

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

September 21, 2020

1. Roll call and approval of minutes:

Chair, Sheri Heldstab, called the TNI SSAS Executive Committee meeting to order by teleconference on September 21, 2020, at 2:00pm Eastern. Attendance is recorded in Attachment A – there were 7 committee members present. Associate Member: Patrick Selig.

Minutes will be prepared and reviewed by email.

2. Announcements

- The Policy Committee completed their review of SOP 6-100. There were editorial comments.
- Brian Miller was welcomed to the Committee as a voting member.
- Sheri sent a reminder to William to update membership status on the TNI website.
- Final preparation of minutes is behind, but the Committee has a record at each meeting of the changes previously made to the SOP through track changes.
- The TNI Winter Forum is being proposed as a hybrid meeting – virtual and in person. It will be January 11-14, 2020 in San Antonio, TX. Jerry sent a message to committee members to check to see if they plan to attend the in-person portion.
- Sheri may have an opportunity to talk to Shawn Kassner and Jerry Parr about adding an FoPT table for “Air and Emissions”. Ilona will be sure to let SSAS know if this comes up on a PTPEC agenda.

3. SOP 6-101- SSAS Table Management

Sheri asked the group if they would like to breakdown the Table of Contents and include section headings for Section 5. The group determined it would be helpful to have the subheadings. She will add them.

Section 1.0:

The second sentence was deleted and “TNI” was added to the table description.

Section 4.0:

Sheri noted that the definitions have been compared to the TNI Glossary and there are no changes.

Section 5.0:

See changes discussed in Attachment C.

Sheri will reach out to Jerry Parr to see what distinction should be made - TNI SSAS Program or is it EPA's program? TNI implements a program following EPA's requirements.

Katie: Section 5.1.3 and 5.1.4 need to be looked at again. Change made in SOP.

(Addition: Email sent on 9/24/20:

Hi Jerry,

The SSAS Committee is revising the "SSAS Table Mangement" SOP currently.

The first sentence, under purpose and applicability, is "The purpose of this Standard Operating Procedure (SOP) is to delineate procedures for updating the TNI Stationary Source Audit Sample (SSAS) Table."

The question that came up was "Is the SSAS Table 'owned' by TNI or the EPA?"

The problem is that the SSAS Program is the EPA's program, while the TNI SSAS Committee administers to the program as the VCSB.

The Committee asked me to ask you - which of the following would be correct:

"The purpose of this Standard Operating Procedure (SOP) is to delineate procedures for updating the [TNI](#) Stationary Source Audit Sample (SSAS) Table."

OR

"The purpose of this Standard Operating Procedure (SOP) is to delineate procedures for updating the [EPA's](#) Stationary Source Audit Sample (SSAS) Table."

My personal thought on this was to leave out "TNI" or "EPA" and let it stand as: "The purpose of this Standard Operating Procedure (SOP) is to delineate procedures for updating the Stationary Source Audit Sample (SSAS) Table."

This is vague, but the vagueness leaves it open to be either TNI or EPA and solves the problem of "ownership".

Thoughts and/or opinions?

9/24/20: Jerry responded: TNI.)

5. New Business.

None.

6. Action Items

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

7. Next Meeting

The next meeting will be October 5, 2020 at 2:30pm 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 3:32 pm Eastern. (Motion: Mike S. 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	Lab	Pace Analytical	Thomas.widera@pacelabs.com
Ilona Taunton, Program Administrator Present		TNI	Ilona.taunton@nelac-institute.org
Ed MacKinnon (2022) Present	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*) Present	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Bill Guyton (2023*) Absent	Other	ERM (Tester)	bill.guyton@erm.com
Brian Miller (2024*) Present	Other	ERA (Provider)	brian_milller@waters.com

SSAS Table Management

5.0 Procedure

5.1 Submission of Requests

5.1.1 Requests shall be made by a Participant in the TNI SSAS Program.

5.1.2 Modifications requested shall be one or more of the types listed below:

- 5.1.2.1 Addition or removal of one or more methods.
- 5.1.2.2 Addition or removal of one or more analytes.
- 5.1.2.3 Changes to NELAC (TNI) Analyte Codes.
- 5.1.2.4 Changes to concentration ranges, units, acceptance criteria, and ASRLs.
- 5.1.2.5 Changes to footnotes.
- 5.1.2.6 Changes to group headers.
- 5.1.2.7 Changes to effective dates.
- 5.1.2.8 Corrections to typographical or formatting errors.

Note 1: Corrections to typographical or formatting errors do not require a change in the SSAS Table's Effective Date.

Note 2: The matrix for audit samples ("Air & Emissions") shall not change.

5.1.3 Requests for typographical or formatting corrections shall be submitted electronically to the SSAS Expert Committee Chair, whose contact information is available on the TNI SSAS Expert Committee page on the TNI website. led note: add contact info here, delete from 5.1.4

5.1.4 Requests for modifications other than typographical or formatting corrections shall be initiated using the SSAS Table Change Request Application (CRA) and submitted electronically to the SSAS Expert Committee Chair (see Appendix A). Contact information is posted on the SSAS Expert Committee page on the TNI website at <http://nelac-institute.org>.

5.1.4.1 A separate CRA must be submitted for each type of modification requested.

5.1.4.2 Each CRA shall be added to the SSAS Committee Action Table.

5.1.5 A Sponsor is required for the addition or removal of a method, analyte, or group of analytes (see Sections 5.1.6 and 5.1.7). All other modifications, including changes to concentration ranges and acceptance limits, do not require a Sponsor. The SSAS table contains the following elements:

- 5.1.5.1 Matrix, led note: define TNI matrix vs. audit sample matrix
- 5.1.5.2 NELAC Analyte Code.
- 5.1.5.3 Analyte.
- 5.1.5.4 Concentration Range.
- 5.1.5.5 Acceptance Criteria.
- 5.1.5.6 Audit Sample Reporting Limit (ASRL)

5.1.6 Addition of Methods or Analytes, or changes in concentration range for existing analytes:

5.1.6.1 Requests to add a method, analyte, or group of analytes, or to change the concentration range of an existing analyte, shall be sponsored by at least one Regulatory Agency. If the requestor is a Regulatory Agency, an additional

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Note: Changes to numerical values or acceptance criteria are not considered typographical errors.

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Deleted: The changes will be made by the SSAS Expert Committee. The updated table will be sent to the TNI webmaster to replace the current one posted on the TNI website.

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Attachment D: 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			Brian Miller	[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 finished review 9-4-20.
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.

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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 Presented on 8/4/20

Item	Task Description	Document Number	TNI Contact	Task Added	Start Date	Complete Date	External Communications	Comments
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 Mei Beth to ask about new analyte codes for SSAS table. On hold until IT completes SOP. 7/6/20. IT Committee reviewing/updating SOP on analyte codes 9-21-20 (discussed in Policy 9-18-20). 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.

