

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

Sunday, February 9<sup>th</sup>, 2025  
6:00 PM – 8:00 PM EST

Meeting Location – Hilton Orlando, Key Largo D (Lower Level)

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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 6:07 PM EST

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 not established):
  - b.

[4 of 9 Voting Members Present](#)

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

- c. Members
    - i. Voting Members
      - 10 Voting Members
        - 1. **(4) rolled on after Annual Meeting 2024 in Indianapolis: Victoria Binz, Kevin Kwong, Chris Muller, and John Randtke**

2. **(5) rolling off Annual Meeting 2025 in Phoenix: Anthony Abate, Mattea Brown, Brian Hafendorfer, Gemma Kerr, and Lexuan Zhong**
3. **Gemma would like to stay on as a corresponding member.**
- ii. **NEW VOTING MEMBERS NEEDED:** Contact TRG leadership if interested in becoming a voting member, goal to have at least 10 VMs on the roster after Annual Meeting in Pheonix
- iii. Membership: 103 total members
  - [9] Voting Members
  - [60] Corresponding Members
  - [34] Provisional Corresponding Members
  - [24] YEA Members
  - [36] International Members
  - [8] New Members following Annual Meeting in Indianapolis
- iv. **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.
- d. 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**
- e. 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 <- will need to vote by email, no quorum.**
  - 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 in Indianapolis, intention was to distribute to new VM and have an email ballot which did not take place.
    - ii. DRAFT Meeting Minutes from Chicago were distributed to voting members prior to meeting in Orlando
  - b. **VOTE:** To approve the TRG4IAQP Winter DRAFT Meeting Minutes Indianapolis, Indiana Sunday June 23, 2024
5. **Chairs Breakfast Report**
  - i. Chair’s Breakfast and Training Workshop Sunday February 9, 2025, Hilton Orlando, Orlando I-II (Lower Level)

- New society plan to be released for 2025 – 2028.
- There is a new YEA mentoring program. There is a form online to become a mentor / mentee.

## 6. [Liaisons](#)

- a. **Section Head (Kyle Gluesenkamp) – not present**
- b. **Liaison (Marwa) - SSPC 62.1 – not present**
- c. **Liaison (Nick) - SSPC 62.2 – not present**
- d. **Liaison SSPC 145 (Caitlin)**
  - i. 145.2 Comments have been addressed, waiting to be published (perhaps in 1-2 months)
  - ii. 145.4 Draft has been voted out of subcommittee for consideration by main committee prior to public review.
- e. **TG2.RAST Reactive Air and Surface Treatment (Kathleen Owen)**
  - i. Meeting on Feb 11<sup>th</sup>.
  - ii. SPC 185.5 has been moved to public review.
- f. **Others?**

## 7. [Research](#)

Updates on:

- a. **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
  - i. From Indianapolis: *In progress: initiated in March, PMS has met a few times, current work: setting database parameters and is approved by PMS*
  - ii. 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 the copyright on the data and plans to publish it as its own document.*
- 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 Indianapolis: *RTAR approved with conditions and draft was sent to committee for resubmission of the RTAR with new champion.*
  - ii. From Orlando: *RTAR has been dropped by RAC.*
- c. Update on RTAR “Evaluation of Electronic Air Cleaner Performance as Equipment Ages” (John Randtke)
  - i. From Indianapolis: *On hold waiting for completion of Standard 185.5*
  - ii. 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. Past Discussions
  - i. IAQP Input Form
  - ii. IAQP Inquiry (Kathleen): Are there people who specialize in helping companies do the needed sampling, paperwork, or the implementation of IAQP?
    - Are there people who specialize in this work? How can people find them? How many people currently are using the IAQP?
    - Feedback from users in the room:
      1. Has bugs
        - i. Sorting issue with the VRP table
      2. Not user friendly
      3. Need to have a link to provide feedback from users.
      4. Calculator does not display CO2, but this may be desired by some users.
  - iii. What is the process in applying IAQP on a project? What are some outcomes of existing IAQP projects?
    - Review questions/action items from presentation given by John in Chicago
1. Challenge #1 - Customers may not prioritize comfort or connect the dots to Health & Safety
  - a) We need more industry education on knowing when odors can be a risk.
  - b) We need an alternative compliance path for customers who refuse occupant surveys.
2. Challenge #2 – How do we mitigate the high cost of pre-testing?
  - a) We need guidance on when/how to perform pre-testing.
  - b) Is there a way to move back to real time sampling vs. lab tests?
  - c) Is there a TVOC threshold or other measure we could use to trigger a lab test?
  - d) Are there categories of spaces that don't require a lab test?
  - e) Is there a prescriptive method for IAQP that can be used for certain applications?
3. Challenge #3 – California doesn't use 62.1; other states don't use California standards
  - a) Are there other national level standards which could be used instead of California's?
  - b) Would it be possible to reference **California OEHHA** instead of California EPA? Some jurisdictions around the country will associate EPA with outdoor air limits.
4. Technology Challenges
  - a) We need better performance data, particularly on equipment with low maintenance costs.
  - b) We need better data on when byproducts may be produced by equipment.
  - c) **A standardized calc could help decrease reliance on manufacturer calculations if the input comes from a standard test method.**
  - d) Calculations need to include capability for multizone systems when manufacturer data may be specific to single zone.

## 9. New Business?

- a. Is there a standard package for the submission of IAQP Calculations and documents for AHJ or project committees (i.e. LEED)
  - i. VRP calculations result in a simple table that can be used for submission, IAQP calculations can be a bit denser. Would a standard template/package make approval easier?
- b. Scott Sherwood – Need a guideline for how to use IAQP.
- c. Peter raised question regarding whether there is a solid foundation of research for the basis of the VRP rates and how that may relate to the establishment of IAQP limits. Led to a good discussion about the history of ventilation design.

## 10. Adjournment

Adjourn at 7:48 PM EST