



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

MINUTES

**Winter Meeting
Las Vegas, NV
Meeting of January 30, 2026, and February 3, 2026**

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

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ACTION ITEMS ASSIGNED FALL 2025

Action	Assigned To	OPEN
<p>1</p> <p>Standards Definition – This item was reviewed by Standards ExCom, and an action item was assigned to PPIS to form an ad hoc group, including members from TC 1.6, to address the definitions list and necessary cleanup. Per Staff – we are currently reviewing several platforms that will be able to create a glossary. This will occur at a later date as we are still reviewing possible companies. The current document created by TC 1.6 is unusable and would be a significant amount of effort to try to clean up/streamline. One of the main issues is that there are multiple instances where the same term is repeated multiple times because it is listed in multiple editions of the same document. The idea of creating a Standard for definitions is not plausible because in order for a definition to apply in a particular standard, it would have to be approved by the each individual committee referencing it would have to check it to ensure it meets their requirements. Brainstorm concepts on how the AI platform may proceed. Jan 2026 - Stephanie, Ryan, Emily and Matt are looking at a tool that can work across the whole Society for standards. It has the ability to take revisions, whenever you are writing something and put a word in there, it will tell you the definitions. Ongoing maintenance is the biggest cost. ISO editing format has similar programming. Definitions will automatically populate. Michael Patton in favor – it can have a dictionary with multiple definitions. The ad hoc committee and will continue to consider next steps. The action item to establish the ad hoc group has been closed pending additional information and direction from Staff/StdC. Staff will continue working with SPLS to gather the necessary details and keep the discussion moving forward to determine how PPIS can support the effort.</p>	PPIS	CLOSED
<p>2</p> <p>Standards operational – staff is reviewing platforms to incorporate AI capabilities for our documents.</p>	Staff	CLOSED

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 January 30, 2026, at 2:00 p.m. at Caesars Palace, Salerno (P).

Introductions

Chair Karl Peterman greeted members.

PPIS Members

Karl Peterman
Kelley Cramm
Michael Patton
Chris Seeton

PPIS Members Absent

Marcus Hassen

Guests

Jennifer Isenbeck

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 promotions in the department, and the conclusion of the ANSI Audit.

4. Approval of Minutes

PPIS Fall meeting minutes were approved via the OSR.

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

None.

7. Policy – Procedural Changes

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

- 1 The Procedures for Standards Actions (PASA) be approved as shown below:

PASA:

2 SCOPE

These Procedures direct ASHRAE's standards activities in the field of heating, refrigeration, air conditioning and ventilation, and the allied arts and sciences. These Procedures apply to activities related to the development of consensus for approval, revision, reaffirmation, stabilized maintenance, withdrawal, and maintenance of ASHRAE Standards, and to relations with standards-related committees of other organizations. These procedures shall also apply to guidelines as noted.

ASHRAE leaves to trade associations the writing of rating standards unless a suitable rating standard will not otherwise be available.

4.1 RESPONSIBILITY

The Standards Committee is responsible for the formation of project committees and the development, preparation, interpretation, revision, reaffirmation, stabilized maintenance and withdrawal of ASHRAE Standards and Guidelines. The Board of Directors or its designee will counsel and offer guidance to the Standards Committee on contentious issues during the development of the standards or guidelines.

Each member of the Standards Committee is appointed to one or more subcommittees by the chair. These subcommittees are responsible for:

- tracking the status of project committees,
- recommending ASHRAE appointments to standards-writing committees of other organizations, monitoring their activities, and maintaining ASHRAE participation in the canvass balloting activities of other standards-writing organizations, and
- ensuring the timely maintenance of existing standards in accordance with ASHRAE procedures; forming interpretations committees for standards when project committees do not exist; considering requests for development of joint sponsorship agreements; and acting in coordination with cognizant Project Committees, ASHRAE Technical Committees, Task Groups or Technical Resource Groups (PC/TC/TG/TRG) to recommend reaffirmation, stabilized maintenance or withdrawal of standards.

Project Committees are appointed to develop and revise standards in accordance with approved written procedures. The project committees are responsible for the technical content of standards, guidelines and portions thereof. The Standards Committee supervises the work of project committees to ensure that approved procedures have been followed.

4.2.2.4 Standards Reaffirmation Subcommittee (SRS)

SRS serves as the project committee for reaffirmation, stabilized maintenance, withdrawal, or non-substantive revisions of existing ASHRAE Standards or Guidelines.

