

**ASHRAE DRAFT Meeting Minutes**  
**January 2024 Winter Meeting Chicago, Illinois**  
**TRG4.IAQP - Indoor Air Quality Procedure Development**

Sunday, January 21<sup>st</sup>, 2024  
6:30 PM – 8:00 PM CST

Meeting Location – Marriott Marquis Chicago, Shedd AB (2)

1. [Call to order](#). Introduction of guests and members; **Please sign in on the sign in sheet.**

[Call to order 6:30 PM CST.](#)

2. Reminder of [Code of Ethics](#):

*“Commitment to the ASHRAE Code of Ethics – In this and all other ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, integrity and respect for others, and we shall avoid all real or perceived conflicts of interests. (See full Code of Ethics: <https://www.ashrae.org/about-ashrae/ashrae-code-of-ethics>.)”*

3. [Membership](#)

- a. Voting Members Present (Quorum Established?): **7 of 10 Voting Members Present, QUORUM**

First Name	Last Name	Membership	Present?
Nick	Agopian	VM	Yes
Dean	Tompkins	VM	Yes
Tony	Abate	VM	Yes
Mattea	Brown	VM	No
Richard	Fox	VM	Yes
Brian	Hafendorfer	VM	No
Gemma	Kerr	VM	Yes
Caitlin	Naske	VM	Yes
Kathleen	Owen	VM	Yes
Lexuan	Zhong	VM	No

*Corresponding Members Present:*

Tori Binz, Chris Ahne, Nitin Naik, Carl Bengtsson, John Randtke, Elliott Horner, Henry Geist, Marwa Zaatari

*Provisional Corresponding Members Present:*

Deepak Sridhar, Philip Hope

*Guests Present:*

Jeffrey Roseberry, Marilyn Listvan, Christine Sun, Kevin Kwong, Matt Middlebrooks, Xuchen Wang, Christopher Bossert, Dustin Eplee, Scott Sherwood

- b. Members
  - i. Voting Members
    - 10 Voting Members; (3) **rolling off annual meeting 2024: Richard Fox, Caitlin Naske, Kathleen Owen**
    - Contact TRG leadership if interested in becoming a voting member.
  - ii. Corresponding Members; 61 in total
  - iii. Provisional Corresponding Members; 43 in total
  - iv. YEA Members; 23 in total
  - v. New members verify that membership status is listed on their ASHRAE profile.
    - 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.

4. [Approval of Meeting Minutes](#)

- a. Email ballot; approval of TRG4IAQP Winter Meeting Minutes Atlanta, Georgia

Here are the final results of the TRG4 email ballot. The motion was to approve the TRG4 Atlanta 2023 Winter Draft Meeting Minutes as final. TRG4 has 11 VM. The motion is approved 9-0-0-1-CNV (approve-reject-abstain-absent-CNV)

First Name	Last Name	Vote
Nick	Agopian	CNV
Dean	Tompkins	Yes
Tony	Abate	absent
Mattea	Brown	Yes
Richard	Fox	Yes
Brian	Hafendorfer	Yes
Chris	Hsieh	Yes
Gemma	Kerr	Yes
Caitlin	Naske	Yes
Kathleen	Owen	Yes
Lexuan	Zhong	Yes

- b. **VOTE:** To approve the TRG4IAQP Annual Meeting DRAFT Meeting Tampa, Florida Monday June 26, 2023

Tony makes the motion to approve the Tampa annual meeting DRAFT meeting minutes, Caitlin seconds the motion. The motion was approved 5-0-0-4-CV (approve-reject-abstain-absent-CV/CNV).

First Name	Last Name	Vote
Nick	Agopian	CV
Dean	Tompkins	YES
Tony	Abate	YES
Mattea	Brown	NOT PRESENT
Richard	Fox	YES
Brian	Hafendorfer	NOT PRESENT
Gemma	Kerr	YES
Caitlin	Naske	YES
Kathleen	Owen	NOT PRESENT
Lexuan	Zhong	NOT PRESENT

## 5. Chairs Breakfast Report

- a. Chair's Training Breakfast Sunday January 21, 2024, 7:00-9:00 AM CST
  - i. [GTIC] Global Technical Interaction Committee: *"GTIC shall be responsible for harnessing the technical resources of ASHRAE to influence international standards and maximize the global impacts of ASHRAE standards and other technical work products on the practice of HVAC&R and the built environment. This includes developing, implementing, and managing processes that enable information flow and coordination between chapters, technical committees, project committees, and international technical advisory groups."*
    - [TCIS] Technical Committees Interactions Subcommittee: *"The Technical Committee Interactions Subcommittee (TCIS) is responsible for developing and maintaining a bi-directional flow of information between society level technical committees and the GTIC for the purpose of making TCs aware of the global implications of their activities. The subcommittee shall also identify experts that can assist with activities identified as important by the GTIC."*
  - ii. [TFBD] Task Force for Building Decarbonization
    - Decarbonization initiatives such as: embodied carbon benchmarking, refrigerant leakage, PCR/EPDs
  - iii. Programs 2024 Winter Statistics
    - 50% acceptance rate for submitted programs.
  - iv. New roster form for next cycle

