TNI Stationary Source Audit Sample Expert Committee (SSAS)
Meeting Summary

July 16, 2018

1. Roll call and approval of minutes:

   Chair, Tom Widera, called the TNI SSAS Executive Committee meeting to order by teleconference on July 16, 2018, at 2:00 pm Eastern. Attendance is recorded in Attachment A – there were 5 committee members present. Associate Members present: Stan Tong (EPA Region 9), Ned Shappley (EPA), and Mike Mays (Chester LabNet). and Khoi Nguyen (EPA Region 9).

   The minutes will be reviewed by email. Tom will make updates to the June minutes before he sends them out for vote.

   (Addition:
   A motion was made Sheri on 7-17-18 by email to accept the April 23, 2018 minutes as written. The motion was seconded by Ed MacKinnon by email on 7-17-18. Votes:
   Michael Klein – For (7/17/18)
   Tom – For (7/17/18)
   Sheri – For
   Mike Shapira – For
   Ed – For
   Gregg – Abstain
   Katie - Abstain

   A motion was made by Gregg to accept the June 18, 2018 minutes as revised and sent by email on 8/3/18. The motion was seconded by Ed MacKinnon by email on 8/3/18. Votes:
   Michael Klein – Abstain (8/3/18)
   Sheri – For (8/3/18)
   Tom – For (8/3/18)
   Mike Shapira – For
   Gregg – For
   Ed – For

   Both sets of minutes have been approved and will be posted to the TNI website.)

2. August Meeting in New Orleans

   The committee will be meeting face-to-face on Tuesday, August 7th, 11:30-1pm Eastern. Tom will try to make this a regular meeting call and use his cell phone speaker during the meeting so people can participate.

3. SSAS ID Numbers

   TNI got a question from a company that purchased some labs and asked if the Lab ID numbers needed to be updated. Do they need to change the name on the Lab IDs?

   William built the website and he needs to be contacted. The group thought if the lab changes its name it needs a new ID number. If the name doesn't change in a purchase, a new number is not needed.

   Ilona asked if the lab ownership is maintained anywhere with the ID number. The response was no. Ilona wondered if a form was completed initially that has a contact. Tom pulled it up on the TNI website and there is a contact name. Tom will forward request to William to find out how this should be handled. A new ID may be needed. A new owner may create a new organizational structure, so a new ID may be needed.

4. Notice of Intent

   A notice of intent is needed to start work on the update of Module 2. Ilona started the form. Tom pulled it up on Webex for review and finalization.

   Ilona reviewed the process to work on a Standard. Sheri asked if this form would also need to be used if a Module 4 were added to the SSAS Standard. It would.

   Stan asked if more information about the module can be added to form. The actual name of the Standard can be found in the example wording in the TNI notice that Ilona sent.

   Ilona asked if Module 2 was last revised in 2014 or an earlier date. She couldn't find a copy of Module 2. Turns out it is 2009. Module 1 and 3 are 2014. This was corrected on the form.

   Ilona resent the example wording to Tom's personal email and he pulled up the language to review it with the committee. Ilona needs to be changed from FAC PA to SSAS PA.

   The final language to be posted is:

   Volume 1 Modules 1 and 3 of the NELAC Institute's (TNI) Stationary Source Audit Sample Program standards address "General Requirements for Stationary Source Audit Sample Providers" and "General Requirements for Participation in the TNI Stationary Source Audit Sample Program." The TNI Stationary Source Audit Sample Expert Committee (SSAS) seeks to review and update Volume 1 Modules 1 and 3 of the Standard. The review will encompass any Standard Comment Forms and responses from all stages of the previous standards development activity, any comments previously placed on hold during the previous standards development, Standards Interpretation Requests (SIR) resolutions and any recommendations made by SSAS during the previous

standards development activity for future consideration. The updates will include a reference update to ISO/IEC 17011:2017 and ISO/IEC 17025:2017 requirements. Pursuant to Section 5.2.1 of SOP 2-100v2, SSAS is reaching out to Stakeholders for comments prior to starting work on this update. Stakeholders and stakeholder groups include those who may subsequently adopt this standard, may be accredited to the standard, or may use data generated in compliance to this Standard. We are hosting a public meeting (webinar) on August 27, 2018 at 1pm Eastern to solicit comments and suggestions for the pending update. Comments and suggestions can also be sent by email by the webinar date.