SRS is a project committee of at least five (5) members, including at least three members of the StdC and applicants responding to an annual call for members posted in ASHRAE *Standards Actions*. When possible, members shall also have international standards experience. The Chair and Members are appointed annually by the Standards Committee Chair. SRS acts, in limited circumstances, as a project committee for existing standards and is subject to the rules of project committees for reaffirmations, withdrawals, and revisions only to update references, that are not themselves reaffirmations and do not cause a substantive change to the standard. SRS must comply with all ANSI requirements for openness, balance, and due process. SRS may act in lieu of a PC, with the advice of the cognizant TC/TG/TRG, to recommend, reaffirmation, stabilized maintenance, withdrawal or revision of an existing standard or guideline based on updated references (that do not cause a substantive change to the standard) or add a second system of units to an existing standard, thereby making the existing standard useable in either SI or IP units.

SRS oversees the Society's participation in the standards work of other standards development organizations, the American National Standards Institute (ANSI), and ANSI's Technical Advisory Groups on ISO and IEC standards.

SRS is responsible for monitoring, reporting and submitting recommendations to the Standards Committee for the adoption of international standards activities by ASHRAE.

7.2.7 Negative Votes on Letter Ballots of PCs

Persons who cast negative votes on a letter ballot shall be asked if they wish to comment on reasons for their negative votes. If a vote passes with one or more negative votes with a reason, the results unresolved objections and attempts at resolution shall be recirculated to the committee to provide voting members with an opportunity to vote, reaffirm their vote, or change their vote. If a reason is not provided for the negative vote, the eligible voters are informed of the negative vote by distribution of the letter ballot results.

The Chair of the entity voting by letter ballot ~~may offer rebuttal to the reasons of~~ shall provide written dispositions and reasons therefore to the negative voters who provide a reason with their negative vote. After the eligible voters have had at least 7 calendar days to reaffirm their votes, change their votes or to vote, the results shall be final.

7.3 Maintenance of Standards and Guidelines

ASHRAE Standards and Guidelines shall be maintained under periodic or stabilized maintenance procedures except when use of continuous maintenance procedures has been voted by the Standards Committee. (See definitions of continuous maintenance, stabilized maintenance and periodic maintenance in [Annex A](#).)

When a PC does exist for a standard on periodic maintenance, the PC is required to approve a motion to initiate a revision to the Standard or Guideline and send that recommendation to the Manager of Standards and the SPLS liaison so a PINS announcement can be made. Once the PINS has been announced, the PC may begin a revision process.

When a PC does not exist, a designated subcommittee of StdC shall (a) form Interpretation Committees to respond to requests for interpretation, and (b) with the advice

of the cognizant Technical Committee, Task Group, or Technical Resource Group, shall provide recommendations to the Standards Committee concerning the need for reaffirmation, **stabilized maintenance**, revision based on updated references or adding a second system of units to a Standard, thereby making the Standard useable in either SI or IP units, withdrawal or the need to form a new project committee to revise a Standard. (See TC, TG, and TRG in [Annex. A.](#))

7.3.1 Stabilized Maintenance

Standards and Guidelines recommended for stabilized maintenance shall be subject to review on a nominal ten-year cycle. The purpose of this review is to determine whether the document remains relevant and technically valid, or whether it should be revised to reflect current practices or withdrawn due to obsolescence. Refer to PASA Annex A1, *Definitions* for the formal definition of Stabilized Maintenance.

Criteria for Stabilized Maintenance:

A Standard or Guideline that is maintained under the stabilized maintenance option shall satisfy all of the following eligibility criteria:

a) the standard or guideline addresses mature technology or practices, and as a result, is not likely to require revision

b) the standard or guideline is other than safety or health related

c) the standard or guideline has been reaffirmed at least once

d) at least ten years have passed since the approval or last revision of the standard or guideline

e) the standard or guideline is required for use in connection with existing implementations or for reference purposes.

An ASHRAE Standard or Guideline maintained under the stabilized maintenance option is not required to be revised or reaffirmed on a routine 5-year cycle; however, it shall be subject to review of such status on a 10-year cycle. If it is determined in connection with this review that the standard or guideline shall be placed on or continue to be maintained under the stabilized maintenance option and as such does not require revision or withdrawal, then

- a. For ANSI/ASHRAE standards, this determination shall be communicated to ANSI and announced in both the ANSI and ASHRAE Standards Action.
- b. For ASHRAE standards or guidelines, this determination shall be announced in ASHRAE Standards Action.

