

ASHRAE Meeting Minutes
February 2025 Winter Meeting Orlando, Florida
TRG4.IAQP - Indoor Air Quality Procedure Development

Sunday, June 22nd, 2025

6:30 PM – 8:00 PM MST

Meeting Location – Sheraton Phoenix Downtown, Cave Creek (Level 3)

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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 feels 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?)

NAME	POSTION/MEMBERSHIP	PRESENT?
Victoria Binz	Chair/VM	X
Dean Tompkins	Vice Chair	
Christopher Ahne	Secretary	X
Anthony Abate	VM	
Mattea Brown	VM	
Brian Hafendorfer	VM	
Carolyn Kerr	VM	X
Kevin Kwong	VM	X
Christopher Muller	VM	X
John Randtke	VM	X
Lexuan Zhong	VM	X

[6/10 voting members present \(Quorum\)](#)

- b. Members
 - i. [10] Voting Members
 - 1. [5] Rolling off after Annual Meeting 2025: Anthony Abate, Mattea Brown, Brian Hafendorfer, Gemma Kerr, Lexuan Zhong
 - 2. [5] Rolling on July 1, 2025: Chris Ahne, Carl Bengtsson, Peter Makris, Peter McKinney, Tracy Stoner
 - 3. Roster Changes should be effective July 1, 2025
 - ii. NEW VOTING MEMBERS: Contact TRG leadership if interested in becoming a voting member, working to add 4-5 more VMs so we are on a more regular rolling on/off cycle
 - iii. Membership: 104 total members
 - 1. [10] Voting Members
 - 2. [59] Corresponding Members
 - 3. [35] Provisional Corresponding Members
 - 4. [24] YEA Members
 - 5. [36] International Members
 - 6. [8] New Members following Winter Meeting in Orlando
 - iv. **New members/members verify that membership status is listed on their ASHRAE profile or check with me at the end of the meeting.**
 - 1. 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.
 - 2. 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, we were unable to make changes to the roster form that we received prior to the annual meeting in Indianapolis
 - ii. Please confirm your membership status even if you have been a member for a while, many were dropped accidentally
- d. Future TRG4 leadership plans
 - i. Dean Tompkins will roll off as Vice Chair, and Chris Ahne will roll on as Vice Chair, John Randtke will roll on as Secretary
 - ii. Past TRG4 leadership recognition
- 4. Approval of Meeting Minutes
 - a. **VOTE**: To approve the TRG4IAQP Winter DRAFT Meeting Minutes Chicago, Illinois Sunday January 21, 2024
 - b. **VOTE**: To approve the TRG4IAQP Winter DRAFT Meeting Minutes Indianapolis, Indiana Sunday June 23, 2024
 - c. **VOTE**: To approve the TRG4IAQP Winter DRAFT Meeting Minutes Orlando, Florida Sunday February 9, 2024, DRAFT Meeting Minutes from Orlando posted on TRG4 website