You can request an invitation to the webinar or provide any comments or suggestions by contacting the SSAS Committee Chair, Tom Widera through e-mail at twidera@eraqc.com or the SSAS Program Administrator, Ilona Taunton, through email at Ilona.taunton@nelac-institute.org. Those who are interested in participating and providing input into this process should contact Tom or Ilona within 30 days.

Tom will forward this to the entire committee for any final comments and then it will be sent to Ken for posting.

Tom asked about how specific the wording needs to be on the webinar invite about changes to the Standards. He can be specific where he knows what needs to be changed and more general on the other items.

Tom will update the document and send it out by email for any last comments before he sends it to Ken.

5. SOP 6-101 – SSAS Table Management

The group started reviewing DRAFT SOP 6-101 that Sheri has been working on.

- Remove reference to FoPT table and leave it as SSAS table.
- No comments on Section 2.
- Ilona noted that the IT group is working on procedures for analyte code changes. It should be highlighted so we don't forget to check in on the process with IT.
- The glossary is being updated for TNI. Tom will review the most recent update of the Glossary and make sure none of our definitions are in conflict with it. Ilona also noted that new definitions need to be sent to the CSDP EC. Tom found the definitions for SSAS Table in Vol 1 Mod 1 (Section 3.1.7). The definition is now consistent.

The committee stopped at Section 4. Tom will confirm all the definitions before the next meeting. This is where the committee will start their review in New Orleans.

6. New Business.

    - None.

7. Action Items

    The action items can be found in Attachment B.

8. Next Meeting

    The next meeting will August 7th at 10:30am Eastern in New Orleans.

    Action Items are included in Attachment B and Attachment C includes a listing of reminders.

    Tom adjourned the meeting at 3:31pm Eastern.

Attachment A

Participants
TNI
Proficiency Testing Program Executive Committee

Members	Rep	Affiliation	Contact Information
Tom Widera (2020) CHAIR **Present**	Other	ERA (Provider)	twidera@eraqc.com
Ilona Taunton, Program Administrator **Present**			Ilona.taunton@nelac-institute.org
Ed MacKinnon (2019*) **Present**	Other	TRC Env Corp (Stationary Source Tester)	emackinnon@trcsolutions.com
Gregg O'Neal (2020*) **Absent**	AB	NC DAQ	gregg.oneal@ncmail.net
Katie Gattis (2021) **Absent**	Lab	Element One Inc.	katie.strickland@e1lab.com
Michael Klein (2020*) **Present**	AB	NJ DEP	michael.klein@dep.nj.gov
Mike Hayes (2019*) **Absent**	Other	Linde (Provider)	mikeh@spectragases.com
Michael Schapira (2021*) **Present**	Lab	Enthalpy Analytical LLC	Mike.schapira@enthalpy.com
Sheri Heldstab (2022*) **Present**	Lab	Chester LabNet	sheldstab@chesterlab.net

Attachment B

Action Items – TNI PT Executive Committee

	Action Item	Who	Date Added	Expected Completion	Completion
2	Find out which group in EPA is helping the Microbiology FoPT Subcommittee crunch numbers for limits.	Ilona	2/12/18	3/19/18	Need to hear back from Jennifer Best.
4	Forward PTPEC Limit Setting SOP to Sheri.	Ilona	3/29/18	4/6/18	Complete
5	Prepare new SOP DRAFT and send to committee.	Sheri	3/29/18	4/16/18	Complete
6	Contact Ken about what notifications are needed to continue Standard development.	Ilona	4/23/18	5/21/18	
7	Send Sheri and Tom copies of TNI SOP on SOPs and PTPEC's SOP on Table Management.	Ilona	4/23/18	5/1/18	
8	Send Tom mailing lists with relevant stakeholders.	All	4/23/18	5/8/18	
9	Prepare general summary of what the committee plans to change in the current Standard and why. First DRAFT.	Tom	4/23/18	5/21/18	
10	Send ideas on Storage Condition issue to Tom so he can summarize them for an agenda item in July.	All	6/18/18	7/15/18	
11	Update Notice of Intent language and send to committee for last comments and then to Ken Jackson	Tom	7/16/18	8/15/18	

Attachment C

Backburner / Reminders – TNI PT Executive Committee

	Item	Meeting Reference	Comments