PPIS designates a cognizant committee to make recommendations to SRS. The cognizant committee shall be responsible for recommending the stabilized maintenance option to SRS. That recommendation shall be announced to ANSI (ANSI/ASHRAE standards) for stabilized maintenance public review. Approval by Standards Committee is not required.

A standard or guideline that is published on stabilized maintenance shall include a clear statement of the intent to consider requests for change and information on the submittal of such requests.

If a written recommendation is made at any time by a directly and materially interested party that a standard or guideline maintained under the stabilized maintenance option requires revision, then that recommendation shall be considered in the same manner as a proposal for revision but within a maximum of 60 days from receipt. The recommendation should include rationale to begin a revision (if applicable) and shall not be dismissed due to the fact that it does not necessarily suggest a specific revision. The submitter of such a recommendation shall be responded to in writing by ASHRAE Staff within 60 days of receipt of the recommendation and advised of the decision relative to the maintenance status of the standard. The SRS Chair may invite the cognizant TC Chair to review the recommendation and assist in preparing a response to the proposer.

The decision to maintain a standard or guideline under the stabilized maintenance option and the process by which it is maintained shall be subject to appeal. A subsequent appeal to ANSI may be made to the ANSI Executive Standards Council based on a claim of procedural non-compliance.

7.4.7 Consideration of Standards Proposals

Prompt consideration shall be given by the Standards Committee to proposals made for developing new standards or guidelines or revising, reaffirming, **stabilizing** or withdrawing existing standards and guidelines.

7.4.8 Records

Records shall be maintained to provide evidence of compliance with the record retention policy in the ANSI Procedures. Records concerning new, revised, **or** reaffirmed, **or stabilized** periodic maintenance standards shall be retained for one complete standards cycle, or until the standard is revised. Records concerning new, revised, **stabilized** or reaffirmed continuous maintenance standards shall be retained for a minimum of five years or until the standard is completely revised or reaffirmed. Records concerning withdrawn standards shall be retained for at least five years from the date of withdrawal.

7.6.1 APPROVAL OF STANDARDS

With respect to any proposal to approve, revise, or reaffirm an ASHRAE Standard, evidence shall be considered that:

- (a) the applicable procedures were followed,
- (b) the standard, or portion thereof, is within the scope of ASHRAE's ANSI registered standards activities,
- (c) notice of the development process for the Standard was provided to ANSI in accordance with PINS or its equivalent,
- (d) any identified conflict with another ASHRAE or American National Standard was addressed in accordance with the ANSI ER,
- (e) other known national standards were examined with regard to harmonization and duplication of content, and if duplication exists, there is a compelling need for the Standard,

- (f) ANSI's patent policy is met, **if applicable**;
 - (g) ANSI's policy on commercial terms and conditions is met if applicable;
 - (h) consensus was achieved, including evidence of the following:
 - i. **title and designation of the proposed American National Standard**
 - ii. **indication of the type of action requested (that, is approval of a new American National Standard or reaffirmation, revision, or withdrawal of an existing American National Standard);**
 - iii. the applicable procedures were followed;
 - iv. the standard is within the scope of the **previously** registered standards activity;
 - v. declaration that conflicts with another ANS have been addressed per procedures;
 - vi. a roster of the consensus body indicating the votes of each member, each member's interest category and a summary of the vote; and
 - vii. **all appeal actions related to the standard have been completed (shall meet the criteria of Annex B1- B6);**
 - viii. identification of all unresolved negative views and objections, with the names of the objector (s), and a report of attempts toward resolution.
 - ix. **a declaration that the criteria contained in the ANSI patent policy have been met, if applicable, and**
- ~~(i) Any appeal meeting the criteria of B1 through B6 of Annex B was completed.~~

In addition, ASHRAE shall consider any evidence provided that the proposed Standard or portion thereof, is contrary to the public interest, contains unfair provisions, is unsuitable for national use, contradicts federal law(s), or is technically inadequate.

ASHRAE shall not approve Standards that duplicate existing or proposed American National Standards unless there is a compelling need.

