

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

**July 20, 2020**

## 1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on July 20, 2020, at 2pm Eastern. Attendance is recorded in Attachment A – there were 6 committee members present. Associate Member: Carl Kircher. Guest(s): Stan Tong.

Minutes will be prepared and reviewed by email.

## 2. Announcements

- The Policy Committee (6-100) will hopefully complete the review of the SOP in August.
- Tom is back from furlough.
- Carl Kircher has volunteered to be an associate member of the SSAS Committee.
- NEMC Presentation (SSAS committee history/update) was submitted 7/13/20.

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

Sheri provided the following information to the Committee by email on 7-13-20: SOP 6-101: *I think I managed to seamlessly move the sections in 5.2 that we didn't like into section 5.3 where they probably belonged in the first place. If you have time before the call, please look over section 5 to see if there are any other bits that need 'rearranging'. You'll want to turn off 'view changes' or it will be incomprehensible (not track changes, just what you're seeing on screen).*

*Inserted Sections 5.2.5 and 5.2.6:*

*5.2.5 If the change is considered non-persuasive by the Committee, the Committee Chair shall notify within 14 calendar days of the finding. The notification shall include the reason(s) that the request was deemed non-persuasive.*

*5.2.6 If the change is considered persuasive by the Committee, the Committee Chair shall notify the submitter within 14 days that their Change Request was deemed persuasive.*

5.3.3. Management of the SSAS table is part of the responsibilities of the committee. Needs to be added to the charter. This was added to Line 15 of the Action Item Summary.

EPA would want to know if a change is being made to the table, so the Committee will let them know even though it is not required. The committee can ask for guidance from EPA, but they will make the decision.

Carl asked if the 14-day time frame could put the committee in a bind. The Committee left the 14-day time frame. It's just notification. Should be OK.

5.3.3 – Leave notification to EPA only and not add regulators, states, etc. We want input from the EPA.

5.3.4 covers what is included in the review. Ilona confirmed that data does not need to be included with the application. This section only includes what is looked at. There was agreement that most applications would not have data. Ilona commented that since this is only a review, there would only need to be a question about whether data is available or not.

5.3.4.3 – Change language to: Data availability, if applicable.

The Committee ended its review at Section 5.3.4.6.

#### 4. New Business.

None.

#### 5. Action Items

Action items can be found in Attachment C.

#### 6. Next Meeting

The next meeting will be August 3, 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 3:31pm 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 (2021) CHAIR <b>Present</b>	Lab	Chester LabNet	sheldstab@chesterlab.net
Tom Widera (2023) VICE-CHAIR <b>Present</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>Absent (Furlough)</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 in August.
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 In Progress: Presentation to occur on 8/4/20.

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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. Emailed reminder to Ilona 7/6/20. On hold until IT completes SOP.  7/6/20: Include checklist at the end of the SOP for what the committee needs to review/consider.
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.] 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.
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.

