of the CO_2 is reduced to CH_4 and measured by an FID. The organic content of the sample tank fraction is measured by injecting a portion of the sample into a gas chromatographic column to separate the NMO from carbon monoxide (CO), CO_2, and CH_4; the NMO are oxidized to CO_2, reduced to CH_4, and measured by an FID. In this manner, the variable response of the FID associated with different types of organics is eliminated.

5. Membership

James and Salima left the call.

Sheri, Tom, Gregg, Katie, Michael S., Bill Guyton and Patrick Selig were left to discuss Committee membership. Sheri shared James Haynes' application by email on 6/29/21. Michael S will become an Other instead of a Lab on July 16, 2021.

Michael S motioned to add James Haynes to the Committee effective July 16, 2021. Tom seconded the motion, and it was unanimously approved.

The Committee now stands at:

4 – Labs
2 – FSMO
3 – AB
2 – Other

6. New Business.

None.

7. Next Meeting

The next meeting will be August 16, 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 4:17 pm Eastern.

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) **Absent**	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**	Lab	Element One Inc.	katie.gattis@e1lab.com
Michael Klein (2023) **Absent**	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**	Other	ERA (Provider)	brian_millller@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	

TNI SSAS EXPERT COMMITTEE: OUTLINE OF CHANGES AND IMPROVEMENTS

SSAS Volume 1: Module 1 (Providers)

The revised TNI SSAS Volume 1 Standard combines the requirements for Providers audit samples (Module 1), the Provider Accreditor requirements (Module 2) and the Participant requirements (Module 3).

Most of the normative language by The NELAC Institute (TNI) that is specific for the SSAS program has been retained or revised for clarity.

Section	Current Text	Proposed Text	Justification	Comments
6.3.1	Providers shall prepare audit samples that are…	Audit samples prepared by Providers shall be…	Some Testers were interpreting the original verbiage to mean that Providers were required to manufacture audits for all methods - clarification of ambiguity.	None.
[6.3.6]	[new text]	6.3.6 The Provider may produce the audit in “whole sample” form (i.e., to be analyzed as received) or as a concentrate (i.e., requiring dilution or other preparation prior to any analytical steps being performed on the audit).	Clarifying statement which impacts Volume 1, Module 3.	None.

Section	Current Text	Proposed Text	Justification	Comments
6.4.1 NOTE	NOTE: A Provider may, upon request, supply samples, similar in composition to audit samples, which have concentrations outside the ranges in the SSAS Table. By definition, such samples would not be considered audit samples, and are, therefore, outside the scope of this Standard.	[struck from module]	This text came from the water/wastewater PE program and does not apply to SSAS Program.	None.
N/A	N/A	Do we want to put anything in here regarding this? I think it's covered in the accreditation process. Brian or Tom??	??	From chat: "Have you discussed the idea of requiring them to evaluate suppl as part of their business practice?" Answered verbally during webinar – Brian described both initial testing of audits after batch is made and ongoing stability testing throughout life of Audit batch.
6.5 NEW	[new text]	**6.5 Audit Sample Availability**		None.
6.5.1 NEW	[new text]	6.5.1 At any given time, Providers shall have available a sufficient number of batches to ensure that the laboratories are adequately challenged.	This is a unique necessity for the SSAS Program. Water/Wastewater PE studies are conducted in an entirely different manner, and the language borrowed from their requirements was insufficient for the SSAS Program's needs.	None.