7.8.1 Project Discontinuation Due to Lack of Membership

Project discontinuation due to lack of membership shall be based on the following:

- a) A new project shall be discontinued by the MOS if a PC Chair and balanced membership have not been approved by SPLS within twelve months after the project is approved by the Standards Committee.
- b) A revision project shall be considered for reaffirmation public review, **stabilized maintenance public review** or withdrawal public review by SRS if a PC Chair and balanced membership have not been approved by SPLS within twelve months after the project is approved by Standards Committee.
- c) If committee membership has previously been approved, discontinuation of a project requires approval by SPLS and Standards Committee.

Reasons for discontinuance include the following but are not limited to: the committee has become out of balance; there is no PC Chair; there is an insufficient number of PC members on the committee for a period not less than 7 months.

Waivers of the discontinuation specified above shall be approved by SPLS and StdC, shall have a deadline, and shall contain specific action to be taken by the PC. Multiple waivers shall not be granted in succession. ASHRAE shall notify ANSI of all discontinued projects.

Annex A: Definitions

stabilized maintenance: the process by which a standard or guideline is subject to review on a nominal ten-year cycle, with the objective of determining whether it should be revised to reflect current practices or withdrawn due to obsolescence or lack of continued relevance.

standards action vote: an action recommending or approving publication or publication public review of a new, revised, or reaffirmed, or stabilized maintenance Standard, Guideline, or portion thereof or withdrawal of a published Standard, Guideline, or portion thereof.

Standards Action: a periodical published by ANSI to inform interested persons about American National Standards (ANSs), including proposals to initiate projects to develop or revise ANSs, announce intent to reaffirm, stabilize or withdraw existing ANSs, communicate status of international standards, announce public review of proposed or revised procedures of ANSI accredited standards developers, etc.

ANNEX B8: CONSIDERATION OF APPEALS

B8.2 Ineligible Panel Members

Any Member of the Appeals Board that served as a PCVM or PSVM on the project committee that is the subject of the appeal during the three years prior to the standards action under appeal shall be ineligible to serve on the Panel. Any Member of the Appeals Board that voted on the draft that is the subject of the appeal as a member of the Standards Committee shall be ineligible to serve on the Panel.

BACKGROUND: During our ANSI audit, the auditor recommended that we include the option of stabilized maintenance. This option would reduce staff time when processing reaffirmations. Currently our procedures require action to be taken on periodic maintenance every five years. If a document has been reaffirmed at least once, then it is eligible for stabilized maintenance. Under stabilized maintenance, action would be taken every 10 years. The changes below would apply to PASA, PC Guide to PASA and the Standards Committee Reference Manual. Once PASA is approved by ANSI, the changes will be integrated into the lower-level documents (PC Guide to PASA, StdC MOP and StdC RM), as well as the applicable ASHRAE forms.

The auditors also recommended some language to clarify the Voting Section of PASA (handling negative votes on letter ballots) and matching the ANSI ER criteria for Approval of Standards.

MOTION 1 PASSED: 4-0-0

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

- 2 The PC Guide to PASA be approved as shown below:

New section:

Stabilized Maintenance of Standards and Guidelines (SEE PASA 7.3.1)

Standards and Guidelines designated for stabilized maintenance shall be subject to review on a nominal ten-year cycle. The purpose of this review is to determine whether the document remains relevant and technically valid, or whether it should be revised to reflect current practices or withdrawn due to obsolescence. Refer to PASA Annex A1, *Definitions* for the formal definition of Stabilized Maintenance.

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 ~~is 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. Standards ~~has prepared the~~ [PC Chairs Training Getting Started - An Overview of Standards Writing](#) to assist PC Chairs in ~~determining the types of motions.~~ The motion types ~~include the following~~ are as follows:

- A. Standards Actions Motions – ~~this~~these includes ~~s~~ votes for publication public review and publication with knowledge of unresolved objectors (commenters/negative PC voters). Standards Action votes can only occur in meetings that have been properly announced. Standards 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 voters (with reason) on a letter ballot needs to be provided, advising ~~them~~ the negative voter of the disposition of the objection, ~~and the~~ reason(s) why 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.
 - i. ~~A majority of the voting membership, voting in the affirmative.~~
- B. Non-Standards Actions ~~votes~~Motions – ~~this~~these includes approval of TPS changes which are not part of a public review draft, approval of work plans, straw-~~man~~ votes on draft language, user manual requests, responses to continuous maintenance proposals, responses to public reviewer 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 simple 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.

Letter Ballots (PASA 7.2.5, 7.2.6)

The Chair (or Subcommittee Chairs to his/her subcommittee) can authorize a letter ballot on any matter. The same voting rules apply. A letter ballot is typically conducted via the OCDOSR.

