

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

August 16, 2021

1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Expert Committee meeting to order by teleconference on August 16, 2021, at 2:00 pm Eastern. Attendance is recorded in Attachment A - there were 9 committee members present. Associate Members present: James Haynes and Paul Junio.

2. Announcements

Sheri is still working on membership requirements for James Haynes.

Congratulations to Mike Schapira on his retirement. He is now an “Other” on the Committee.

Sheri attended the TNI Summer meeting.

Jerry has not received a response on the letter sent to EPA.

3. Membership

James was voted onto the Committee, but there may be a balance issue that needs to be resolved before his term can begin.

TNI and SSAS’s current stakeholder groups:

ABs

Other

Labs/FSMO

TNI lumped FSMO’s with Labs. The FSMO’s are testers. They don’t do anything like what a lab does. If the Labs and FSMO stakeholder group could be split ... the Committee would look like this:

3 – Labs

2 – FSMO

3 – AB

2 - Other

Adding James with the current groups puts it out of balance.

The question was raised about the Charter. Labs and FSMOs are separate groups in the Charter, but CSDP Executive Committee has not pushed back. Doesn't matter because the Board is the only one that can make this change.

Paul would prefer to use another term than FSMO. It might confuse the Board. Ilona will talk to Jerry. *(Addition: Ilona confirmed that Jerry would prefer that the Committee use the term FSMO.)*

Testers represent the facility. The laboratory is independent.

The Committee decided to draft a letter to the TNI Board requesting that the Lab/FSMO category be split into two. Sheri will draft a letter and distribute it for comment by email. The Committee will have a brief meeting on August 30th at 1pm Eastern to finalize the letter before the next TNI Board Meeting. *(Addition: Ilona noted that Jerry commented that this would be a good time to also change the name of the AB Stakeholder group to Regulator.)*

Paul will look at the SSAS Charter after the Board meets to discuss the change in Stakeholder grouping.

(Addition: Sheri called a special Committee meeting on August 30, 2021 at 1pm Eastern.

On 8-30-2021, Sheri Heldstab, Ed MacKinnon, Gregg O'Neal, Michael Klein, Mike Schapira, Brian Miller and Pat Selig were present as voting members. Paul Junio and Carl Kircher were present as Associate members.

The Committee discussed the letter that the SSAS Committee wanted to send to the TNI Board. Some editorial changes were made. Some confusion centered around item 2, in terms of regulators being put in the same category as ABs. The confusion was remedied by changing the wording to "replaced by" to clearly indicate that the Committee wanted to eliminate the category of AB and replace it with the category of Regulator. After that change was made, Gregg O'Neal motioned to approve the letter as changed during the meeting (Attachment C), and Ed McKinnon seconded the motion. It passed unanimously and the final version of the letter was forwarded to Ilona to present to the Board.)

4. Minutes

The June minutes were reviewed on Webex. A motion was made by Tom to approve the June 21, 2021 minutes as written and distributed by email with the agenda. The motion was seconded by Mike S. Vote: For – 8 Against – 0 Abstain – 1 (Bill – not there.). The motion was unanimously approved.

The July minutes were reviewed on Webex. A motion was made by Gregg to approve the July 12, 2021 minutes distributed by email with the agenda and with editorial corrections (Michella instead of "she", Expert – not Executive, Policy worked on SOP 6-101 on

7/16/21, and SOP 6-100 went back to Policy with corrections). The motion was seconded by Mike S. and unanimously approved.

5. New Business

Paul Junio joined in today to get some feedback on TNI virtual meetings and the planned on-site meeting in January.

Sheri does not think the Committee will meet in San Antonio in January.

Virtual vs. Hybrid vs. All in Person - Sheri thought the hybrid meeting was fine, but still prefers in person meetings. Virtual is better than not having a conference at all. Sheri asked if there could be some group pricing for virtual meeting.

6. SOP: 6-101

The Policy Committee finished its review and did request some changes. Sheri quickly reviewed the requested changes. She will work on changes before the next meeting.

Sheri will start with the SOP originally submitted to Policy and then make the changes requested. This will be sent to the committee and further discussed during the September meeting.

(Addition: Policy requested one more change when they voted on their review of the SOP on 9/3/21. This change was forwarded to Sheri.)

7. New Business.

None.