Section	Current Text	Proposed Text	Justification	Comments
6.5.2 NEW	[new text]	6.5.2 Each SSAS table concentration range may be split into three groups, the lowest third of the range (low), the middle of the range (mid), and the high end of the range (high).	Providers were struggling to meet the high demand for low concentration audits without having to also produce large numbers of lots of mid- or high-concentration audits that were not being used. By breaking the concentration ranges into three categories, the Providers can manufacture more lots of the concentration levels in high demand.	None.
6.5.3 NEW	[new text]	6.5.3 Each sub-range (low, mid, high) if used, shall have a minimum of (X) unexpired batches available at all times.	Ensures that all concentration levels have adequate supply to meet demand at any point in time.	None.
6.5.4 NEW	[new text]	6.5.4 Any sub-range, if used, which has greater than (X) requests in a rolling 12 month period must have additional batches made to provide the adequate challenge for laboratories. One batch per (X) requests in a rolling 12 month period is sufficient to meet this requirement.	Ensures that all concentration levels have adequate supply to meet demand at any point in time.	None.
6.5.5 NEW	[new text]	6.5.5 All sub-range batches, if used, must have certified values sufficiently different from one another such that an adequate challenge to laboratories can be assured.	Decreases the likelihood that a lab will receive multiple audits with the same concentration.	None.

Section	Current Text	Proposed Text	Justification	Comments
8.2	The Provider shall provide instructions with each audit sample shipment, describing:	8.2.a) UNCHANGED		None.
8.2.b) NEW	[new text]	b) that the audit sample be prepared and analyzed per the applicable methods in the SSAS Table;	Previously, the instructions accompanying the audit sample said to "analyze the audit" and omitted the word "preparation". As a result, some labs were not following the preparation steps of the method(s), and simply diluting the audit and running it with no preparation. This is a particular issue with Method 29, which has a lengthy and convoluted preparation prior to analysis.	None.

Section	Current Text	Proposed Text	Justification	Comments
8.2.c) 2	2) The audit sample(s) I am reporting was/were analyzed in the same laboratory in keeping with module 3 of this standard under the same calibration, utilizing the same quality control standards, by the same analysts following audit sample instructions as the stationary source test samples.	2) The audit sample(s) I am reporting was/were analyzed in the same laboratory following the requirements of module 3 of this standard.	This text was originally borrowed from the water/wastewater PE program. It is not always possible for the laboratory to analyze the audit "under the same calibration, utilizing the same quality control standards, by the same analysts following audit sample instructions as the stationary source test samples." For instance, if 3 samples out of 12 need to be diluted in a different run with a different calibration, does the audit sample need to be run with those 3 diluted samples also? And if so, which audit result gets reported? By referring back to Module 3 of the SSAS module (laboratory requirements), the new text removes this ambiguity.	None.
	[editorial changes]	other sections in 8.2 renumbered in keeping with above changes		None.
8.3 NEW	[new text]	**8.3** The Provider shall provide Data Reporting forms that will include:	This requirement should alleviate some of the issues encountered by laboratories and regulators with regards to:	None.
8.3.a) NEW	[new text]	a) name of the Facility;	Not knowing which project the audit is associated with	None.

Section	Current Text	Proposed Text	Justification	Comments
8.3.b) NEW	[new text]	b) name of the Tester;	Not knowing which client the audit is associated with	None.
8.3.c) NEW	[new text]	c) name of the laboratory performing the analysis; and	Not knowing which laboratory the audit is associated with/laboratories receiving audits intended for different labs	None.
8.3.d) NEW	[new text]	d) name of the Regulatory Agency.	Regulators receiving audit results for projects being overseen by a different regulator.	None.
8.4.j	send an audit sample from the same manufacturing lot to the same Facility or Laboratory consecutively, or more than once in a calendar month, or more than eight (8) times in a twelve-month period.	[struck from module]	This is a carryover from the water/wastewater PE program and is outside of the control of the Provider, who can only monitor which Tester receives a given lot of audit. The Tester is responsible for the timing by which the laboratory receives a given audit. Most labs are working with more than one Testing Company, who are not coordinating their audit samples with each other.	None.
10.2.1 NEW	[new text]	10.2.1 Acceptance limits shall be calculated by the provider per the current SSAS Table and shall be rounded to three (3) significant figures.	Clarifying significant figure usage in providing acceptance limits. Do we want to add an example/NOTE to give further clarification?	From Q&A: please explain significant figures. Sheri explained the issue with a lab failing because they reported, say, 1.229, when the lower acceptance limit was 1.23.

