

# Stationary Source Audit Sample Expert Committee (SSAS)

Charter

(Revised: 5-26-2017)

## **Mission:**

Development and implementation of TNI consensus standards that enable the externalization of the EPA's Stationary Source Audit Program (SSAP), which includes the following elements:

- Roles and responsibilities of program participants
- Manufacture of audit samples
- Oversight of audit sample providers
- Management of audit sample results
- Acceptance criteria

## **Composition of the Committee:**

The SSAS Expert Committee is composed of members of the air testing community, including but not limited to State Regulators, EPA, Stack Testers, Analytical Labs, Providers. Due to the nature of this committee, membership is not necessarily limited to TNI constituencies of AB, Lab and other. The SSAS Expert Committee will be composed of no more than 15 members and will maintain a balance of representation from the community, so no one sector can influence decisions. Associate members are not limited in number and are not required to demonstrate balance in their number.

## **Objectives:**

1. Provide specifications for the manufacture of audit samples  
**Success Measures**
  - Recognition of TNI SSAS Program by EPA
  - Maintain program for the audit sample providers
  - TNI approval of SSAS Standard
2. Increased participation in TNI SSAS Program  
**Success Measures**
  - Expand scope of SSAS Program (update concentration ranges, expand method and analyte list)
  - Refine acceptance criteria – how they are derived, representativeness of the sample, etc.
  - Submit to EPA Method 25Z as potential alternate to Method 25
3. Promote the development of an audit sample that challenges both the Stationary Source Tester and the Laboratory  
**Success Measures**
  - Increased participation by laboratories
  - Engage more Stationary Source Testers
4. Develop new elements of the SSAS  
**Success Measures**
  - Conducted pilot study for M25 gaseous audits
  - Mercury on filter added as required audit
  - TNI approval of SSAS Table

**Decision Making:**

Decisions can be made by electronic ballot or by the respective votes of the committee member in teleconference or face-to-face sessions. In any case a quorum, representing more than 50% of the committee members must be represented in the voting process.

Decisions will be made, consistent with the requirements set down in the current revisions of SOP-2-100 and SOP-2-101 as follows:

<b>Type of Decision</b>	<b>Decision-Making Rule</b>
Meeting dates, times	Person-in-charge decides after discussion
Meeting adjournment	Person-in-charge decides after all business is conducted or allotted time expires
Meeting minutes approval	Request for approval by email to all committee members – changes approved if needed from email No Vote
Meeting cancellations	Person-in-charge decides
Addition of Committee Members	At least two-thirds of committee must vote and simple majority vote
Removal of Expert Committee Members	Person-in-charge decides after discussion
Approval of Standards – any stage (including persuasive/non-persuasive votes)	At least two-thirds of committee must vote in the affirmative
Creation of a new subcommittee	Simple vote of attendees
Election of Committee Chair	Two-thirds of committee must vote and simple majority vote
Standard Interpretation Requests	Two-thirds of committee must vote and simple majority vote of attendees

**Available Resources:**

- Affiliates and experts in the industry
- EPA Program documentation
- Volunteer committee members
- TNI Website

**Anticipated Meeting Schedule:**

- Monthly teleconferences
- Face to Face meetings during the semiannual TNI Forums
- Additional teleconferences and/or face-to-face meetings as needed