****

**PRAMP Technical Working Group**

March 28th 2018: 9:00pm – 12:00pm

**In Person:** NAIT Boreal Research Institute - 8102 99 Avenue, Peace River

**Teleconference:** 1 866 850-3419 Code: 366 952 7735 #

**Chairs:** Michael Bisaga & Lily Lin

| **Time** |  | **Discussion** | **Discussion Leader** | **Desired Endpoint** |
| --- | --- | --- | --- | --- |
|  | 1.0 | Opening |  |  |
| 1:00 | 1.1 | Introductions | All |  |
|  | 1.2 | Adoption of Agenda | Mike B. |  |
|  | 1.3 | Adoption of Minutes (January 18, 2018) | Mike B. |  |
|  | 1.4 | Follow-up on action list | Mike B. |  |
|  | **2.0** | **Standing Business** |  |  |
| 1:05 | 2.1 | **Administration*** Update on planning for 2018-19
* Update on enhancement of PRAMP monitoring programs
* Overview of Oil Sands Network Optimization Project
 | Mike B., Karla | * Update the TWG on medium and long-term technical planning
 |
| 1:35 | 2.2 | **Canister Sampling Program** * Update on canister system improvements
* Review of sample collection issues and audit proposal
* Canister trigger review
 | Mike B., Lily, Maxxam Staff | * Update the TWG on canister program, on-going issues, and path forward.
* ***Decision:*** Canister trigger concentration
* ***Decision:*** Third-party audit of canister program
 |
| 2:05 | 2.3 | **Continuous Monitoring Program*** Dashboard Report Review
* Review operations issues
* Data acquisition and control system update
* Review of monitoring data and correlation analyses
 | Mike B., Lily, Maxxam Staff | * Collectively review Dashboard Reports, operations issues, monitoring results.
 |
| 2:25 | 2.4 | **Passive Monitoring Program**  | Mike B., Lily, Maxxam Staff | * Update the TWG on plans to integrate the PRC monitoring program into the PRAMP network.
 |
|  | **3.0** | **Closure** |  |  |
| 2:40 | 3.1 | **Focus:** *What happens during the daily automatic instrument test? Understanding what a zero-span check is.* | Lily, Maxxam Staff | * Improve collective understanding of components of the quality assurance plan.
 |
| 2:50 | 3.2 | **Round table** | All |  |
| 2:55 | 3.3 | **Next Meeting: TBD** |  |  |
| 3:00 | 3.4 | **Adjournment** | Mike B. |  |