

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

August 3, 2020

1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on August 3, 2020, at 2:30pm Eastern. Attendance is recorded in Attachment A – there were 5 committee members present. Associate Member: Carl Kircher (added about 3:20pm), Patrick Selig and Brian Miller.

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.
- Stan Tong has retired.
- Brian Miller from ERA added as an associate member and has turned in an application for membership.
- Patrick Selig is with ANAB and has been added as an associate.
- NEMC Presentation (SSAS committee history/update) will be given on 8/4/20. Sheri prepared it to work on any computer.

3. SOP 6-101- SSAS Table Management

The Committee restarted its review at Section 5.3.4.6.

The Committee is now working on what is included in the formal review. She went back to review from 5.3.4 to bring new associates up to speed.

Section 5.3.4.7: Changed to:

“If the CRA pertains to the addition of a new analyte or method, or to the expansion of the concentration range of existing methods or analytes, technical feasibility considerations must include one or more method validation studies showing that the analyte(s) can be measured at the requested concentration range by the specified reference method. The requested concentration range will be evaluated for suitability based on input from Participants.

An evaluation of the capabilities of the method shall include alternative technologies. A default concentration range appropriate to the method will be assigned, if necessary (such as expanding concentration ranges as with Pilot Studies), based on a reasonable expectation of the reference method and analyte performance. SSAS Providers may be requested to provide input, based on their experience with the requested method, analyte, or group of analytes. Refer to TNI SOP 6-100 for statistical analyses procedures.”

Section 5.3.4.9 seems like it is already covered in Section 5.3.4.8. It was pulled into 5.3.4.8 and word smithed.

Regulators have flexibility with what they do with the data they receive. They can look at the whole picture and not just one audit sample result.

Section 5.3.4.8: After discussion Added text to the first bullet:
“or historical data from PT samples for the specific method and analyte combination of interest.”

There was also agreement with the bullet: Results of a pilot study performed following TNI SOP 6-100.

Section 5.3.5 – OK

Section 5.3.6 - OK

Section 5.4.1: Deleted the text: “when deemed”.

The SSAS Committee does the notification, not the PTPEC. Everything does go through the PTPEC because they are the Executive Committee.

Section 5.4.1: Add: “The EPA shall be notified by the SSAS Expert Committee Chair within 14 days of the PTPEC approval of the modifications.”

Audit samples are not PTs. The Committee discussed the importance of keeping the SSAS table and PT tables separate.

The Committee ended its review at Section 5.4.1.

4. New Business.

None.

5. Action Items

Action items were updated and can be found in Attachment C.

6. Next Meeting

The next meeting will be August 24, 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 4pm Eastern. (Motion: Gregg Second: Carl 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	Other	ERA (Provider)	twidera@eraqc.com
Ilona Taunton, Program Administrator Absent – at NEMC		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) Absent	Lab	Element One Inc.	katie.gattis@e1lab.com
Michael Klein (2023) Present	AB	NJ DEP	michael.klein@dep.nj.gov
Michael Schapira (2021*) Present	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Bill Guyton (2023*) Present	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				[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 pptx file submitted 7/13/20 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.