Standards actions topics ~~are to~~should be discussed at a PC meeting before a letter ballot is issued. Historically, appeals have been upheld when contentious issues were forced through the process by letter ballot, which limited discussions by the PC.

Voting Options at the Meeting (PASA 7.2.4)

Motions can be made at any meeting so long as there is quorum. Motions should be recorded in the minutes of the meeting wherein the vote was initiated. If a Standards Action motion is made at the meeting the chair needs to do a continuation letter ballot if all voting members are not present. Continuation ballots are discussed in detail below. The Chair may also elect to discuss the issue at the meeting and do the entire motion via letter ballot if not all voting members are present.

Any voting member can vote in the affirmative, abstain with or without reason, vote negatively with or without reason, or not return a ballot. While reasons are not required for negative votes or for abstentions they can be helpful in several ways. PCVMs who vote negative or abstain with reasons may persuade other members of the committee to change their vote. Reasons for non-affirmative votes can also help the approving bodies determine whether or not process has been followed in the development of the standard, guideline or portion thereof. Again, these votes should be recorded in the minutes. Furthermore, PCVM who cast negative votes without ~~submitting~~submitting reasons forfeit their right to appeal the outcome of a vote prior to publication.

When all PCVMs are present at a meeting and a member votes negatively with reason, the Chair should ask if anyone wishes to change their vote after hearing the reason. This offer should also be documented in the minutes, to preclude the need for a recirculation ballot before proceeding to publication. If not all PCVMs are present, all negative votes with reasons must be sent to all members during the continuation letter ballot. All PCVMs can change their vote, reaffirm their vote, or cast their vote.

Only those that vote negative with reason will be offered a right to appeal.

Continuation Letter Ballots (PASA 7.2.4, 7.2.5, 7.2.6)

A Chair will need to issue a continuation letter ballot when a standards action motion is taken at a meeting and not all PCVMs are present. A standards action motion cannot pass even if there is quorum if all voting members were not given an opportunity to vote. One of two scenarios may occur with a continuation letter ballot.

First, all PCVMs present may have voted in the affirmative at the meeting; in this case the continuation letter ballot, along with the current vote count, is sent to those PCVMs not present, asking them to submit a vote in response to the continuation letter ballot. If all votes returned from the continuation letter ballot are in the affirmative, the process is complete. The final results should include the vote tally, the unreturned ballots, and the abstentions with reason, if provided. If negative votes are received during the continuation letter ballot, then a recirculation ballot is needed, and the vote is not yet final.

Second, some PCVMs present may have voted in the affirmative and others in the negative (with or without reason). Again, the continuation letter ballot, along with the current vote count, is sent to the PCVMs asking them to reaffirm, change their vote, or ~~to~~ submit a vote in response to the continuation letter ballot. However, in this case, the Chair

should indicate in the vote count if the negative votes provided a reason or not. If a reason is provided the Chair should provide the negative vote with reason as background in the letter ballot and allow those who attended the meeting to reaffirm or change their vote and those that were not in attendance to vote. The Chair ~~may~~ **shall** ~~include a rebuttal statement~~ **provide written disposition and reasons therefore** to the negative voters ~~who provide a reason with their negative vote, with reason and include attempts at resolution~~ as part of the continuation letter ballot. If all PCVMs who were absent submit affirmative votes and no one changed their vote to negative vote with reason, then the ballot is complete, and the results become final. The final results should include the vote tally, the negative votes with reason, if provided, and the abstentions with reason, if provided. If any PCVM who was absent submits a negative vote with reason, then a recirculation letter ballot is needed, and the vote is not yet final.

Recirculation Ballot (PASA 7.2.6)

Recirculation ballots may be required after a continuation letter ballot or after a motion taken entirely by letter ballot where a negative vote with reason was received. The Chair will need to ~~conduct~~ **send** a recirculation letter ballot, which includes the negative votes with reasons to all PCVMs to allow them the opportunity to reaffirm or change their vote, if desired. As part of the recirculation ballot, the Chair ~~may include a rebuttal statement for the negative vote with reasons~~ **shall provide written dispositions and reasons therefore to the negative voters who provide a reason with their negative vote, and include attempts at resolution as part of the recirculation letter ballot.** It is suggested that the time for the recirculation ballot ~~be not in excess of~~ **exceed** 7 calendar days.

