

**MEETING MINUTES**  
**TRG4.IAQP Working Group**  
**Sunday, June 26, 2016**  
**10:30 - 12:00 pm (CDT)**  
**ASHRAE Annual Meeting, St. Louis, MO**  
**America's Convention Center Complex - Room #126**

The meeting was called to order at 10:36 am CDT by Chair Dr. Dean Tompkins.  
The Meeting Attendee List included:

Last Name	First Name	Current Member Status (now & in St. Louis ASHRAE Meeting)	TRG4 Position (in Orlando & St. Louis Meeting)
Tompkins, PhD	Dean	Voting	Chair
Zaatari, PhD	Marwa	Voting	Secretary
Agopian	Nick	Voting	Member
Muller	Chris	Voting	Member
Stanley	Brad	Non-Voting	Corresponding
Bayer, PhD	Charlene	Voting	Member
Kerr	Gemma	Non-Voting	Member
Burroughs	Barney	Voting	Member
Roseberry	Jeff	Voting	Member
Stewart	Erica	Non-Voting	Guest
Burkhead	Bob	Non-Voting	Provisional Corresponding
Williams	Scott	Non-Voting	Corresponding
Horner	Elliott	Non-Voting	Guest
Hafendorfer	Brian	Non-Voting	Guest
Mason	Dan	Non-Voting	Guest
Tronville	Paolo	Non-Voting	Guest
Deru	Michael	Non-Voting	Guest
Grefsheim	Scott	Non-Voting	Guest
Sears	Derrick	Non-Voting	Guest
Meredith	Kate	Non-Voting	Guest

There was a quorum: 7 voting members present.

Five attendees volunteered to be new voting members:

Gemma Kerr, Erica Stewart, Elliot Horner, Bob Burkhead, Scott Williams

Review of Orlando ASHRAE Conference Winter Meeting (January 2016):

- The meeting minutes were approved (Motion to approve by Barney and seconded by Nick).
- All voting members approved except for the chair who abstained

In this Meeting, Chair Dean Tompkins reviewed the topics discussed during the two past webinars conducted on May 27 and June 20 of 2016.

Dr. Tompkins presented a DRAFT of the TRG4.IAQP Management-By-Objective (MBO) document and asked for feedback from the attendees. The MBO currently contains three Objectives, specifically:

1. Developing a "List" of CoC for use by the Standard 62.1

2. Hosting TRG4.IAQP Webinars (Dates: May 27, 2016 and June 17, 2016), and
3. Developing a Manuscript (to be submitted into the peer-review) containing the Methodology and the List of CoC for use in the IAQ Procedure of Standard 62.1.

Dr. Tompkins discussed receiving feedback from Section 4 Head (Dennis Wessel) regarding the current DRAFT of the TRG4.IAQP MBO and the opportunity to include [ASHRAE Strategic Plan Initiatives \(ASPI\) #3](#) and [#4](#) into the MBO; these two Initiatives seek to

**ASPI #3** - (1) provide software tools and mobile apps focused on applications of its technology to assist ASHRAE membership; (2) meet with owners and operators to ascertain how ASHRAE can best assist in achieving optimal building operation; (3) work with other Standards Development Organizations (SDOs) to map a course through this changing environment; and (4) develop a comprehensive portfolio of practical applications courses intended to be delivered through grassroots organizations.

**ASPI #4** - (1) develop a strategy to serve its international members and participate in international markets; and (2) work with consultants and other organizations to discover best practices and develop an approach to serve its members in the global community.

Jeff made the motion to approve the MBO and Barney seconded it. The MBO was approved by six out of eight voting members (chair abstained and 1 voting member absent).

Dennis Wessel was present in the meeting. Dennis reminded the Chair the necessity to vote every year to continue the operation of the TRG and explained how to obtain the roster from the website. Dr. Bayer made the motion to continue the operation of the TRG and Nick Agopian seconded it. The MBO was approved by six out of eight voting members (chair abstained and 1 voting member absent).

The chair discussed the current **DRAFT “List” of CoC** and the Methodology being implemented to develop a “List” of Contaminants of Concern for use by the IAQ Procedure of ASHRAE Standard 62.1. Dr. Tompkins asked for feedback about the following:

- Number of CoC that should be on the list. Specifically, is 8-10 CoC enough?
- A preliminary “List” of CoC for which indoor air generation (or emission) rates were found in the literature review
- Current Appendix H of ASHRAE Standard 62.1. Suggest to add gas-phase filter removal efficiency,  $E_f$ , in the mass balance equations of the IAQP.

The remaining discussion among the Meeting members mostly focused on the efficiency from ASHRAE Standard 145.2 of specific pollutants (e.g., formaldehyde, 1,4 dichlorobenzene) to be used in the mass balance equation of the IAQP. In addition to ASHRAE Standard 145.2, the members discussed ISO Standard 121-1 and 121-2, which is a full scale lab test.

**EndNote (electronic) Library:** Dr. Tompkins presented the EndNote (electronic) Library containing the records of the peer-reviewed publications that contain resources and data useful to the TRG4.IAQP, and in particular data useful to support the creation of (a) the “List” of CoC, and (b) a Manuscript describing the Methodology for creating the “List”. For example, the EndNote Library has records (i.e., complete citations, abstract, and PDF file) containing the generation (emission rate) data for CoC found in indoor air. [Note: EndNote is industry standard software used by individuals and a group of individuals for creating electronic libraries of peer-reviewed publications.]

The chair suggested a forum in ASHRAE Las Vegas conference about a discussion for CoC to use in the indoor air quality procedure. Chris Muller made the motion to approve the forum and Barney seconded it. The MBO was approved by six out of eight voting members (chair abstained and 1 voting member absent).

**This Meeting was adjourned at 12:00 pm EST.**