

TNI Stationary Source Audit Sample Expert Committee Teleconference
May 24, 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	not present
Jim Serne	Committee member	not present
Candace Sorrell	Committee member	not present
Richard Swartz, Vice-chair	Committee member	present
Stanley Tong	Committee member	not present
Mike Hayes	Committee member	present
Jane Wilson	Program Administrator	present
Shawn Kassner	Associate member	present
Mike Miller	Associate member	present
Ty Garber	Associate member	present
William Daystrom	Guest	present

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

Maria noted that all documents for this call were sent via email on 5-21-2010. Jane emailed an update to the meeting minutes before the meeting on 5-24-2010. All confirmed receipt of the emails.

Maria also announced that Mike Hayes is now a voting member of the Expert Committee effective May 18, 2010.

- 2) Review and approve minutes from teleconference on May 10, 2010

Jane sent out an amendment to the draft minutes with suggested edits from Michael Klein. Gregg motioned to accept as amended/Ray seconded. All were in favor of the motion.

- 3) Resume discussion re. SSAS EDD Data Revision Request Form

Maria noted items in yellow were discussed on May 10 and were updated per that discussion.

Gregg motioned to accept as revised/Richard seconded. All were in favor of the motion to accept the SSAS EDD Data Revision Request Form as drafted.

- 4) Update from SSAS Central Database Subcommittee re. contacts

Maria requested an update from Gregg's subcommittee on how contacts would be approved for access to the central database. Gregg received material from Shawn to review (a list of potential users of the database) but needs additional time to complete the review. Gregg noted the subcommittee plan is to send a letter to regulators and ask for a technical contact to be identified as the person SSAS providers will contact in

regards to approval of proposed audit samples. It was noted that EPA has a regulatory agency contact list they use for their conference calls, but it probably contains names that are no longer active.

The plan is to send the letter to each state with an audit sample program asking air program directors to provide a name for confirming audit sample selections. The committee discussed whether another approval layer needed or will responses to the letter be automatically accepted. Gregg had planned that this would essentially be the verification instead of needing to do something in addition. The regulatory agency request could be sent with a form identifying the contact that would come back to the subcommittee for review. William could create a form to be used for the user account creation – they would input basic information such as mailing address, phone, email address, etc. User ID could be their email address so they don't have to remember something new.

Shawn asked if this letter could be sent by email as it would be easy to attach the form and TNI may get responses quicker. William suggested it could also be a form posted on-line and information would then go right into the database. Gregg asked if that was enough of a verification if the information is going right into the database. Directors may respond to the initial email in a variety of ways that might be inconsistent. Gregg suggested it also could be validated via phone numbers. William thought if a non-public form link is provided, that would verify that someone has been asked or authorized to complete the form. The committee can set a time limit on the initial contact set up for this purpose of identifying the regulatory contacts. Later the form will be available for completion on the TNI site for other users needing manual confirmation. Shawn noted the providers also need to populate their systems with the regulatory contacts.

Maria asked about the status of provider accreditation. Wibby has an audit scheduled at the end of July. Shawn will check on the ERA audit schedule. Michael Klein noted that EPA announced this week is the end for ordering samples under the current program. TNI will also have to submit the SSAS program to EPA for recognition. There could be a time period when audit samples are not available. Method 25 already shut down. Shawn suggested contacting Jerry about what documentation is needed for the program to attain EPA recognition.

William will create a form to submit to Gregg for review (this week Weds). The letter is being drafted for the communication. Gregg will provide the draft letter for committee review.

Maria asked for an update on the SSAS table revisions. Shawn is still targeting for June 18th completion, but that might be optimistic. The subcommittee is meeting this Weds. Maria asked if the table can be reviewed as it is completed rather than all at once. Shawn will check with the committee as to whether that is acceptable.

Next meeting June 14th , 2 pm EDT.

– updates from William and Gregg regarding the verification of contacts for access to the central database