After all voting members have been given the opportunity to reaffirm or change their vote, the vote will be final, and the results reported. If additional negative votes with reason are provided, another recirculation ballot is not required.

Appendix 8 – APPROVAL SEQUENCE of STANDARDS RELATED ACTIONS

Action	Initiator	Recommending Entity	Affirmative Vote Required	Approving Entity	Affirmative Vote Required	Other Approval
Initiate Development of a New Standard, guideline or portion thereof						
Submit to PPIS proposed title, purpose and scope (TPS) and recommendation for a chair (ASHRAE member) & roster (min 4 + chair)	TC/TG/TRG (or a responsible entity or person)	PPIS	*Majority	StdC	*Majority	Technology Council
Select Project Committee Chair and Members						
Recommend PC Membership -	SPLS Liaison & PC Chair	SPLS	*Majority			
Advisory Public Review (APR)						
Recommend advisory public review	PC	PC	*Majority	SPLS Liaison	None	

Publication Public Review (PPR)						
Recommend Fast Track Processing	PC or SRS #	PC or SRS	+Standards Action	SPLS Liaison	Approval	
Recommend Normal Track Processing	PC or SRS #	PC	+Standards Action	SPLS	*Majority	
Respond to Comments						
Respond to comments submitted via online database	PC or SRS #	PC or SRS #	*Majority	PC or SRS #	*Majority	
Publication/Withdrawal						
Recommend publication or withdrawal following PPR (unresolved objector/commenter/negative PC vote with reason)	PC or SRS #	PC or SRS #	+Standards Action	StdC	*Majority	
Recommend publication or withdrawal following PPR (1 – no unresolved objectors and no threat of legal action)	PC or SRS #	PC or SRS #	+Standards Action	PC or SRS#	+Standards Action	
Appeal						
Uphold or deny an Objector's appeal	Appeals Panel			Appeals Panel	*Majority	
Initiate Revision of an Existing Standard, Guideline or portion thereof (when no PC exists for R/RA/W)						
Recommend revision within 5 year cycle	TC/TG/TRG or SRS	SRS	*Majority	SRS	*Majority	
Recommend revision within 5 year cycle	SSPC/SGPC or subcommittee	SSPC/SGPC	*Majority	SSPC/SGPC	*Majority	
Initiate Revision or Reaffirmation of an Existing Standard, Guideline or portion thereof (when a PC exists)						
Recommend revision within 5 year cycle	SSPC/SGPC or subcommittee	SSPC/SGPC	*Majority	SSPC/SGPC	*Majority	
Recommend reaffirmation and review updated references	PC	PC	*Majority	StdC	*Majority	
Initiate Reaffirmation of an Existing Standard, Guideline or portion thereof (when no PC exists)						
Recommend reaffirmation and review updated references	TC/TG/TRG	TC/TG/TRG	*Majority	SRS	Majority	
Initiate Stabilized Maintenance of an Existing Standard or Guideline						
<u>Recommend Stabilized Maintenance</u>	<u>TC/TG/TRG or PC</u>	<u>SRS</u>	<u>+Standards Action</u>	<u>SRS</u>	<u>Majority</u>	
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	StdC	*Majority	
Notes						
StdC	Standards Committee					
PC	Project Committee					
PPIS	Standards Committee - Policy, Planning and Interpretations Subcommittee					
SPLS	Standards Committee - Standards Project Liaison Subcommittee					
SRS	Standards Committee - Standards Reaffirmation Subcommittee					
TechC	ASHRAE Technology Council					
BOD	ASHRAE Board of Directors					
Quorum at a meeting	More than 50% of voting membership present					
#	SRS can act as the revision committee under certain circumstances					
*	For a non-standards action vote: majority of those voting at a meeting; Letter ballot – majority of the voting membership					
+	For a standards action: affirmative votes by the majority of the voting membership. When recorded votes are taken at meetings, project committee members who are absent shall be given the opportunity to vote before or after the meeting. See example below.					
	Letter Ballot -- Affirmative votes by the majority of the voting membership. Negative votes with reason shall be 'recirculated' to all voting members with time limit in case anyone wants to change vote. Results are final upon expiration of time limit.					

BACKGROUND: During our ANSI audit, the auditor recommended that we include the option of stabilized maintenance. This option would reduce staff time when processing reaffirmations. Currently our procedures require action to be taken on periodic maintenance every five years. If a document has been reaffirmed at least once, then it is eligible for stabilized maintenance. Under stabilized maintenance, action would be taken every 10 years. The changes below would apply to PASA, PC Guide to PASA and the Standards Committee Reference Manual. Once PASA is approved by ANSI, the changes will be integrated into the lower-level documents (PC Guide to PASA , StdC MOP and StdC RM), as well as the applicable ASHRAE forms.

