

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

July 6, 2020

1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on July 6, 2020, at 2:30pm Eastern. Attendance is recorded in Attachment A – there were 4 committee members present. Guest(s): Stan Tong and Eugene Chen.

There was no meeting on June 15, 2020. There were only three Committee members who could attend.

2. Announcements

- Sheri completed the second Draft of the August 2020 NEMC SSAS Presentation. She asked that people review it and send comments by email. (Presentation due 7/13/20.)
- “Alternately” means several things taken in turn, consecutively, one after another; “Alternatively” means another choice, on the other hand, another possibility. (Fixed in 6-101)
- The Policy Committee is scheduled to begin review of SOP 6-101 on July 17, 2020.
- A new article was written and submitted for SES.
- The membership roster online needs to be updated. IT is very busy with the upcoming conference, but hopefully the updates will be made after the conference.

3. SOP 6-101- SSAS Table Management

Sheri provided an update by email to the Committee on June 29, 2020 to help prepare for today’s meeting:

Attached are the agenda and SOP 6-101 for next weeks call.

Katie discovered that the section numbering was not rational in the version that we had been working on. I took the whole document apart, renumbered it all, and made the section numbering make some sense. Note that this numbering issue only applies to section 5 (Procedure).

The old version of this SOP (2-104) had the sections in the following order:

5.1 How to request a change and the Committee's review of the change request and how to change some other stuff in the table (it's a bit muddled)

- 5.2 Adding method/analytes to the Table
- 5.3 Removing method/analytes from the Table

The attached version now looks like this:

- 5.1 Submitting a Request
- 5.2 Considering by the Committee
- 5.3 Review of the Request (assumes the Committee deems the request persuasive)
- 5.4 Modification of the Table
- 5.5 Follow Up on any changes to method/analyte (whether adding or removing or reviewing current acceptance limits, etc)

I think this structure makes a lot more sense than what I'd had before as it follows the chronological order of events.

Thank you Katie, for catching this early! After taking it all apart and putting it back together, I did double-check against both the earlier SOP 2-104 and our previous version to ensure that I didn't miss any pieces. Everything that was present before, is still present. Unfortunately, this means we'll need to start at the top of section 5 and re-review it to ensure it makes sense in its new incarnation.

I'd like to see a checklist at the end of the SOP for what the committee needs to review/consider. If anyone wants to take a stab at it, I'd appreciate it. If not, I'll get to it before we get this finalized.

Sheri reviewed the changes made in the SOP on Webex. Sheri started at Section 5.

When reviewing Section 5.2, Ilona asked why submissions can't be similar to procedures prepared by the TNI PTP Executive Committee for PTs. The requester doesn't have to supply the data at the time of the application. The committee reviews the validity of the request and then it is determined whether data can be requested or if it needs to be produced. The Committee discussed this and there was some support for this concept. This will be further discussed at the next meeting.

The Committee ended its review at Section 5.3.1.3.

4. New Business.

None.

5. Action Items

Action items can be found in Attachment C.

6. Next Meeting

The next meeting will be July 20, 2020 at 2:00pm 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 3:59pm Eastern. (Motion: Gregg Second: Katie Unanimously approved.)

Attachment A

Participants

TNI

Stationary Source Audit Sample Expert Committee

Members	Rep	Affiliation	Contact Information
Sheri Heldstab (2021) CHAIR Present	Lab	Chester LabNet	sheldstab@chesterlab.net
Tom Widera (2023) VICE-CHAIR Absent (Covid Furlough)	Other	ERA (Provider)	twidera@eraqc.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) Present	AB	NJ DEP	michael.klein@dep.nj.gov
Michael Schapira (2021*) Absent	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Bill Guyton (2023*) Absent	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 7/17/20.
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.

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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 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. 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.]
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.

