



**PLANNING, POLICY, AND
INTERPRETATIONS
SUBCOMMITTEE (PPIS)**

MINUTES

**Annual Meeting
Austin, TX
Meeting of June 26, 2026, and June 30, 2026**

NOTE: These draft minutes have been approved and are the official record by PPIS.

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ACTION ITEMS			
	Action	Assigned To	OPEN
1	None		

1. Call to Order/Introductions and Review of Agenda

Call to Order/Chairman's Report

The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on June 26, 2026, at 2:00 p.m. at JW Marriott (Boardroom L4).

Introductions

Chair Karl Peterman greeted members.

PPIS Members

Karl Peterman
Kelley Cramm
Marcus Hassen
Michael Patton
Chris Seeton

PPIS Members Absent

Guests

Doug Fick
Bill Healy
Trent Hunt
Robert Romeo
Adrienne Thomle

Staff

Tanisha Meyers-Lisle,
AMOS-A

2. Chairman's Report

Chairman greeted guests and discussed the ASHRAE Code of Ethics, Anti-Trust Guidelines, and the prohibition of recording meetings.

3. Staff Report

Staff reported on new employee, Mykah Jones, Asst. Manager of Standards – National. She will report to Thomas Loxley.

4. Approval of Minutes

PPIS Spring meeting minutes were approved via the OSR.

5. Review of Action Items/Unfinished Business

5A. Action Items

None.

6. Planning – New Projects

1 It was moved by Michael Patton and seconded by Chris Seeton that:

The following Title, Purpose and Scope be approved as shown and a new standards project committee be formed:

Title: Standard for Minimum Energy Requirements for New Low-Rise Residential Buildings and Major Renovations

Purpose: The purpose of this standard is to provide cost-justified minimum requirements for the energy-efficient design and construction of new residential buildings three stories or less above grade and for major renovations to existing residential buildings three stories or less above grade, considering first costs, economic impacts, and expected energy savings. This standard is intended to provide a simple, prescriptive path to achieve the objectives for a minimum standard which balances first cost and operational costs for an affordable housing solution.

Scope:

2.1 This standard applies to:

- a. new residential buildings three stories or less above grade;
- b. additions to residential buildings three stories or less above grade where new energy-related assemblies, systems, or equipment are installed; and
- c. major renovations to existing residential buildings three stories or less above grade where the project includes substantial replacement, alteration, reconfiguration, or upgrade of energy-related assemblies, systems, or equipment.

2.2 This standard provides cost-justified minimum requirements for the design, construction, installation, and replacement, as applicable, of:

- a. building thermal envelope components;
- b. air leakage control measures;
- c. heating, ventilating, and air-conditioning systems;
- d. service water-heating systems;
- e. lighting systems;
- f. controls associated with covered systems; and
- g. other specifically identified energy-related residential building components and systems.

2.3 This standard applies to detached single-family houses, detached two-family houses, townhouses, and other residential buildings three stories or less above grade, and to residential portions of mixed-use buildings within the height limitations of this standard.

2.4 This standard does not apply to:

- a. transient lodging;
- b. buildings more than three stories above grade;
- c. nonresidential occupancies except residential portions of mixed-use buildings within the scope of this standard; or
- d. ordinary maintenance and repair activities that do not materially affect building energy use.

2.5 This standard shall not be used to abridge safety, health, environmental, or other applicable code requirements.

BACKGROUND: This TPS will also have to be approved by Technology Council. This TPS was submitted by Doug Fick for consideration at the Annual meeting. PPIS assigned the Residential Building Committee as the cognizant committee. Doug Fick was recommended as the Chair of the proposed new project committee. There are at least five members willing to volunteer.