The auditors also recommended some language to clarify the Voting Section of PASA (handling negative votes on letter ballots) and matching the ANSI ER criteria for Approval of Standards.

MOTION 2 PASSED: 4-0-0

8. Interpretations

PPIS agreed to review Max Sherman's interpretation at the next meeting.

9. New Business

- A. [Standards Definition](#) – This item was reviewed by Standards ExCom, and an action item was assigned to PPIS to form an ad hoc group, including members from TC 1.6, to address the definitions list and necessary cleanup. Staff noted multiple instances where the same term is defined differently across various standards.

Stephanie, Ryan, Emily, and Matt are evaluating a tool that could be used across the entire Society for standards development. The tool can manage revisions and, as you write, it can automatically display definitions for terms you include. The largest ongoing cost is maintenance. ISO's editing format uses similar functionality, where definitions populate automatically. Michael Patton supports the idea, noting that the tool could include a dictionary containing multiple definitions.

The action item to establish the ad hoc group has been closed pending additional information and direction from Staff/StdC. Staff will continue working with SPLS to gather the necessary details and keep the discussion moving forward to determine how PPIS can support the effort.

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, February 3, 2026, at 11:00 am, at the Caesars Palace (Sorrento) Las Vegas, NV.

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

Jaap Hogeling
Benjamin Jones
Corey Metzger
Max Sherman
Adrienne Thomle

Staff

Tanisha Meyers-Lisle,
MOS
Klaudette Spencer, SAS

12. Chairman's Report

None.

13. Staff Report

None.

14. Unfinished Business

None.

15. Planning – New Projects

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

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

Title: Standard for Indoor Environmental Quality (IEQ) in Buildings

Purpose: The purpose of this standard is to establish requirements for evaluating and supporting acceptable Indoor Environmental Quality (IEQ) in buildings, considering multiple environmental domains that affect occupant health, well-being, and functional performance.

The standard is intended to provide a coherent, integrated framework that complements rather than conflicts with existing ASHRAE standards, supports design and operation decisions, and informs policy and guidance, without directly regulating health outcomes.

Scope: This standard applies to buildings and addresses Indoor Environmental Quality through consideration of multiple indoor environmental factors, including but not limited to indoor air quality, thermal conditions, lighting, acoustics, and building or system characteristics that influence environmental performance.

The standard defines requirements and evaluation principles for IEQ at the building or space level. It does not prescribe specific design solutions, medical or clinical criteria, or regulatory compliance thresholds, nor does it replace or duplicate requirements contained in existing ASHRAE standards addressing individual environmental domains.

BACKGROUND: This TPS will also have to be approved by Technology Council. This TPS was submitted by Benjamin Jones for consideration at the Winter meeting. PPIS assigned Environmental Health Committee as the cognizant committee. Wade Conlan was recommended as the Chair of the proposed new project committee. There are at least five members willing to volunteer.

DISCUSSION: The committee discussed broad support for the proposal, with Max Sherman emphasizing that it is not limited to the healthcare sector and that the chair will structure the group to include diverse expertise. Members raised questions about why a standard was chosen over a guideline. Max explained it will use mandatory language and is intended to establish minimum acceptable environmental quality levels, though it would only become regulatory if adopted by authorities. Concerns were expressed about potential overlap with G45P, the extent of multidisciplinary scope, and whether ASHRAE has sufficient subject-

matter expertise, though CM noted outreach to related organizations such as IES, ASA, and ACGIH. Some members worried about the potential for burdensome requirements if elements like lighting or acoustics moved into codes, while others argued a standard would carry needed structure beyond a guideline.

MOTION 3 PASSED: 5-0-0

16. Policy – Procedural Changes

None.

17. Interpretations

Max Sherman requested an interpretation request to PASA, *Voting* section. PPIS will reach out to SPLS and ask them to do an informal survey of their committees to gauge whether or not there is an issue with the current voting procedures for standards actions votes. Mr. Sherman withdrew his request for an interpretation for non-standards action votes.

18. New Business

None.

19. Next Meeting

Spring Meeting – TBD

20. Adjournment

PPIS adjourned at 4:30pm PST.