

DRAFT Minutes

**TC 2.3 Handbook Subcommittee Meeting
Chapter 47, Air Cleaners for Particulate Contaminants,
HVAC Systems and Equipment Volume – 2027
Chapter 11, Fundamentals Volume - 2025
Tampa Meeting will be virtual – June 13, 2023
3:00 – 4:00 EDT
WebEx**

Join from the meeting link

<https://ashrae.webex.com/ashrae/j.php?MTID=m2106ca6cf7162334ac1254920f46311f>

1. Call to order.

Meeting called to order 3:04 PM, Michael Sherber new chair.

2. ASHRAE Code of Ethics Commitment

In this and all other 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 we shall avoid all real or perceived conflicts of interests.

(Code of Ethics: <https://www.ashrae.org/about/governance/code-of-ethics>)

(Core Values: <https://www.ashrae.org/about/ashrae-s-core-values>)

3. Committee Organization

Introduce attendees and assign minute taker. We need a vice-chair and secretary for the committee. Please let the chair know before the meeting if you are interested.

Attendees sign into the chat, name, affiliation, and email address.

Tori Binz volunteers to take meeting minutes/notes. Looking for subcommittee vice-chair, please reach out to Michael if you are interested.

Attendees:

First Name	Last Name
Michael	Sherber
Nick	Agopian
Elham	Ahmadpour
Timothy	Ahn
Tori	Binz
Sergio	Campo
K-J	Choi
Mick	Flom

First Name	Last Name
Gemma	Kerr
Brian	Krafthefer
Caitlin	Naske
Kathleen	Owen
John	Randtke
Mengjia	Tang
Tuna	Y
Lexuan	Zhong

3. Chapter 47 in HVAC Applications Handbook

Chapter 47 has been submitted to ASHRAE. The galley proof has been reviewed. Currently the subcommittee should be working on reviewing the chapter for the 2027 volume.

Brian K. gives update:

- Chapter 47 was submitted and is now available. New chapter version will need to be started within the next year. Thank you to everyone who helped and please consider volunteering again for the next edition.

4. Chapter 11 in Fundamentals 2025 Handbook

Discuss each section, ask for volunteers for each section.

Chapter will be broken down into five working groups:

1. Introduction and Classes of Contaminants:

- a. **Volunteers:** Gemma K, Brian K, Nick A

2. Particulate contaminants:

- a. **Volunteers:** Mengjia T, Kathleen (pending timeline)
 - i. In the past TC 2.4 has been asked to help review this section.
 - 1. Brian K oversees the TC 2.4 handbook and will request their help during the TC 2.4 meeting.
- b. Wildfire smoke should be added to this section, it is currently a topic that has not been addressed in the chapter.
 - i. Caitlin N -Wildfires contain both gas phase and particulate contaminants. Caitlin volunteers to help address/add/build this section.
 - ii. Kathleen O – TPS addressing wildfire smoke.
 - 1. GPC 44P - Proposed Guideline Authorized February 5, 2020. Protecting Building Occupants from Smoke During Wildfire and Prescribed Burn Events
 - 2. Michael will determine who is the lead and reach out and request their involvement/assistance.
 - iii. Inclusion of increased levels of ozone during wildfire events (Brian)

3. Gaseous Contaminants:

- a. **Volunteers:** Caitlin N, Tori B, Michael S

4. Air contaminants by source:

- a. **Volunteers:** John R (kitchen smoke/gas stove emissions)
- b. Reach out to other groups to recruit help including but not limited to: TC 2.3 main committee, TC 2.9, 185.5, and 52.2
- c. Kathleen O – ensure that members are found to volunteer that can cover bioaerosol topics [241]

5. References and Bibliography:

- a. **Volunteers:** Brian K, Tori B

- b. Brian K – will review current references and make a list of outdated sources. Will tie the references to where and how they are referenced in the body of the chapter.
- c. ASHRAE should automatically make some changes such as update 2016 ASHRAE versions to 2022 versions etc.
- d. Tori B – recommends looking at other documents references to find new sources.
- e. Kathleen O – look to add some new references that are newer in the 2010s/2020s. Reach out to members who may have access to newer studies and would be willing to share.
 - i. Gemma K – one place of deficiency in the chapter currently is indoor air quality and emissions.
- f. If old references are replaced with new references the old reference should be removed entirely.

5. **Other Items**

- Future meetings:
 - Next meeting will be at the end of August/beginning of September and then monthly thereafter until ASHRAE winter conference in Chicago.
 - Michael will send out a Doodle poll to determine availability for meeting date and time.
- Goal to have a rough draft (finalized other than non-substantive changes) of the chapter ready to present to the TC 2.3 full committee for a vote by 2024 summer conference.
 - Main committee vote is to approve subcommittee's edition. Main committee does not get into the nitty gritty, those who wish to get involved shall get involved at the subcommittee level.

6. **Adjourn**

Gemma K makes the motion to adjourn, Brian K seconds. Meeting adjourned 3:37 PM.