MOTION 1 PASSED: 5-0-0

7. Policy – Procedural Changes

It was moved by Chris Seeton and seconded by Kelley Cramm that:

- 2 The PC Guide to PASA (*Voting*) and Appendix 8, *Approval Sequence of Standards Related Actions* be approved as shown below:

VOTING (See PASA 7.2.4, 7.5, 7.2.5, and 7.2.6)

In order to take any type of vote the Chair (Project Committee or Subcommittee) needs to determine if quorum has been met. Quorum has been met when more than 50% of the voting members (Project Committee or Subcommittee) are at the meeting. PASA voting requirements depend on the motion types. The motion types are as follows:

- A. Standards Actions Motions – these include votes for publication public review, **changes to an approved TPS**, and publication with knowledge of unresolved objectors (commenters/negative PC voters). Standards Action votes can only occur in meetings that have been properly announced. Standard Action votes may also be conducted via letter ballot. Standards Actions require that all voting members, present or absent, be given the opportunity to vote, and the opportunity to change their vote in the event of a recirculation letter ballot. A written response to a negative voter (with reason) on a letter ballot needs to be provided, advising the negative voter of the disposition of the objection, reason(s) therefore. And attempts at resolution. Chairs need to return a ballot indicating whether or not their vote is a yes, no or abstention vote or the ballot will be recorded as not returned. Chair not voting is not an option for standards actions motions. Approval of these motions requires a majority of the voting membership, voting in the affirmative.
- B. Non-Standards Actions Motions – these include **approval of TPS changes which are not part of a public review draft**, approval of work plans, straw votes on draft language, user manual requests, responses to continuous maintenance proposals, responses to public review comments, etc. These do not require that all voting members be given the opportunity to vote. For these matters, approval requires affirmative votes by a majority of PCVMs present.

Generally, a Chair **does not vote** (abstains) unless voting changes the outcome of the ballot. If the Chair does not submit a ballot in letter ballots the vote will be recorded as unreturned.

APPENDIX 8 – APPROVAL SEQUENCE of STANDARDS RELATED ACTIONS

Withdraw an Existing Standard or Guideline						
Recommend withdrawal	TC/TG/TRG or PC	SRS	+Standards Action	SRS	*Majority	
Revise a Title, Purpose and Scope (TPS)						
Recommend revised TPS	PC	SPLS	*Majority Standards Action	StdC	*Majority	

BACKGROUND: This is a carry-over from the Spring PPIS meeting. Phil Johnson requested clarification to the PC Guide to PASA. Is a vote on the TPS change form (at the PC level) considered a standards action vote, or can it be treated as a non-standards action vote in cases such as editorial or non-substantive changes? PPIS reviewed the applicable sections of the Guide and made recommendations. Phil Johnson agreed that these changes satisfy his concern.

MOTION 2 PASSED: 5-0-0

It was moved by Kelley Cramm and seconded by Michael Patton, that:

- 3 The PC Guide to PASA, *Public Review Drafts*, be approved as shown below:

Public Review Drafts (PASA 7.2.1.1, 7.2.1.2, 7.2.1.3)

The PC can approve a draft for an advisory public review or publication public review.

- A. An advisory public review (APR) is not considered a standards action and only requires a majority vote. The SPLS Liaison can approve the draft to go out for review. An APR can be for the whole standard, to ask questions about potentially controversial items, or even just portions of the standard. This method is helpful if the standards, guidelines or portion thereof, has portions that are controversial or if the PC needs guidance and feedback from the public on portions of the standards, guidelines or portion thereof, in order to get to a completed draft. The approval for issuing an APR is generally quick. The comments submitted on an APR draft are deemed to be supportive and do not need to be replied to or resolved. The PC will later need to vote to recommend approval of the draft for publication public review. (See PASA 7.2.1.1)
- B. The PC recommendation to approve a draft for Publication Public Review is a standards action. After the PC has voted to recommend approval of a draft for PPR, the PC Chair submits the draft to the [MOS](#) along with the [Publication Draft Submittal Form](#) for Staff review. There are two possible tracks for PPR approval:
 - i. Fast Track (SPLS Liaison-only approval) can be used when no negative votes with reason have been cast within the PC, no credible threat of legal action (in writing) against ASHRAE has been made related to the proposed draft, and the MOS has not been notified by the SPLS Liaison within ten calendar days of receipt that the PC has violated rules related to the development of the draft. (See PASA 7.2.1.3). If no comments are received during the public review the standards, guidelines or portion thereof, can be processed by Staff for publication and no further approvals are required.
 - ii. Normal Track (SPLS approval) – occurs when there are unresolved objectors (negative PC votes with reason or unresolved commenters) from a previous public review or any of the fast track requirements are not met. This means that the draft, along with all the supporting documentation that has been submitted, will be provided to SPLS for review of the draft development process. If SPLS determines that proper process has been followed the draft will be approved for publication public review. (See PASA 7.2.1.2). If SPLS determines process has been violated, the standard, guideline or portion thereof, will be returned to the PC with instructions for further actions.
- C. Once standards, guidelines or portion thereof, are approved for PPR, availability of each draft is announced in the ASHRAE Standards Action for periods of 30 to 45

