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

**MINUTES**

**Winter Meeting**

**Hybrid**

**Meeting of February 1, 2022**

NOTE: These draft minutes have not been approved and are the unofficial record by PPIS.

TABLE OF CONTENTS

[1. Call to Order/Introductions and Review of Agenda 4](#_Toc93648003)

[2. Chairman’s Report 4](#_Toc93648004)

[3. Staff Report 4](#_Toc93648005)

[4. Approval of Minutes 4](#_Toc93648006)

[5. Review of Action Items/Unfinished Business 5](#_Toc93648007)

[6. Planning – New Projects 5](#_Toc93648008)

[7. Policy – Procedural Changes 5](#_Toc93648009)

[8. Interpretations 6](#_Toc93648010)

[9. New Business 7](#_Toc93648011)

[10. Recess 7](#_Toc93648012)

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| ACTION ITEMS ASSIGNED WINTER MEETING 2020 |
| AI# | Action | Assigned To | Status |
| 1 | Action item proposed by StdC (Walter Grondzik) to look at the implications of Globalization in PASA and relevant documents. | PPIS as lead in conjunction with CIS/ILS/ISAS | OPEN – ASHRAE standards should be considered for globalization at the time of reaffirmation, revision, withdrawal, and including newly proposed standards, guidelines, or portions thereof. Workplans for all standards and guidelines should also consider globalization. Because of the magnitude of this effort, we will review ASHRAE documents and report an update at the next conference in Austin, TX.Assignments: PASA – Steve SillPC Guide to PASA – Srinivas KatipamulaStdC Mop – Bob BurkheadStdC RM – Will assign to 2 membersROB Vol 1-4 – Rick HeidenUpdate 10/19/2020: Bob will follow up with Rick Heiden. Srinivas needs help with condensing his comments in the report. Srinivas to connect with Bob for assistance. Els needs additional time but should be able to complete by year end. Update 1/8/2021: Bob will assign Els Baert assignment to new members. We will continue to work on these items as ILS transitions from reporting to Standards Committee to TAC. (motion has not yet been approved by StdC/Board) See [Attachment A](#ATTA) for additional guidance. 3/3/2021 – Bob to ask Dennis Knight to take over former member, Els Baert assignment.6/11/2021 – Dennis Knight is unable to take over the assignment. Bob will ask new members to contribute. Staff will create an Excel status sheet to help PPIS stay on target.1/06/2022 – PPIS to review and assess documents and discuss at the next meeting. Rick Heiden explained the charge of this action item is to identify areas that may need to change. Once completed, we can collaborate with ISI. Julie Majurin will review PC Guide to PASA and PASA and offer additional comments. \*2/1/2022 – In progress. |
| ACTION ITEMS SPRING MEETING 2021 |
| AI# | Action | Assigned To | Status |
| 2 | In an effort to avoid duplication of work and seek advice for the best path forward towards globalizing ASHRAE documents and procedures, the Chair of PPIS and Mr. Dennis Knight will contact Mr. Drake Erbe, Chair of the International Task Force. | Bob Burkhead and Dennis Knight. | OPEN - 1/6/2022 – Bob to meet with Dennis in Vegas. \*2/1/2022 - Bob unable to attend in person.  |

# 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 Wednesday, February 1, 2022, at 2:00 p.m. via teleconference.

## Introductions

Chairman Bob Burkhead greeted members and guests were introduced.

|  |  |  |
| --- | --- | --- |
| PPIS MembersBob Burkhead, *Chair (v)*Michael GallagherDennis KnightSrinivas Katipamula *(v)*Julie MajurinBill Walter *(v)* | PPIS Members AbsentCesar LimSteve SillGuestsDon ColliverShannon CorcoranDavid DelaquilaRichard HermansAlfredo Oliviero *(v)*Matt Walker *(v)*Craig Wray *(v)* | Staff Connor Barbaree, *Sr. MOS*Susan LeBlanc, *SA (v)*Tanisha Meyers-Lisle, *Procedures Administrator*Stephanie Reiniche, *Dir.* |

 \**Virtual members are denoted as* *(v).*

# 2. Chairman’s Report

Chairman greeted guests and discussed the ASHRAE Commitment to Care, ASHRAE Code of Ethics, Anti-Trust Guidelines, and the prohibition of recording meetings. Chairman discussed the topic of Globalization in ASHRAE procedural documents and reorder of the agenda to include discussion of the new TPS.

# 3. Staff Report

Staff discussed the Appeals Panel decision to BSR/ASHRAE Addendum *aa* to ANSI/ASHRAE Standard 62.1-2019, *Ventilation and Acceptable Indoor Air Quality* – Michael Sherber submitted an appeal to ASHRAE alleging procedural violations of the Rules of the Board and PASA. The Appeals Panel reviewed the appeal on January 13,2022 and found no violation of our procedures; the appeal was dismissed.

# 4. Approval of Minutes

The PPIS Minutes from the Winter Virtual Meeting 2022 was presented to members for approval.

It was moved by Dennis Knight and seconded by Srinivas Katipamula:

1. That the amended PPIS Minutes from the Winter Virtual Meeting 2022 be

approved as written.

**MOTION 1 PASSED:** 5-0-0, CNV

# 5. Review of Action Items/Unfinished Business

5A. Action Items

A list of action items was presented to members for review. An update of the action items is presented on page 2. PPIS members will continue to review their assigned action item(s).

