

**ASHRAE Agenda**  
**June 2024 Annual Meeting Indianapolis, Indiana**  
**TRG4.IAQP - Indoor Air Quality Procedure Development**

Sunday, June 23<sup>rd</sup>, 2024  
6:30 PM – 8:00 PM EDT

Meeting Location – JW Marriott, 201 (2)

1. [Call to order](#). Introduction of guests and members; **Please sign in on the sign in sheet.**

2. [ASHRAE Value Statement](#):

*“In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.”*

3. [Membership](#)

a. Voting Members Present (Quorum Established?):

**XX of 10 Voting Members Present (QUORUM?)**

First Name	Last Name	Membership	Present?
Nick	Agopian	VM	
Dean	Tompkins	VM	
Tony	Abate	VM	
Mattea	Brown	VM	
Richard	Fox	VM	
Brian	Hafendorfer	VM	
Gemma	Kerr	VM	
Caitlin	Naske	VM	
Kathleen	Owen	VM	
Lexuan	Zhong	VM	

b. Members

i. Voting Members

▪ 10 Voting Members

1. **(3) rolling off annual meeting 2024: Richard Fox, Caitlin Naske, Kathleen Owen**
2. **(4) rolling on following annual meeting 2024: Victoria Binz, Kevin Kwong, Chris Muller, and John Randtke**

▪ Contact TRG leadership if interested in becoming a voting member.

- ii. Membership: 112 total members
    - [10] Voting Members
    - [62] Corresponding Members
    - [40] Provisional Corresponding Members; 43 in total
    - YEA Members: 26 total
  - iii. **New members/members verify that membership status is listed on their ASHRAE profile or check with me at the end of the meeting.**
    - Go to “My Profile” on the ASHRAE website and either select “Participation” in the upper right-hand corner OR select arrow in the upper left-hand corner then select “Committees” to view active committees and membership status.
    - Go to “My Profile” on the ASHRAE website and check to make sure information in the “Contact Info” and “Biographical Info” screens are up to date.
  - c. ASHRAE new Roster Form issues
  - d. Future TRG4 Leadership plans
4. [Approval of Meeting Minutes](#)
- a. **VOTE:** To approve the TRG4IAQP Winter DRAFT Meeting Minutes Chicago, Illinois Sunday January 21, 2024

[XXX](#) makes the motion to approve the Chicago 2024 winter DRAFT meeting minutes, [XXX](#) seconds the motion. The motion was [XXX X-X-X-X-CNV/CV](#) (approve-reject-abstain-absent-CV/CNV).

First Name	Last Name	Vote
Nick	Agopian	
Dean	Tompkins	
Tony	Abate	
Mattea	Brown	
Richard	Fox	
Brian	Hafendorfer	
Gemma	Kerr	
Caitlin	Naske	
Kathleen	Owen	
Lexuan	Zhong	

5. [Chairs Breakfast Report](#)
- a. Chair’s Breakfast and Training Workshop Sunday June 23, 2024, 7:00-9:00 AM EDT, JW Marriott, JW Grand Ballroom 5&6 (3)
6. [Liaisons](#)
- a. **Section Head (James Bennett)**
  - b. **Liaison (Marwa) - SSPC 62.1**
    - i. UPDATE ON: Applying concepts of 241 to other contaminant types i.e. ECA (gas) ECA (particles) working group
      - John R, Nick A, and Tori B are interested in involvement.

- ii. UPDATE ON: IAQP calculator and user's manual (now available?)
- c. **Liaison (Nick) - SSPC 62.2**
- d. **Liaison (Tony) - SSPC 145.2, 145.4 (Caitlin)**
  - i. 145.2 UPDATE
  - ii. 145.4 UPDATE
- e. **TG2.RAST Reactive Air and Surface Treatment (Kathleen Owen)**
- f. **Liaison (Tony)-AHAM AC5 (Chamber Test)**
- g. **Liaison (Chris Muller) – 90.1 addendum**

## 7. [Research](#)

Updates on:

- a. 1869-WS (Work Statement): Evaluation of VOCs with Respect to Development of Revised Standard 62.1 Indoor Air Quality Procedure (IAQP) Design Compounds and Design Limits. (Gemma Kerr)
  - i. From Chicago: *Voted on and approved a contractor for the project, the contractor fell through during negotiations, and the contract was terminated. The vote was taken, and a decision was made to accept the second contractor. TC2.3 will vote on it during their Chicago meeting.*
- b. Update on 1935-RTAR from TC 2.3 “Effects of Increased Use of Surface Disinfectants and Hand Sanitizers on Indoor Air Quality”
  - i. From Chicago: *Waiting for comments from RAC (Chang Seo, Marilyn)*
- c. Update on RTAR “Evaluation of Electronic Air Cleaner Performance as Equipment Ages” (John Randtke)
  - i. From Chicago: *On hold waiting for 185.5, standard will be used for method of comparison.*
- d. Update on potential new RTAR out of TC2.4 involving emissions from gas stoves. (John Randtke)
  - i. Indianapolis Seminar 49: Current Legislation of Gas Stoves: What Is the Impact and How Should We Proceed?
    - Wednesday, June 26 11:00AM-12:30PM EDT, JW Marriott-Indianapolis, 3, Grand Ballroom 3

## 8. [General Discussion](#)

- a. Co-Sponsoring Seminar 45: New ASHRAE Standards 185.3, 145.4, and 185.5 for Air Cleaners-What are They and When to Use Them
  - i. Wednesday, June 26 8:00AM-9:30AM EDT, JW Marriott-Indianapolis, 3, Grand Ballroom 8
  - ii. Presenters: Linda Lee on 185.3, Caitlin Naske on 145.4, Kathleen Owen on 185.5
- b. IAQP Inquiry (Kathleen): Are there people who specialize in helping companies do the needed sampling, paperwork, or the implementation of IAQP?
  - i. Are there people who specialize in this work? How can people find them? How many people currently are using the IAQP?

c. What is the process in applying IAQP on a project? What are some outcomes of existing IAQP projects?

i. Review questions/action items from presentation given by John in Chicago

9. [New Business?](#)

10. [Adjournment](#)