

Meeting 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
September 18, 2023
1:00 – 3:00 EDT
WebEx

Webinar link:

(<https://ashrae.webex.com/ashrae/j.php?MTID=m6dc5aa2e37e88df1bd43907b581b5250>)

I. Call to order

Called to order 1:04PM EDT.

Attendees: Tori Binz, Michael Sherber, Brian Krafthefer, Caitlin Naske

II. 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>)

III. Committee Organization

A. Introduce attendees.

III. Chapter 11 in Fundamentals 2025 Handbook

A. **Introduction and Classes of Contaminants (Gemma Kerr, Brian Krafthefer, Nick Agopian)**

B. **Particulate Contaminants (Mengjia Tang, Kathleen Owen, Caitlin Naske)**

1. Still looking for volunteers from TC 2.4 to help with reviewing this section of Chapter 11.
2. Wildfire Smoke Section Development
 - a. Caitlin N is working on developing this section, work in progress, no update for this meeting.

- b. Brian K is working on developing a sub section on increased levels of ozone during wildfire events, work in progress, no update for this meeting.
 - i. When the draft of the subsection is complete, Brian will send it to Caitlin to add to the wildfire section draft.
- c. Inclusion of GPC 44P “Protecting Building Occupants from Smoke During Wildfire and Prescribed Burn Events”
 - i. 45 Day Public Review August 18, 2023 – October 2, 2023
 - ii. Reference or mention in section as 44P and keep tabs and update if it becomes approved prior to chapter being submitted.

C. Gaseous Contaminants (Caitlin Naske, Tori Binz, Michael Sherber)

- 1. Caitlin N will start reviewing the chapter prior to the next meeting.
- 2. Addition of newer refrigerants (HCFCs, HFCs, and HFOs) to Table 5
 - a. Michael S, work in progress, will have an update by the next meeting.
- 3. We are adding PFAS to Table 5
 - a. Michael S, work in progress, will have an update by the next meeting.

D. Air Contaminants by Source (John Randtke)

- 1. Contact John Randtke to see if he is still able to lead this effort.
- 2. Contact TC 2.9 members for volunteers to review sections.
- 3. Coordination with TC 2.3 main committee, TC 2.9, SPC 185.5, SSPC 52.2
 - a. 52.2 will likely not have much to add in terms of sources, committee focuses on removal.
- 4. Volunteers for bioaerosol topics (e.g., Std. 241)
- 5. Radioactive (Brian K. will review)
 - a. In progress, no updates for this meeting.

E. References and Bibliography (Brian Krafthefer, Tori Binz)

- 1. Review current references and make a list of outdated references. Tie the references to where and how they are cited in the body of the chapter.
 - a. Tori will review the list generated by Brain and see if any replacement references can be found.
- 2. Review of alternate and more up to date document sources, if appropriate
- 3. Update IAQ and emissions standards and levels

IV. Schedule Future Meetings

The proposed following schedule of meetings, all at 1- 3 PM Eastern Time, after this meeting before the Chicago Winter Meeting is:

- A) October 30th
- B) November 20th
- C) December 11th
- D) January 8th

V. **Schedule Objectives**

Our goal is to have a rough draft (except non-substantive changes) of Chapter 11 ready to present to the full TC 2.3 for a vote by the 2024 Annual Meeting in June 2024. Main committee of TC 2.3 to approve our subcommittee's edition at the 2024 Annual Meeting.

VI. **New Business**

1. Authoring portal
 - a. Micheal will add members to the portal, members that are added will receive instruction on how to register.

VII. **Adjourn**

Adjourned at 1:20PM EDT.