Section	Current Text	Proposed Text	Justification	Comments
				Tom replied in Q&A: "Significant figures are any number that is not a placeholder. When a zero is used as a placeholder, it is considered to be not significant. Such as 0.00334. The two zero numbers to the right of the decimal are considered not significant."
10.2.2 NEW	[new text]	10.2.2 The Provider shall evaluate audit sample results "as reported" by the laboratory.	Not all laboratories report to 3 significant figures. The Provider is not responsible for acceptance or failure based on the number of significant figures reported by the laboratory.	Q&A: Consider making the justification a Note for additional guidance.
	[editorial changes]	renumbered to 10.2.3 - 10.2.6	editorial change	

TNI SSAS EXPERT COMMITTEE: OUTLINE OF CHANGES AND IMPROVEMENTS

SSAS Volume 1: Module 2 (Provider Accreditors/Accreditation)

The revised TNI SSAS Volume 1 Standard combines the requirements for Providers audit samples (Module 1), the Provider Accreditor requirements (Module 2) and the Participant requirements (Module 3).

Most of the normative language by The NELAC Institute (TNI) that is specific for the SSAS program has been retained or revised for clarity.

Section	Current Text	Proposed Text	Justification	Comments
1.2.a)	The production and supply of stationary source audit samples (hereafter referred to as "audit samples") that	add footnote [1]: [1] If the provider does not or cannot create a gaseous audit capable of	Recognizes that, at present, not all audits are capable of being used to challenge the sample collection component of all	1. Footnotes are to be avoided if at all possible re: TNI SOP style guide for Volumes/Modules.

Section	Current Text	Proposed Text	Justification	Comments
	challenge the critical components of each source test procedure, from sample collection to sample analysis;	challenging the test procedure from sample collection to analysis, an audit may be produced in liquid form to challenge the analytical component of the method. The liquid audit must contain the same analyte in the same or similar matrix as the final collected sample.	methods for which audits exist. While this is still the goal of the audit program, it is not fully implemented yet.	Change to Note? (Sheri found this after the webinar) 2. Q&A: Could you explain that in terms of Method 25 Need reply – I don't know M25. 3. Using liquid PT samples in place of Gas Standards...could you explain further (From ERA) Needs reply – Brian or Tom? 4. How do you envision the instructions given to the participant to use a liquid sample to evaluate a gas method? (From ERA) Needs reply – Brian?? No reply necessary, internal question inside ERA.

Section	Current Text	Proposed Text	Justification	Comments
4.1	The PT Executive Committee shall determine the content of the approved TNI SSAS Program…	The PTP Executive Committee in conjunction with the SSAS committee shall determine the content of the approved TNI SSAS Program… OR The SSAS Expert Committee, in conjunction with the PTP Executive Committee, shall determine the content of the approved TNI SSAS Program... Discuss w/PTPEC	Originally, the PTEC had oversight over the SSAS Audit program. The SSAS Expert Committee was formed upon realization that SSAS audits were quite different from PT samples/programs.	None. [SH 7/12/21 – need to remove all references to PTPEC excepting those related to AASP Assessors/Accreditors]

TNI SSAS EXPERT COMMITTEE: OUTLINE OF CHANGES AND IMPROVEMENTS

SSAS Volume 1: Module 3 (Stakeholders)

The revised TNI SSAS Volume 1 Standard combines the requirements for Providers audit samples (Module 1), the Provider Accreditor requirements (Module 2) and the Participant requirements (Module 3).

Most of the normative language by The NELAC Institute (TNI) that is specific for the SSAS program has been retained or revised for clarity.

Section	Current Text	Proposed Text	Justification	Comments
1.3.b)	The final acceptance of a Facility's stationary source air emissions test results by the Regulatory Agency is outside the scope of this Standard	The final acceptance of a Facility's stationary source air emissions test results by the Regulatory Agency is outside the scope of this Standard, and is the responsibility of the Regulatory Agency involved in the Testing event for a given Facility.	clarifying responsibility of Regulatory Agency regarding final acceptance of audit results.	None.