days. To receive notices please sign up for the ASHRAE *Standards Action* listserve at: [Standards Action List Serve](#).

- D. When revising a periodic-maintenance standard or guideline only, all changes from the previous edition must be tracked by the committee using MS Word and its Track Changes feature which will underline to indicate new material and strikethrough to indicate deleted material. Any figures, tables, or equations that are modified or updated must be listed by name in a separate file (MS Word, Notepad, Excel, etc.). A separate copy of the PPR draft that integrates all changes to the previous edition (clean copy) must also be submitted for posting for public comment. Continuous maintenance addenda changes in underline/strikethrough must still be hard-coded into the document (no track changes).

~~A separate copy of the PPR draft (see below) that integrates all changes to the previous edition (as submitted for public review) must be included with the final publication package.~~

For questions about publication deliverables, please contact [Managing Editor of Standards and Guidelines](#).

BACKGROUND: A request was received suggesting that revisions of standards and guidelines should be posted for public review as a full, clean version rather than using underline/strikethrough formatting.

MOTION 3 FAILED: 2-3-0

Secretary's Note: Chris Seeton, Marcus Hassen and Michael Patton voted negatively because they believe the instructions are sufficiently clear as written and they do not believe clean copies should be posted for public comments.

8. Interpretations

PPIS approved a response to an interpretation request to PASA. The PPIS Chair will email Mr. Sherman to advise of PPIS' response.

Question:

Can PASA be interpreted to consider abstentions in PC votes as negative votes and does this interpretation align with the Rules of the Board requirements?

Response: "Thank you for your inquiry. We have given careful thought to your request. Per both PASA and the Guide to PASA, a majority of the voting membership must vote in the affirmative. It is true that neither abstentions nor negative votes will help achieve this threshold. This focus on ensuring that a majority of the voting membership is in favor goes aligns with the ROB requirement that states abstentions are not to be counted. Note that there is no consideration of "those exhibiting a preference", but rather what may be a higher threshold to ensure a majority of voters vote in the affirmative. Not just those expressing a preference. The current rules simplify the math to determine a successful ballot and ensure adequate consideration of any standards action."

9. New Business

None.

10. Recess

PPIS adjourned at 4:00 pm.

11. Call to Order/Introductions and Review of Agenda

The Planning, Policy, and Interpretations Subcommittee (PPIS) meeting was called to order on Tuesday, June 30, 2026, at 11:00 am, at the JW Marriott Austin (Boardroom, L4).

Chair Karl Peterman greeted members and guests were introduced.

PPIS Members

Karl Peterman
Kelley Cramm
Marcus Hassen
Michael Patton
Chris Seeton

PPIS Members Absent

Guests

Clark Denson
Walter Grondzik
Bill Healy
Adrienne Thomle

Staff

Tanisha Meyers-Lisle,
MOS-A
Ryan Shanley, *G-MOSC*

12. Chairman's Report

None.

13. Staff Report

None.

14. Unfinished Business

None.

15. Planning – New Projects

4 It was moved by Michael Patton and seconded by Kelley Cramm, that:

The following Title, Purpose and Scope be approved as shown and a new guideline project committee be formed:

Title: Acceptable Indoor Air Quality for Crewed Spacecraft and Habitats

Purpose: The purpose of this guideline is to specify the recommended indoor air quality that an environmental control and life support system for a crewed off-planet spacecraft or habitat should provide to be acceptable to human occupants and to minimize adverse health effects. This guideline is intended for application in new commercial spacecraft and habitats.

