

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

Sunday, June 23rd, 2024
6:30 PM – 8:00 PM EDT

Meeting Location – JW Marriott, 201 (2)

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

Call to order at 6:32PM

Christopher Ahne	Kevin Kwong	Felipe Soberon
Victoria Binz	Sissi Liu	Nadja Tremblay
Chris Bossert	Matt Middlebrooks	Chris Vizcaino
Gary Cristnon	Chris Muller	Xuchen Wang
Albert Donnay	Nitin Naik	Lexuan Zhong
Dustin Eplee	Caitlin Naske	
Mohamed Faizal	Kathleen Owen	
Saeed Farhoodi	John Randtke	
Kyle Gluesenkamp	Amir Refaat	
Carolyn Kerr	Charles Seyffer	

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?):
5 of 10 Voting Members Present (QUORUM)

Do not have enough voting members present to meet quorum

First Name	Last Name	Membership	Present?
Nick	Agopian	VM	NO
Dean	Tompkins	VM	NO
Tony	Abate	VM	YES
Mattea	Brown	VM	NO

Richard	Fox	VM	NO
Brian	Hafendorfer	VM	NO
Gemma	Kerr	VM	YES
Caitlin	Naske	VM	YES
Kathleen	Owen	VM	YES
Lexuan	Zhong	VM	YES

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

- i. Experiencing difficulties with making updates and additions, were unable to make changes to the roster form that we received

d. Future TRG4 leadership plans

- i. Tori Binz will roll on as Chair, Dean Tompkins will remain Vice Chair, and Chris Ahne will roll on as Secretary

4. [Approval of Meeting Minutes](#)

- a. **VOTE:** To approve the TRG4IAQP Winter DRAFT Meeting Minutes Chicago, Illinois Sunday January 21, 2024
 - i. Did not have enough voting members present for quorum, will be distributed to new voting members following the Indianapolis meeting. Vote will be an email ballot prior to the winter meeting for approval of the Draft Meeting Minutes from Chicago.

5. [Chairs Breakfast Report](#)

- i. Chair’s Breakfast and Training Workshop Sunday June 23, 2024, 7:00-9:00 AM EDT, JW Marriott, JW Grand Ballroom 5&6 (3) Tori Binz attended meeting on behalf of Nick
 - Code Interaction Subcommittee
 1. ICC and IAPMO, mechanical and plumbing code are main interactions

2. Looking to get TCs involved in code changes, currently mainly standards committees
3. For proposals contact Emily Toto directly
- TAC Updates and Operations
 1. New roster updates will be effective July 1
 2. Activity form due to Section Head by Tuesday June 25
- Center of Excellence for Building Decarbonization (CEBD)
- Special Projects subcommittee SP 143,144, 145
- Global Technical Interactions Committee (GTIC)
 1. ISO International Organization for Standardization, ANSI is the US representative body
 2. Want TCs to create an internal process to provide updates on international activities
- Residential Buildings Committee (RBC)
 1. Relevance, decarbonization, IEQ, resilience
 2. How do we make the homeowner care and understand these topics
 3. Looking for DLs to speak on residential topics
- Writing RTARs PTARs and Work Statements
 1. RTAR then WS, PTAR then WSP (work statement for publication)
 2. ASHRAE is looking for co-funding support, “potential” co-funders
 3. Online Database for WS Development/RTARs, will be able to follow the RTAR process real time
- Subject Matter Experts (SEM) ASHRAE government affairs
 1. Subject Matter Experts government affairs, portfolio of people, ASHRAE government affairs under outreach

6. [Liaisons](#)

- a. **Section Head (Pat Marks)**
 - i. New section head will be Kyle Gluesenkamp, present during the meeting
 - ii. Be sure to have your activity forms submitted by Tuesday night, let him know if there is anything he can assist with
- 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)**

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.
- ii. From Indianapolis: In progress: initiated in March, PMS has met a few times, current work: setting database parameters and is approved by PMS

RP-1869: Evaluation of Indoor Air Contaminants with respect to Development of a Revised Indoor Air Quality Procedure (IAQP) Design Compound and Design Target Lists for Standard 62.1. Champion: Gemma Kerr. WG: James Dennison, Dean Tompkins, Marwa Zaatari, Hoy Bohanon, Wayne Thomann

- 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)
 - ii. From Indianapolis: RTAR approved with conditions and draft was sent to committee for resubmission of the RTAR with new champion
- 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.
 - ii. From Indianapolis: On hold waiting for completion of 185.5
- 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?

- a. Call for Subject Matter Experts for ASHRAE Government Outreach Events Program
 - i. Link to application: <https://www.ashrae.org/about/government-affairs/grassroots-advocacy/government-outreach-events/ashrae-smes-for-goes-pilot-program-application>

- ii. Good opportunity to advocate and educate decision-makers about the IAQP for better adoption and acceptance of the procedure
- b. IAQP input form: develop a form that could be used to collect information needed to perform the calculations and make use of calculator and procedures “easier”

10. [Adjournment](#)

Adjournment 8:01 PM EDT