- d. [Tori Binz will send the minutes to members for email ballot for approval prior to Winter Meeting in Las Vegas](#)
- 5. Chair's Breakfast Report
 - a. Chair's Breakfast and Training Workshop Sunday June 22, 2025, Sheraton Phoenix Downtown, Phoenix Ballroom – CDE (3rd Floor)
 - i. [There is a new YEA mentoring program. There is a form online to become a mentor/ mentee.](#)
 - ii. [Center of Excellence for Building Decarbonization CEBD](#)
 - iii. [Upcoming Conferences](#)
 - 1. [IEQ 2025 Conference September 24-26, 2025, Montreal, Quebec, Canada](#)
 - 2. [2025 ASHRAE Building Decarbonization Conference October 22-24, 2025, Chicago, Illinois](#)
- 6. Liaisons
 - a. **Section Head**
 - b. **Liaison (Marwa) - SSPC 62.1**
 - i. Modeling Secondary Chemistry Associated with UVC Disinfection Lighting
 - 1. [Tori Binz will speak with John Douglas to give the presentation to this committee or distribute his paper. Discussion was had about the use of UVC to comply with IAQP and note that some UV could produce ozone and do not comply with UL 2998.](#)
 - 2. [POPPI and Safe Traces explanation, model that demonstrates the infectious episode and this information is being considered for the effect on IAQP. Using a test to prove actual ventilation effectiveness. Chris Mueller to help get this information.](#)
 - ii. Proposed Addendum: End of Useful Life Efficiency
 - 1. [Voted out to first PPR to validate the useful life efficiency on IAQP – metric to evaluate is based on formaldehyde. Committee to review PPR for addendum-to-addendum N on determining E_L.](#)
 - iii. Proposed Addendum v: Update Normative References to Table 6-5.
 - 1. [Formaldehyde number stayed at 33 and updated the rational for quantity. Acetone and toluene were potentially changed as ASHRAE changed its ruling on need for a cognizant authority](#)
 - iv. Updates and changes to 62.1 user's manual.
 - 1. [Current 62.1 User's Manual is for the 2019 version of the standard; many changes have been made therefore it should be updated. Will be a good item for our committee to help with draft work and development of user's manual section.](#)
 - c. **Liaison (Nick) - SSPC 62.2 - no updates provided**
 - d. **Liaison (Caitlin) SSPC 145**
 - i. [145.2 has been updated and now published \(single pass gas phase test\).](#)
 - ii. [145.4 just finished first public review and are now addressing comments.](#)
 - e. **TG2.RAST Reactive Air and Surface Treatment (Kathleen Owen)**
 - i. [185.5 comments were received from PPR.](#)
 - f. **Others?**
- 7. Research/Programs

- a. Seminar 35: Back to Basics: The What, How, Why and Where to Apply Gas-Phase Air Filtration for Improved IAQ; Chair Chris Muller
 - i. Monday June 23, 2025, 11:00AM – 12:00PM MST Phoenix Convention Center North Building, Level 2, 227AB
 - ii. [Delete the P in the title for IAQP in older minutes.](#)
- b. Updates on:
 - i. **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: Jim Dennison, Dean Tompkins, Marwa Zaatari, Hoy Bohanon, Wayne Thomann
 1. [From Orlando:](#) *Attempting to define current levels of VOCs in commercial/non-residential buildings. This may be useful for evaluating the list of contaminants used in 62.1-IAQP. ASHRAE does have copyright on the data and plans to publish it as its own document.*
 2. [The correct information needs to be updated from Gemma and Jim. PI and PMS are designated. Per Jim, the RP is on schedule for November time frame.](#)
 3. [Will review results with TC 2.03 in Vegas. Will discuss more in TC 2.03 research. In summary, they did not find as many sources of documents in research.](#)
 - a. [One list contained over 300 VOCs. Many of them are irrelevant to IAQP because of the type of compounds. There was data found from 42 different countries.](#)
 4. [Status: place the IAQ guidelines into a database to determine a priority based on concentration. List of compounds will very likely be reduced dramatically.](#)
 5. [Bioeffluents have not been addressed, like conversations surrounding CO2 which were dropped from the design compounds because consensus could not be reached.](#)
 6. [Tori to send out a message to the committee about interest in a WG to look at CO2 and other bioeffluents to determine if these contaminants should be used in the design compounds list.](#)
 - ii. **RTAR “Evaluation of Electronic Air Cleaner Performance as Equipment Ages” (John Randtke)**
 1. [From Orlando:](#) *John will be submitting this with feedback from 2.4 members. Marilyn, Peter wants to review RTAR. CMP was recommended by Marwa for end-of-life efficiency. John to sync up with Marwa to see where there may be overlap.*
8. General Discussion
 - a. [62.1-2025 User’s Manual Development – writing a proposal for special publications path for volunteer base. Group is starting to update 2019 and focusing on IAQP as major area.](#)
 - b. [IAQP Calculator](#)
9. New Business – [n/a](#)
10. Adjournment – [meeting adjourned at 7:59 PM](#)