Section	Current Text	Proposed Text	Justification	Comments
3.2	[new text]	**Concentrated Audit:** An audit requiring dilution or other preparation prior to the beginning of any analytical steps.	necessary to differentiate between audit preparation and method-required sample preparation (dilution of audit versus preparation of field samples)	None.
3.15	[new text]	**Whole Sample Audit:** An audit which requires no further preparation prior to the beginning of analysis.	necessary to differentiate between audit preparation and method-required sample preparation (dilution of audit versus preparation of field samples)	None.
4.1 & 4.2	[multiple throughout section 4.1 & 4.2]	**changed "Facility" to "Facility or Designee" where applicable.**	Most of the activities discussed in Section 4.1 are generally carried out by the Testers, not directly by the Facilities.	None.
Figure 1	Figure 1 & Figure 1 Notes	moved to end of document	editorial change for ease of formatting and readability	None.
4.1.4	The Facility shall receive the evaluation of the audit sample results from the Provider.	The Facility or Designee, Regulatory Agency, the Stationary Source Test companies, and the Laboratories participating in the stationary source tests shall receive the evaluation of the audit sample results from the Provider.	Results are already being sent to this list of entities. Change in text makes Standard match actual practice.	None.

Section	Current Text	Proposed Text	Justification	Comments
4.2.2	The Regulatory Agency shall receive and review the Facility's request for audit samples and may provide input regarding the audit samples to the Facility and to the Provider within fifteen (15) calendar days after receiving notice and information about the order from the Provider. It is the responsibility of the Regulatory Agency to evaluate the method, container, matrix, analytes, and requested analyte requested value proposed for the audit sample and to choose, in consultation with the Provider, the analyte values that best audit the test and are blind to the other Participants. If any aspect of the audit sample, except the analyte value, must be changed, the Regulatory Agency shall inform the Facility as well as the Provider so that the Facility can also change the order as the Regulatory Agency requires.	The Regulatory Agency shall receive and review the Facility's or Designee's request for audit samples and may provide input regarding the audit samples to the Facility or Designee and to the Provider within fifteen (15) calendar days after receiving notice and information about the order from the Provider. It is the responsibility of the Regulatory Agency to evaluate the method, container, matrix, analytes, and requested analyte requested concentrations proposed for the audit sample and to choose, in consultation with the Provider, the analyte concentrations that best audit the test and are blind to the other Participants. If any aspect of the audit sample, except the analyte value concentration, must be changed, the Regulatory Agency shall inform the Facility or Designee as well as the Provider so that the Facility or Designee can also change the order as the Regulatory Agency requires.	(Facility changed to "Facility or Designees") "value" changed to "concentration", as the two are not synonymous. Audit samples are ordered based upon concentrations.	None.

Section	Current Text	Proposed Text	Justification	Comments
4.2.4	The Regulatory Agency shall receive and review the stationary source test results and the audit sample results from the Facility and Laboratory (see Section 4.4.2), and may provide input to the Facility after the test.	The Regulatory Agency shall receive and review the stationary source test results and the audit sample results from the Facility or Designee and Laboratory (see Section 4.4.2), and may provide input to the Facility or Designee after the test.	Clarification that the sample results and audit results are submitted to the regulators by the Facility or Designee AND by the laboratory. Lab is required to report to Tester, Provider, and Regulator simultaneously.	None.
4.3.2	The Stationary Source Tester shall receive the audit samples from the Provider or the Facility, have them available at the test site during testing, and add them to the batch of field samples sent for analysis, unless otherwise authorized by the Regulatory Agency.	The Stationary Source Tester shall receive the audit samples from the Provider or the Facility, have them available at the test site during testing, store the audit samples in accordance with the Provider's instructions while in possession of the audit samples, and add them to the batch of field samples sent for analysis, unless otherwise authorized by the Regulatory Agency.	Added in requirement that audits be stored properly while in the custody of the Tester, as failure to do so may invalidate the audit, and neither the lab nor the provider have control over the actions of the Tester.	None.

