<u>TNI Stationary Source Audit Sample Expert Committee Teleconference</u>
<u>January 4, 2010</u>

Attendance:

Maria Friedman, Chair	Committee member	Present
Jack Herbert	Committee member	Present (late)
Michael Klein	Committee member	Present
Ray Merrill	Committee member	Present
Gregg O'Neal	Committee member	Present
Michael Schapira	Committee member	Present
Jim Serne	Committee member	Present
Candace Sorrell	Committee member	Not Present
Richard Swartz, Vice-chair	Committee member	Present
Stanley Tong	Committee member	Present
Jane Wilson	Program Administrator	Present
Shawn Kassner	Associate member	Present
Mike Miller	Associate member	Present
Chuck Wibby	Associate member	Not Present
-Jeff Lowry	Guest	Present
-William Daystrom	Guest	Present

1) Double-check of documents to be referenced in this teleconference

Maria confirmed the documents to be reviewed during today's teleconference from her email of 1/04/10. She also provided William's update on the central database in a separate email.

2) Review and approval of minutes from teleconference on December 14, 2009

Maria noted that some members voted affirmatively, but comments were submitted by Jack and Michael. Maria shared Jack's comments, but Jack was not on the call to confirm what language he would suggest adding. Jack had also volunteered to serve on the subcommittee for the SSAS table. Ray recollected discussion of Jack's comments and added that the group discussed alternative treatments of the data suggested by Jack. Maria will confer with Jack and confirm what he would like to add to the minutes. Michael Klein also suggested changes to the discussion on the New Jersey audit sample experience and his suggested wording will be incorporated.

Maria will recirculate the December 14 minutes for approval after Jack's additions have been made.

3) Review comments and vote re. FAQ document

Comments were submitted on the latest draft from Stan and Richard – mostly language or formatting changes that Maria has incorporated. Maria also noted an

arrow needs to be added to the flow chart regarding when collection of AS is needed in the field.

Richard motioned to accept the FAQs document as amended/seconded by Ray. All were in favor of the motion.

The FAQ document now needs to be introduced into the TNI document control system. The committee recommended referring to it as an FAQ document (rather than a guidance document) so it is clearer what the intention is. Maria will follow up with Jerry Parr on next steps to get it posted on the TNI website.

4)   SSAS Central Database update – William Daystrom

William's email forwarded by Maria provided links to some example pages on the central database under development. His approach has been to at least provide what's covered by the EPA website, and then add functions from there.

William noted there are 3 types of reports available through the EPA site – regulator report, statistics report, and final EPA report (no example).

For the regulator report, the search function lets the user filter on different database fields. Data can be reported by state, regulator, analyte, etc. Currently access is wide open, no permissions have been applied that would limit viewing of data. Does the committee want to see pass/fail stats by lab or by tester (this is allowed only to regulators by the EPA database). This issue will be addressed with the permissions matrix.

Regulator reports can be grouped by month or other timeframes, etc. If a date range can be entered, the frequency is not that important. Date range access is more useful than the existing format. Should results be reported as event dates versus analysis dates? The database can be set up with date ranges for both sampling and analysis dates. The parameters to be submitted to the provider have been established. It was asked if the system handle entry of a date range, such as for a multiple day test? William thought that would be driven by the start date, and the end date may not be in the system.

William noted the EPA database can filter by EPA region – is that used currently? Stan might be the only one using that on the committee. William can add that function if there is interest. EPA regions do not overlap states (one state is not assigned to more than one EPA region).

Maria asked if anyone uses hardcopy reports from the current system. There is an export function that allows the user to customize data to export in multiple formats (Excel, etc.).

The next steps outlined by William include more testing, adding security, search functions, and import of the provider data into the database. The data fields are there, but not all are visible yet.

It was asked whether the EPA historical data can be uploaded into the TNI database. Ray noted that there are a limited number of concentrations currently

available so EPA may want to keep that data within their program. Jim Serne asked whether the database allows searching by lab AND test firm. They are the same entity in some cases, but there are reasons to make the distinction. William noted that the currently displayed data are a jumble, and this will be able to be distinguished with entry of real data. The user will be able to query and filter on specific fields like in Excel. Labs will be identified via an allowed values list. New labs will be assigned as quickly as possible and the committee discussed the use EPA lab codes (very easy to get one assigned). Testers do not get a similar code. Separate offices also do not get multiple codes. Maria will inquire with EPA as to whether testers can get lab codes. This may be a topic to add to the FAQs document eventually.

5)   Chair update re. topics for TNI Forum in Chicago

Confirmed attendees for Chicago include Mike Schapira, Ray Merrill, Shawn Kassner, Mike Miller, Maria Friedman and Jane Wilson.

Maria explained she is planning the agenda in two parts – Accomplishments and Going Forward Activities. For Accomplishments, the completed standards will be briefly reviewed. For going Forward Activities, the committee will cover the FAQs document, the subcommittee for SSAS table revision, and the central database.

Shawn just finished recruiting for the subcommittee and will be sending out an email to get the subcommittee meetings started. Maria will create a presentation for the Chicago committee session. Jeff Lowry asked the Expert Committee to provide a charter to guide the subcommittee.

For the next meeting, Maria asked the committee to consider what the permission matrix for the central database should include. Maria will also talk to Jerry about potential access costs as a related matter.

Next meeting is January 11, 2010 2:00 pm EST.