8. Next Meeting

The next meeting will be September 20, 2021, at 2:00pm Eastern. Ilona will send out a Webex invitation the day of the meeting. There will also be a special short meeting on August 30, 2021 at 1pm Eastern to discuss the letter to the TNI Board.

Action Items are included in Attachment D and Attachment B includes a listing of reminders.

Sheri adjourned the meeting at 2:33 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*) Present	Other	ERA (Provider)	brian_milller@waters.com
Patrick Selig (2024*) Present	Other	ANAB (AB/PTPA)	pselig@anab.org

Attachment C:

(Addition:

30 August 2021

To: The TNI Board of Directors

From: The Stationary Source Audit Sample Expert Committee

Dear Members of the Board,

We are writing to ask the Board to make two changes to the stakeholder groups for the SSAS Expert Committee.

1. We ask that the stakeholder group of "Laboratory/FSMO" be separated into two discrete groups: (1) Laboratory, and, (2) FSMO. The reasoning behind this request is that, while the stationary source emission samplers who collect samples do perform field sampling and are FSMOs, their interest in the SSAS Program is different than laboratories. Samplers are representatives of the facility being tested. Laboratories are independent of the facility and report data to the Samplers. With the two groups combined into one stakeholder group, we are unable to achieve adequate representation of the Samplers on our Committee, and therefore are unable to meet the "(ii) Balance of interest" requirement in EPA Circular A-119 for Voluntary Consensus Standard Bodies.

2. We ask that the current stakeholder group of "Accrediting Bodies" be replaced by "Regulators" for our Committee. The reasoning behind this request is that no Accrediting Bodies exist for the SSAS Program. Regulators have a similar function, and are required to be represented per EPA Circular A-119.

These changes would give the SSAS Committee the following stakeholder groups: Laboratory, FSMO, Regulators, and Other.

Thank you for your time and consideration.

Sincerely,

Sheri Heldstab

SSAS Committee Chair, on behalf of the SSAS Expert Committee)

Attachment D: SSAS Committee Action Item Summary – 2020

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.	<p>In Progress – renewed project 5/4/20</p> <p>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.</p> <p>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.</p> <p>7/6/20: Include checklist at the end of the SOP for what the committee needs to review/consider.</p> <p>11/16/20. SOP review complete. Will be voted on during December meeting.</p> <p>12/7/20. Completed and will be voted on 1/19/20.</p> <p>1/19/21: SOP 6-101 finalized and sent to Policy.</p> <p>6/21/21: Policy requested some changes. Completed and sent back to Policy.</p> <p>7/16/21: Policy sent comments back to SSAS for updating the SOP.</p>
14	Review SSAS table control limits	SSAS Table	Committee	2/18/20				[On hold until after SOPs & Modules sent to respective committees for approval]

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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.
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				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.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
26	Fix "Matrix" → "Quality Systems Matrix" on SSAS Table	SSAS Table	SSAS Committee/William	9/24/20				<p>"Matrix" header of SSAS Table not in agreement with glossary term or with SOP 6-101.</p> <p>10/19/20 - The CSDP EC said to "make a new definition if needed" during their 10/8/20 meeting.</p> <p>11/7/20- Sheri will ask at Dec CSDP EC meeting.</p> <p>Sheri to ask at Dec CSDEC meeting: SSAS can change table without going through PTPEC.</p> <p>Yes - 12/7/20</p>
27	Biennial Review	SSAS Table	SSAS Committee	10/5/20				<p>Review SSAS table every 2 years.</p> <ul style="list-style-type: none"> - 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		<p>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.</p> <p>1/19/21: tables reviewed and finalized for public meeting.</p>
29	Public Meeting tentatively set for mid February.		SSAS Committee	11/2/20	1/19/21	2/16/21		<p>12/7/20- Public meeting set for 2/16/21.</p> <p>1/19/21: Ilona to send template for presentation and language for posting.</p>

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
30	Contact EPA re: change to # AS providers in CFR		Gregg O'Neill (Committee member)	1/14/21	12/4/20			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. 8/16/21: Jerry has not received a response yet.
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				
36	Update SOP: 6-100	SOP: 6-100	SSAS Committee	6/21/21	6/21/21			6/21/21: Updates made to SOP regarding PTPEC relationship. Sent to Policy.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
37	Request Change in Stakeholder Groupings		TNI Board	7/12/21	7/12/21			7/12/21: Sheri working on DRAFT letter to TNI Board. Meeting 8/30/21 to review and vote on letter.