TNI Stationary Source Audit Sample Expert Committee Teleconference
April 12, 2010

Attendance:

Maria Friedman, Chair	Committee member	present
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	absent
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
Ty Garber	Associate member	absent
William Daystrom	Guest	present
Michael Hayes	Guest	present

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

Maria confirmed the documents for today's teleconference were distributed on April 9, 2010. Everyone confirmed receipt of the email.

2) Review and approval of minutes from teleconference on April 5, 2010

Jim Serne moved to accept as written and Richard seconded. All were in favor of the motion.

3) Chair Update

Maria received a response from Candace regarding the EPA implementation period question for the new regulation. It will be 30 days. If the new regulations are finalized May 30th, June 30th will be end of the implementation period. EPA will still have to approve private sector audit sample programs such as the TNI audit sample program.

Security needs to be implemented for central database users to make sure they are legitimate users. Gregg will be organizing a call for the central database subcommittee to discuss the process of setting up security. A potential process is a form will be completed by the user and reviewed by Gregg and William to authenticate users due to the ability to access sensitive material in the database. There may be requirements such as provision of an organizational email address that can be verified.

4) Report re. SSAS Central Database – William

William directed the committee on how to navigate to the TNI development site to see the portal for the central database.

He reviewed the forms that have been created for communication purposes:

– User account request form – This form will be used to authenticate the potential users. Information from the form will be emailed to an administrator (William) and Gregg, and who ever else may need it. Maria asked if users will be prompted to provide their organizational email for confirmation purposes. Also, committee members may be asked to help with the authentication process at first when there may be many user requests to process.

Provider Tools – These forms and tools will only be seen by those logged in to the database as Providers.

– Electronic Data Deliverables (EDD) form and an example of how to fill one out

- – Electronic Data Deliverables (EDD) specification PDF: a draft document, subject to change, that defines the EDD requirements for Provider submissions
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– Valid Value List (VVL) – Submittals to the database must conform to the VVL values. (VVL is provided in different formats for different provider practices). If a new valid value is needed, there is a form for requesting that a new value be created. The form will be reviewed by William to confirm the need for the new value before creation. Method and analyte values may also need to be added. It was discussed whether these need to be screened as well. TNI has another process for method and analyte values, but the information could also be routed through the database subcommittee with respect to SSAS usage.

– Data Removal Request Form – This form is used for removing or correcting data that have been entered into database. It includes verification of the notification of affected parties (by checkboxes). In the completed database this form will only be accessible to logged in Providers. Shawn suggested the need to define the general conditions of use for this form from the perspective of the regulatory agencies for acceptance of revised reports, such as unit errors, Provider errors, etc. Maria noted this is covered by the standard process for complaints and questions. Mike Klein thought it might be difficult to get consensus on this among the regulators. This proposed form will be a topic of discussion at the next call.

William's plan is to have a conference call for Providers to introduce the EDD and finalize the EDD specification. He expects to finalize the specification in the next 2-3 weeks. He also noted the need to finalize upload procedures.

Maria noted a correction to the detailed permission matrix. The start and end date of sampling events was approved in minutes of an October 2009 SSAS meeting. The lab should submit this information with the audit sample data. It was noted that the sampling end date may not be available at time of the entry of the start date. If "end date" is a required field it will get bounced back from the EDD. The committee had further discussion on these fields and whether to make the end date optional. Gregg suggested the end date should not be required information – the end date could be open if the sampling event is not completed. This should not be a reason to reject the data if the end date is not closed yet. Can the end date be changed or entered later once the date is known? This could be done with the request change form. Gregg motioned to make the end date an optional field and Mike S seconded the motion. All were in favor of the motion.

For the next meeting:
Further discussion of the Data Removal Request Form
Need to look at Standard regarding handling of complaints/questions in relation to this form

Gregg may hold a call on authentication of users.

Next meeting will be on April 19th 2:00 pm EDT.