## 6. Liaisons

- a. **Section Head (Pat Marks)**
- b. **Liaison (Marwa) - SSPC 62.1**
  - i. Forming a small group to apply concepts of 241 to other contaminant types i.e. ECA(gas) ECA(particles)
    - John R, Nick A, and Tori B are interested in involvement.
  - ii. IAQP calculator and user's manual was approved, ASHRAE is currently trying to hold its release until 2025 version of 62.1 standard becomes available.
    - IAQP calculator and user's manual is currently part of an addenda.
- c. **Liaison (Nick) - SSPC 62.2**
  - i. Unvented combustion devices
  - ii. DALY paper/presentation, public paper can be circulated to the group.
    - [https://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=4409736](https://papers.ssrn.com/sol3/papers.cfm?abstract_id=4409736)
- d. **Liaison (Tony) - SSPC 145.2, 145.4 (Caitlin)**
  - i. 145.2 Update:
    - Major edits and revisions for the inclusion of air cleaners. Group is working through comments following PPR, 5 remaining responses.
    - Forming working groups to address action items that came from comment responses.
  - ii. 145.4 Update:
    - Group is close to a complete first draft that would be ready for PPR.
- e. **TG2.RAST Reactive Air and Surface Treatment (Kathleen Owen)**
  - i. No updates from last meeting, working on first draft, synergy with 145.4.
- f. **Liaison (Tony)-AHAM AC5 (Chamber Test)**
  - i. Published standard, referenced in 241 and can be used in ECA calculations.
- g. **Liaison (Chris Muller) – 90.1 addendum**
- h. **2998 62.1 admin, ozone, ultra fines**

7. [Research](#)

Updates on:

- a. 1869-WS (Work Statement): Evaluation of VOCs with Respect to Development of Revised Standard 62.1 Indoor Air Quality Procedure (IAQP) Design Compounds and Design Limits. (Gemma Kerr)
  - i. Voted on and approved a contractor for the project, the contractor fell through during negotiations, and the contract was terminated. The vote was taken, and a decision was made to accept the second contractor. TC2.3 will vote on it during their Chicago meeting.
- b. Update on 1935-RTAR from TC 2.3 “Effects of Increased Use of Surface Disinfectants and Hand Sanitizers on Indoor Air Quality”
  - i. Waiting for comments from RAC (Chang Seo, Marilyn)
- c. Update on RTAR “Evaluation of Electronic Air Cleaner Performance as Equipment Ages” (John Randtke)
  - i. On hold waiting for 185.5, standard will be used for method of comparison.
- d. Update on potential new RTAR out of TC2.4 involving emissions from gas stoves. (John Randtke)
  - i. The topic was moved to programs, did not get accepted for Chicago. Will resubmit.

8. [General Discussion](#)

- a. **VOTE**: TRG Co-Sponsor Seminar for Indianapolis

Working title: “Does this air cleaner work in my room? New ASHRAE Tests in Chambers!  
(needs work!)  
Chair: Kathleen Owen  
Presenters: Linda Lee on 185.3, Caitlin Naske on 145.4, Kathleen Owen on 185.5

Kathleen makes the motion to co-sponsor the seminar for Indianapolis, Gemma seconds the motion. The motion was approved 6-0-0-3-CNV (approve-reject-abstain-absent-CV/CNV)

First Name	Last Name	Vote
Nick	Agopian	CNV
Dean	Tompkins	YES
Tony	Abate	YES
Mattea	Brown	NOT PRESENT
Richard	Fox	YES
Brian	Hafendorfer	NOT PRESENT
Gemma	Kerr	YES
Caitlin	Naske	YES
Kathleen	Owen	YES
Lexuan	Zhong	NOT PRESENT

- b. What is the process in applying IAQP on a project? What are some outcomes of existing IAQP projects?

i. **Presentation by John R. (30-45 minutes)**

- TRG will hold an interim meeting to follow up on the presentation and for a more detailed discussion.
- John R will send out last slide of the deck, with questions/action items for the group to investigate and address.

9. **New Business?**

No new business

10. **Adjournment**

Caitlin makes the motion to adjourn, Tony seconds the motion. Meeting adjourned 8:01 PM CST