# 6. Planning – New Projects

**2** It was moved by Dennis Knight and seconded by Michael Gallagher that:

**Title:** Evaluating Greenhouse Gas (GHG), Energy Performance and Carbon Emissions in Building Design, Construction and Operation

**Purpose:** This standard establishes how to measure and verify the GHG emissions of a building or group of buildings over the entire life-cycle. This standard provides consistent procedures and data to be referenced by other standards that address new and existing building performance.

**Scope:**

This standard covers:

1. existing buildings, new buildings, groups of buildings, or portions of buildings.

2. determination, including calculation methodology, and expression of the

building(s) zero net carbon status for building operation;

3. carbon emissions associated with flows across the site boundary and off-site

credited flows

4. embodied GHG emissions of building materials and systems.

This standard does not:

1. establish building gross carbon emission goals or limits
2. provide design guidance or design requirements

**BACKGROUND:** Mr. Don Colliver presented a new Title, Purpose and Scope for PPIS’ consideration. The Task Force on Building Decarbonization (TFBD) will be voting on a proposal after the PPIS meeting that involves expediting carbon standards. In order to meet their goals and commitments building owners, jurisdictions and municipalities are in need of an effective way to evaluate greenhouse gas (GHG) and carbon emissions of their buildings over their lifecycle. These end users are looking to the industry for guidance on the reduction of greenhouse gas (GHG) and carbon emissions from buildings throughout their entire lifecycle. This project would initiate a standard that establishes how to measure and verify the GHG and carbon emissions of a building or group of buildings over their entire life-cycle. Additionally, this standard project would provide the necessary consistency for both procedures and data so that they may be referenced by other standards that address new and existing building performance. This TPS will also have to be approved by the Board. This TPS was originally submitted by TFBD Subcommittee Group (Don Colliver) for consideration at the Winter meeting. There is a large pool of members who have shown interest and a recommendation for Chair will be supplied at a later date. There are at least five members willing to volunteer.

***Secretary’s note:*** *This TPS was amended at the Standards Committee meeting on February 2, 2022.*

**MOTION 2 PASSED: 5-0-0, CNV**

# 7. Policy – Procedural Changes

It was moved by Mike Gallagher and seconded by Dennis Knight that:

**3** PASA *Annex A Definitions, Abbreviations and Acronyms and Classifications* be approved as shown below:

**annex:** material or attachment of a nonmandatory nature that is supplemental to a standard or guideline and that is not also classified as an appendix. Inclusion of annexes must be preapproved by ASHRAE staff. Changes to annexes are not considered substantive. Annexes can be changed or deleted without requiring public review. See **informative appendix** and **normative appendix**.

**appendix:** see **informative appendix** and **normative appendix.**

**~~informative annex:~~** ~~additional information of a non-mandatory nature. Changes to informative annexes are not considered substantive. Informative annexes can be changed or deleted without requiring public review. See~~ **~~normative annex and notes~~**~~.~~

**informative appendix:** additional information of a nonmandatory nature that is specific to a standard or guideline. Changes to informative appendices are not considered substantive. Informative appendices can be changed or deleted without requiring public review. See **normative appendix**.

**~~normative annex:~~** ~~additional information of a mandatory nature which, for reasons of convenience, is placed after the main body of the document. See~~ **~~informative annex.~~**

**normative appendix:** additional information of a mandatory nature that is specific to a standard or guideline and which, for reasons of convenience, is placed after the main body of the document. See **informative appendix.**

**BACKGROUND:** This proposed change was submitted by Staff. Mr. Matt Walker (staff) spoke in support of these changes. These updates clarify the use of *annex* and *appendix* and also brings this in line with our current practice.

 **MOTION 3 PASSED:** 5-0-0, CNV

It was moved by Mike Gallagher and seconded by Dennis Knight that:

**4** PC Guide to PASA be updated and approved as shown below:

Request for Copy – ISO Standard

PC Chair will send a request for a copy of an ISO standard to the Manager of Standards – International, in the following or similar format: “SPC/GPC/SGPC/SSPC XXX would like to request a copy of ISO Standard XXX for use in consideration of adoption by reference and harmonization with the ISO standard.”

**BACKGROUND:** This proposal was submitted by Staff. It clarifies who should be contacted if a request for copy of an ISO standard is received. Staff will review the PC Guide to PASA to find the most suitable location to include the new verbiage.

**MOTION 4 PASSED:** 5-0-0, CV

*(Secretary’s note: Dennis Knight left the meeting early.)*

# 8. Interpretations

 None.

# 9. New Business

1. Mr. Richard Hermans submitted a proposal to amend PASA Annex B: *Appeals of Board of Directors’ Standards Actions or Inactions*. The Senior Manager of Standards also submitted verbiage that would hopefully appease Mr. Hermans request. The proposed change offers guidance to PCs when an appeal or any part of an appeal to a standard or addendum of a standard is upheld. PPIS reviewed both changes and verified that PASA Annex B already contained information relevant to the proposal. If a change were to be made, Staff’s suggestion would be considered. PPIS would like to discuss its findings with the submitter prior to voting on this request.
2. **TPS Form:** In an attempt to streamline the new Standard/Guideline (TPS) Form, staff has submitted revisions to the document. PPIS reviewed and Staff will revise the document and make sure it is in alignment with the TPS Procedures document.

# 10. Recess

PPIS adjourned at 4:00 pm.