TNI Stationary Source Audit Sample Expert Committee Teleconference Minutes on November 30, 2009

Attendance:

Maria Friedman, Chair	Committee member	Present
Jack Herbert	Committee member	Present
Michael Klein	Committee member	Absent
Ray Merrill	Committee member	Present
Gregg O'Neal	Committee member	Present
Michael Schapira	Committee member	Absent
Jim Serne	Committee member	Absent
Candace Sorrell	Committee member	Absent
Richard Swartz, Vice-chair	Committee member	Present
Stanley Tong	Committee member	Absent
Jane Wilson	Program Administrator	Present
Shawn Kassner	Associate member	Present
Mike Miller	Associate member	Present
Chuck Wibby	Associate member	Present
-	Guest	
-	Guest	

Discussions:

The meeting was called to order at 2:05 PM EST. Note that there was no quorum during the call.

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

Maria confirmed the documents for today's teleconference (emailed to all today). Everyone indicated they have the pertinent documents.

2) Review and approval of minutes from teleconference on November 23, 2009

Stan Tong emailed comments regarding the minutes. Maria asked those present if his comments were actually discussed during the call. The general consensus from among those present was that they recalled the discussion.

Ray Merrill moved that the minutes be reviewed and voted upon via email. Gregg suggested a friendly amendment to the motion to accept the minutes with Stan's comments added. Ray accepted Gregg's friendly amendment to his motion. Jack seconded.

3) Discuss consolidated flowchart for FAQ

Maria indicated that today is the last day to discuss the flowchart via teleconference call. All future correspondence regarding the flowchart will be via email.

Maria indicated that each box, diamond, or oval (representing a process) in the flowchart is colored to represent the Participant that is referred to in each process. Abbreviations were also used to refer to an audit sample, Regulatory Agency, and Stationary Source Tester, in order to fit the flowchart into one page.

Ray suggested adding a color key to denote which color represents which Participant. Everyone agreed.

Before proceeding further, Maria noted that William Daystrom put the flowchart together for the committee and thank him the next time he joins the teleconference.

To continue, Ray asked about the green box on the right hand side of the chart – "Laboratory submits AS results to Provider. See note 8." Ray is concerned about consistency with the standard and whether the Provider is going to receive all the information needed to generate the evaluation report. Maria indicated that a clarifying statement will be added to the note, and that the standard can also be referenced.

Jack asked about the salmon colored diamond on the lower left portion of the chart – "Is AS order acceptable to RA? See note 4." Jack has two concerns: Regulatory Agency should have the ability to choose the audit sample value and the audit sample value should be blind. Jack wanted the flow chart to emphasize these concerns. General discussion indicated that the flowchart is good as it is, however, for clarity, both "No" arrows from this diamond will be amended as follows:

    a) The current broken line to the Provider will be replaced with a solid line since there will always be interaction between the Provider and the Regulatory Agency in regard to the audit sample order (part of the SSAS Standard).

    b) The current solid line to the Facility will be replaced with a broken line since there will only be special instances when interaction between the Regulatory Agency and the Facility may occur in regard to the audit sample order.

Information can be added to Note 4 indicating that the Regulatory Agency has the authority to alter audit sample order when appropriate. Maria requested Jack to submit suggested language to support the 'broken line' to the Facility.

Maria asked if Note 3 is correct. Gregg indicated that it is correct.

Jack and Richard indicated that the arrow from the lavender box "SST conducts field collection of AS" is going to the wrong box. It should go to the lavender box "Add AS to batch of field samples and send these to the Laboratory." This change will be made.

Jack asked about green box on the right hand side of the chart – "Laboratory submits AS results to Provider. See note 8." This is the same box Ray asked about previously (see above). Jack indicated that the additional information the Laboratory is required to submit to the Provider is not mentioned; add "and other necessary information." The change will be made.

Jack asked whether next blue box – "Provider evaluates AS results and sends report to facility, RA, SST, laboratory, and SSAS Central Database. See note 9" is consistent with

the standard. He thought the standard stated the Regulatory Agency has an opportunity to review the provider evaluation report prior to general distribution. The standard was checked and it does not mention anything like that. This box is consistent with the standard as written.

Gregg added that it would be necessary at times for the Regulatory Agency to get a quick result from the Provider. Maria remembered that, in the past, Shawn had mentioned that, if needed, the Regulatory Agency can just ask the Provider. To accommodate this special case, Maria requested Gregg to submit suggested language to be added to Note 9, in this regard.

Regarding Note 6, Jack will email suggested language to Maria regarding audit samples being analyzed in the field prior to the collection or analysis of stack samples. This is regarding special cases where there is a mobile laboratory in the field. The idea is to be able to stop a test if the Laboratory is unable to pass the audit sample.

Maria proposed a change to the green box on the right side of the chart – "Laboratory receives and analyzes AS. See note 7". She will add something to the effect that audit samples and field samples need to be analyzed together in the same batch.

Maria will amend the flowchart and combine it with the FAQ document. Maria asked what the whole package should be called. Ray indicated that all we can call it is an FAQ since all information are provided as responses to questions; it is not an actual guidance document.

Maria reminded Jack (for Notes 4 and 6) and Gregg (for Note 9) to email their suggested language for the notes by COB on Thursday, 12-3-2009.

Next teleconference will be on Monday, December 7th, 2:00 PM EST; topic will be SSAS Table. Maria will email to all the additional historical data received from Candace.

Meeting was adjourned at 3:30 PM EST.