Participants:
Maria Friedman (Test America), Gregg O'Neal (NC DAQ), Ken Eichelmann (Air Liquide), Ray Merrill (ERG), Henry Beauchamp (Wibby Env.), Jack Herbert (Oregon), Michael Klein (New Jersey), Richard Swartz (MO DNR), Mike Miller (ret.), Shawn Kassner (ERA), Paul Bergeron (State of LA), Jane Wilson (Program Administrator)

Maria introduced Paul Bergeron from the State of Louisiana as a guest participant. Louisiana has a program for accreditation of stack testers and uses audit samples as a proficiency test for stack testers, so there is much interest in the development of these standards and the TNI SSAS program.

1)   Review and approval of minutes from teleconference on January 5, 2009

No comments were offered on the draft summary and a motion to approve was made (Gregg O'Neal motion/Richard Swartz second). The motion passed unanimously.

2)   Review and approval of minutes from Miami forum on January 14, 2009

The group discussed how to best capture the discussion of comments to the WDS for providers. It was suggested that the minutes simply refer to the version of the WDS that was drafted in Miami, since the discussion comments were captured in the draft itself. A note was also added that public comments will be accepted on the WDS documents until January 29th. A motion to approve the amended summary was made (Ken Eichelmann motion/R. Swartz second).

3)   Election of chair

Jack Herbert nominated Maria Friedman to continue as Chair of the committee for 2009 second by Gregg O'Neal). No other nominations were made. The motion passed unanimously.

4)   Approval of decision-making rules (see Attachment 1)

Jane Wilson explained that each TNI committee is responsible for determining its own decision-making rules for how various decisions of the committee are made (other than approval of standards). The proposal provided to the committee is similar to versions that have been adopted by other TNI Expert Committees.

A motion was made to adopt the decision-making rules as proposed (Jack Herbert/ Gregg O'Neal). The committee approved the proposed rules unanimously.

5)   Appointment of a subcommittee for central database – requires concurrence with committee members

The committee agreed with the proposal to form a subcommittee charged with overseeing development of a central database to support the TNI SSAS program. All were in agreement to form the subcommittee as indicated by a role call vote.

a) Scope and duties – must be approved at the same time the subcommittee is formed

    i. **Define the basic services a TNI-hosted database should provide (e.g., public vs. private access, extent of historical data to maintain).**

    ii. **Determine structure/format of the TNI database.**

    iii. **Determine how to collect the data from the providers; it may be a good idea to define a minimum standard of data the providers need to record in their database (e.g., which fields of data are required) so that when the time comes to transfer that data to TNI, we won't have a problem with gaps in data from different providers.**

    iv. **Collaborate with TNI programmer**

    v. **Report progress to committee**

    vi. **Submit recommendations/actions to the committee – requires 2/3 committee approval**

The committee discussed how the database effort might intersect with the existing TNI effort to develop a national database for accredited laboratories. Dan Hickman (chair of the TNI National Database committee) will look at the existing EPA database. Some information already set up in the national laboratory database could be used for the SSAS database, such as method codes and analyte codes. It was suggested to add to item iv. in the list of scope and duties that the subcommittee may collaborate with the National Database committee as needed.

The group also discussed the need to expedite development of the central database as a means to help defray potential additional provider accreditation costs. If the provider accreditor can utilize the central database for their documentation needs as well, it will help keep overall accreditation costs for the TNI SSAS program under control.

A motion was made to approve the proposed scope and duties as amended by discussion (Richard Swartz motion/Jack Herbert second). The motion passed unanimously.

b) Call for volunteers or chair assigns – balance of interests should be considered but not required

Volunteers for the subcommittee: Jack Herbert, Keith Ward (Wibby Env.), Candace Sorrell, Ray Merrill, Gregg O'Neal. Maria will also ask Stan Tong if

he would like to participate. Gary McAlister of EPA can serve as a consultant on specific topics. Jane will help support the initial scheduling of a conference call for the subcommittee.

6)   Request report from providers re. prospective accreditation plan with A2LA

The providers on the call indicated this is still in the business discussion stage and was not ready for broader discussion yet.

7)   Commence review of Provider WDS

It was decided to postpone additional discussion on the WDS until after the deadline for submission of public comments had expired (January 29th).

The committee decided it will meet on the second and fourth Mondays of the month, at 2:00 pm EST. The next meeting will be February 9th.

Attachment 1

Decision-Making Rules for TNI Stationary Source Audit Sample Expert Committee

Version 1.0
Adopted TBD

Type of Decision	Decision-Making Rule
Meeting dates, times and agenda	Person-in-charge decides after discussion
Meeting adjournment	Person-in-charge decides after discussion
Meeting minutes approval	Simple majority vote
Meeting cancellations	Person-in-charge decides
Addition of SSAS committee members	Simple Majority vote
Creation of a new subcommittee	Simple majority vote
Approval of draft language in WDS or VDS documents	Simple majority vote
Approval of a guidance document	Two-thirds majority vote
Approval of an SOP	Two-thirds majority vote
Election of Committee Chair	Simple majority vote