Scope:

This guideline applies to spaces intended for human occupancy within commercial spacecraft and habitats operated in microgravity and in a surrounding vacuum. This guideline provides recommendations for the design, installation, performance verification,

and operation and maintenance of air cleaning and air conditioning systems. This guideline contains recommendations related to certain contaminants and contaminant sources including, but not limited to, crew members, experiment processes, docked vehicle atmosphere mixing, material off-gassing, moisture, and biological growth.

BACKGROUND: This TPS will also have to be approved by Technology Council. This TPS was submitted by Clark Denson for consideration at the Annual meeting. PPIS assigned TC 9.13, *SPACE (Extraterrestrial and Deep Space Environmental Control Systems)* as the cognizant committee. Evan Connell was recommended as the Chair of the proposed new guideline project committee. There are at least five members willing to volunteer.

MOTION 4 PASSED: 5-0-0

It was moved by Kelley Cramm and seconded by Chris Seeton, that:

- 5 The following Title, Purpose and Scope be approved as shown and a new guideline project committee be formed:

Title: Application of the Commissioning for Process to Semiconductor Facilities

Purpose: The purpose of this guideline is to establish a standardized, scalable, and rigorous commissioning expectations for semiconductor facilities. It defines procedures that ensure critical systems, supporting high-precision, cleanroom, and mission-critical environments, are designed, installed, verified, and operated in alignment with the Owner's Project Requirements (OPR). The guideline supports both initial commissioning and ongoing performance management, enabling reliable operations, process quality, energy efficiency, and regulatory compliance across the facility lifecycle.

Scope:

This guideline applies to the commissioning and performance validation of new, renovated, and existing semiconductor manufacturing environments. It includes all phases of the facility lifecycle, from conceptual design through occupancy, tool integration, and ongoing commissioning. The guideline is applicable to various types of semiconductor operations, including but not limited to:

- a. Wafer fabrication facilities (Fabs)
- b. Research and development cleanrooms
- c. Tool installation and process bays
- d. Sub-fab infrastructure and interstitial mechanical zones
- e. Packaging, assembly, and test environments.

BACKGROUND: This TPS will also have to be approved by Technology Council. This TPS was submitted by Walter Grondzik for consideration at the Annual meeting. PPIS assigned TC 7.9, *Building Commissioning* as the cognizant committee. Marcus Myers was recommended as the Chair of the proposed new guideline project committee. There are at least five members willing to volunteer.

MOTION 5 PASSED AS AMENDED: 5-0-0

16. Policy – Procedural Changes

None.

17. Interpretations

None.

18. New Business

Phil Johnson requested that SPLS ask PPIS to revise the PC Guide to PASA to include additional examples illustrating the Commercialism Policy. The item may be deferred to the next meeting to allow Hoy to provide additional background and explain the concerns that prompted the request.

Ryan Shanley noted that the informative appendix is being moved to the website and stated that doing so would not violate the Commercialism Policy. Bill Healy raised concerns that data.ashrae.org may be an uncontrolled resource, while Ryan indicated he was not certain that characterization was accurate. Bill suggested verifying whether the site is, in fact, controlled.

Kelley Cramm commented that the Commercialism Policy is often interpreted differently by various groups. Karl asked who is responsible for managing complaints related to the policy. One suggestion was to amend the PC Guide to clarify that PPIS will review such matters and make a determination. Bill also asked whether the material could instead be included in an informative appendix.

Bill stated that the committee could review the issue and potentially develop additional examples to support interpretation of the policy. Kelley recommended reviewing the Commercialism Policy intent and guidance available on the ASHRAE website:

<https://www.ashrae.org/about/governance/ashrae-commercialism-policy-and-guidelines>.

19. Next Meeting

Fall Meeting – TBD

20. Adjournment

PPIS adjourned at 12:30pm.