Section	Current Text	Proposed Text	Justification	Comments
4.4.1	The Laboratory shall receive and analyze the stationary source test samples and the audit samples from the Stationary Source Tester. The Laboratory shall handle, store, and analyze each audit sample in the same batch and in the same manner as the stationary source test samples for the test method and analyte being audited. The Laboratory shall prepare each audit sample for analysis according to the instructions provided by the Provider. The Laboratory shall use the same personnel, sample tracking, sample storage, preparation, analysis methods, equipment, materials, standard operating procedures, calibration techniques, quality control procedures, and quality control acceptance criteria for the stationary source test samples and the audit samples.	The Laboratory shall receive and analyze the stationary source test samples and the audit samples from the Stationary Source Tester. If necessary, the Laboratory shall prepare each audit sample according to the instructions provided by the Provider prior to beginning any analytical steps, including method-specific preparatory steps, if any.	Broken into 3 paragraphs to remove ambiguous references to "prepare" & "preparation".	None.

Section	Current Text	Proposed Text	Justification	Comments
4.4.1		The Laboratory shall handle, store, prepare and analyze each audit sample in the same batch and in the same manner as the stationary source test samples for the test method and analyte being audited.	Broken into 3 paragraphs to remove ambiguous references to "prepare" & "preparation".	None.
4.4.1		The Laboratory shall use the same personnel, sample tracking, sample storage, sample preparation and analysis methods, equipment, materials, standard operating procedures, calibration techniques, quality control procedures, and quality control acceptance criteria for the stationary source test samples and the audit samples.	Broken into 3 paragraphs to remove ambiguous references to "prepare" & "preparation".	None.
4.4.2 - 4.4.5	editorial changes	renumbered to 4.4.4 - 4.4.7	editorial change	None.

Section	Current Text	Proposed Text	Justification	Comments
6.0	When a Facility, Stationary Source Tester, or Laboratory has a question or complaint regarding an audit sample or Performance Evaluation from the Provider, and when the Facility, Stationary Source Tester, or Laboratory has sufficient cause to question the validity of that audit sample or performance evaluation...	When a Facility, Stationary Source Tester, or Laboratory has a question or complaint regarding an audit sample , and when the Facility, Stationary Source Tester, or Laboratory has sufficient cause to question the validity of that audit sample…	removed references to "Performance Evaluation" because PE samples apply to water/wastewater, not to the SSAS Program.	None.
Figure 1	[moved to end of document]	Figure 1 & Figure 1 Notes	editorial change for ease of formatting and readability	None.

Attachment D: SSAS Committee Action Item Summary – 2021

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 sent to Policy. 7/16/21: Policy requested some changes.
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	5/17/21		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. Charter finalized and sent to Policy.

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 (On hold until Standard update.)
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		Discussed w/Shawn at Jan 2021 Conference.		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'Neall (Committee member)	1/14/21	12/4/20	7/14/21	Peter Tsirigotis, cc'd: Ned Shappley, Stef Johnson, Ray Merill of EPA	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". 5/21/21: Draft completed and sent to Jerry and committee for review. 6/21/21: Letter finalized and sent to Jerry for final signature and sending.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
31	Discuss Committee relationship with PTPEC.		SSAS Committee	1/19/21	TBD	6/21/21		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? 6/21/21 call w/Jerry & Shawn Kassner & Ilona – SSAS not part of PTPEC, but can use PTPEC as a resource.
32	Remove/rewrite footnote 18 from SSAS Table	SSAS Table	SSAS Committee	6/21/21				Jerry noticed this. Link broken and EPA program suspended.
33	Standard Update – Vol 1	SSAS – Vol 1		7/12/21				
34	Standard Update – Vol 2	SSAS – Vol 2		7/12/21				7/12/21: Ilona send Sheri copies of Environmental Lab Standard Volumes 3 and 4 to compare to SASS Volume 2. Done.
35	Standard Update – Vol 3	SSAS – Vol 3		7/12/21				