

TC 2.3 - Chapter 11 - Air Contaminants
Handbook Sub-Committee Meeting Minutes Minutes – Orlando, FL
Monday, February 3, 2020
4:30-6:00 p.m.
Lake Highland B

The meeting for chapter 11 of the Fundamentals Volume opened at 4:17pm with a welcome and introduction of members, guests, and ASHRAE Liaisons.

Attendees:

Brian Krafthefer
Paula Levasseur
Jeffrey Roseberry
Caitlin Naske
Dan Haas
Victoria Binz
Sanjeev Hingorani
Michael Sherber

Marilyn Listvan
Gemma Kerr
Kevin Kwong
Change-Seo Lee
Dan Mason
Vivek Gaur
Heather Kennedy

All revision E documents were previously sent to the subcommittee with track changes on and off. During the meeting the subcommittee reviewed the “Questions” and “Revision E” documents.

1. Where we are in drafting changes. Previous items that are open:

- Current draft is Revision E.
- The committee needs somebody additional to look at references.
- Should we add information on climate: e.g. ice, volcanoes, sand storms, etc. No volunteer and probably will probably not be complete in the chapter at this time.
- Any further update on tables?
 - **Gemma – Sent rewrite on the Measurements section to Brian. Also sent updates on Tables 7 and 8 which incorporated Kathleen’s comments. Gemma added more mentions of GPC 27.**
 - **Brian will look at what Gemma sent.**
- Renewal permission for graphs?
 - We need to review the Chapter and determine how we will get permissions for tables.
 - Gemma wanted to know how many tables we have that are reprints?
 - Victoria has been working on this. For example, she contacted ACGIH for an older table reference (Table 4 – ACGIH 1989) and ACGIH replied that the data in the ASHRAE Chapter could not be found. Some of these tables are from the 70’s and 80’s. Do we need to update these tables anyways? Can we simply use updated tables/references from these sources?
 - The implications if we cannot get permissions are we cannot use the tables/figures in the chapter.

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- Heather said that if data cannot be copyrighted just use citations when referencing data. However, the tables and figures should be copyrighted.
- Victoria – It's straight forward once you have the references missing permissions. Usually you can find a website link for this process.
- Gemma – Question to Heather: Has the requirements for permissions changed in ASHRAE?
- Heather – In the past, permissions were not a big focus. ASHRAE wants to become stricter on this process. However, take yellow highlighted notes with a grain of salt.
- Action Item: Gemma and Brian will check the permissions for the Chapter.

For the discussion of any sections that are under review please let Brian know if your revisions haven't been incorporated into Revision E of the document.

1._TERMINOLOGY

Gemma – We shouldn't need to do any work on this. The terminology section will be automatically extracted.

2._ACRONYMS

3._CLASSES OF AIR CONTAMINANTS

4._PARTICULATE CONTAMINANTS

4.1_Particulate Matter

5._GASEOUS CONTAMINANTS

5.1_Volatile Organic Compounds

5.2_Semivolatile Organic Compounds

5.3_Inorganic Gases

6._AIR CONTAMINANTS BY SOURCE

6.1_Outdoor Air Contaminants

6.2_Industrial Air Contaminants

6.3_Commercial, Institutional, and Residential Indoor Air Contaminants

Gemma has reviewed this recently.

6.4_Flammable Gases and Vapors

6.5_Combustible Dusts

6.6_Radioactive Air Contaminants

6.7_Soil Gases

References

Brian – All committee members should look through the references.

Bibliography

Index and Keywords

This chapter revision will be considered a major revision so Heather should react accordingly.

2. Other Actions:

- There was a discussion of the vote on chapter by TC

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- Gemma asked if there is a contingency plan if we don't finish before June ASHRAE. In the past, we have voted to approve (with minor changes) at the TC meeting. If we are too late the old chapter will be used
- We asked if the finalized chapter needs to be sent to the TC prior to the meeting. Heather said yes, it should be sent to TC voting members as well as the entire TC. Gemma said we have not done that in the past. Gemma gave the example of sending out a chapter review to the entire TC and getting flooded with comments. Heather said the Handbook subcommittee recommendation vote in the TC sounds sufficient.
- Brian said that we should encourage TC 2.3 members wanting to make changes to the Handbook Chapter to attend the subcommittee meetings and teleconferences to make their concerns known.

3. Future telecon times

- There will be two teleconferences between now and the June meeting. We should finalize the chapter review in these teleconferences. The TC needs to vote on this at the June ASHRAE meeting. Brian will send revisions to the TC after the 2nd teleconference.
- 1st teleconference – 3rd or 4th week of March. Brian will send out a Doodle Poll.
- 2nd teleconference – Late April / Early May.
- Deadline for chapter is July 31st 2020.
- Heather said to try and submit well before this deadline to allow time for ASHRAE to review.

Brian will send out a revised chapter by March 1st before the first teleconference.

4. Adjournment at 6:30PM