

Environmental Health
Committee
(EHC)

Reference Manual (version
3.0)

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1. History of EHC

The Environmental Health Committee (EHC) was established as a result of a number of issues that converged in the early 1980's. Up until then, environmental health issues were handled by Dr. Robert Horton, an ex-employee of the U.S. Environmental Protection Agency (EPA), who acted as a medical consultant on retainer to the ASHRAE Board of Directors. His resignation left a void in this area of expertise. Concurrently, indoor air quality (IAQ) concerns were growing in response to the increasing reports of building-related illness and the resulting litigation. At that time, a number of other societies and associations started to lay "claim" to the IAQ issue. In reaction to these factors, then President Don Bahnfleth formed an Ad Hoc Committee under the leadership of Dr. Ralph Goldman to study the issue and provide guidance to the Society. Out of recommendations from that study came the formation of the EHC in 1985, created as a Standing Committee initially chaired by Dr. Goldman. The committee was to be made up of experts from areas outside the normal expertise of ASHRAE membership, such as public health, physiology, epidemiology, industrial hygiene, and microbiology. The new body was to report to the Board through the newly formed Technology Council and was to act as a consultant to the Board on matters concerning health. Concurrently, President Bahnfleth initiated the first ASHRAE IAQ Conference, convened in the spring of 1986, which was later assigned to the EHC as the cognizant committee.

The early years of the committee were challenging as the committee learned its role, gained acceptance by other groups within the Society, and learned how to deal with Society processes and procedures. The committee membership included some of the best-known and respected authorities on IAQ in the world. The eventual success of the committee effort is evident in that IAQ (once an "orphan" within ASHRAE) is now fully integrated into the program, research, and technology outreach of the Society. IAQ and environmental health material are now in the ASHRAE Handbooks (and IEQ being incorporated), and the IAQ conference series (now the IEQ conference series since 2024) is one of the premier technical conferences in the field. The Society has also maintained a leadership role on the HVAC side of indoor environmental issues.

The subject of IEQ (indoor environmental quality) versus IAQ was discussed at length by the committee post- COVID and the scope of EHC now encompasses IEQ to recognize the importance of other environmental metrics such as CO₂ levels for cognition, lighting as it pertains to circadian rhythms and noise.

2. EHC Scope

EHC identifies major environmental health trends impacting the practice of HVAC&R, informs and makes recommendations to ASHRAE leadership and membership. EHC also serves as a resource on activities and issues that relate to environmental health impacts of building control technologies.

The committee, through its chairperson, reports to the Technology Council.

3. Operational Definition of Indoor Environmental Health

Preface

Many popular definitions of health and wellness are not operationally useful, i.e., not actionable. Operational definitions, to the extent possible, should be based on causal, preferably quantifiable, relationships between desired effects and factors that influence them. As stated in the ASHRAE Handbook (2025 Fundamentals), chapter 10 Indoor Environmental Health, “Indoor environmental health comprises those aspects of human health and disease that are determined by factors in the indoor environment. It also refers to the theory and practice of assessing and controlling factors in the indoor environment that can potentially affect health”. The following definition restates this definition in a way that is concise and operationally useful in ASHRAE standards, guidelines, policy documents, and as appropriate in other ASHRAE publications and programs.

Definition

Indoor Environmental Health is defined by health outcomes – physical, mental, and social - that can be assessed or quantified and that are related to values of controllable indoor environmental factors.

4. Acronyms and Abbreviations

DRSC	Technology Council Document Review Subcommittee
EH	Environmental Health
EIB	Emerging Issue Briefs
ExCom	Executive Committee
HVAC&R	Heating, Ventilating, Air Conditioning, and Refrigerating
IAQ	Indoor Air Quality
IEQ	Indoor Environmental Quality
IEQ-GAIEQ	Global Alliance https://ieq-ga.net/
MOP	Manual of Procedures
MBO	Management by Objective
PD	Position Document
ROB	Rules of the Board
Ref Man	Reference Manual
RP	Research Project
ResProp	Research proposal
Tech Council	Technology Council
TC	Technical Committee

5. EHC Subcommittees

The EHC Chair can create or disband EHC subcommittees. They also determine the assignment of EHC members on those subcommittees. All EHC members will serve on at least one subcommittee. Each subcommittee will have a Chair and Vice Chair. There are currently four (4) subcommittees for EHC:

- Policy & Advocacy
- Education
- Coordination & Outreach
- ExCom (Executive Committee)

Each subcommittee is charged with the following responsibilities and tasks, and recommended interaction between subcommittees is listed below. Additional details on tasks can be found later in this reference manual and in the Appendix.

Subcommittee	Charge	Interaction between Subcommittees	Task Description
Policy & Advocacy	Identify major environmental health trends impacting HVAC&R	Ask all EHC to send ideas on such trends	Define “environmental health” and update as needed
	Recommend new policy & advocacy activities		
	Recommend new policy documents (EIB, PD,)		

	Position Document (PD) oversight	Submit ideas and final drafts for EHC approval; coordinate with ASHRAE staff to publish	Follow the progress of PD development; recommend reissuance or revisions
	Emerging Issue Briefs (EIB) oversight	Submit ideas and final drafts for EHC approval; coordinate with ASHRAE staff to publish to EHC website	Recommend topics and oversee development by appropriate subject matter experts
	Coordinate with the Government Affairs Committee	Report semi-annually to EHC on relevant GAC activities	Meet Quarterly with GAC
Education	IEQ Column in ASHRAE Journal		Lead the coordination and publishing of IEQ column
	Potential conference programs		Brainstorm programs; team with other Committees and TCs; review program proposals sponsored by other Committees or TCs

	Handbook Chapter		Lead the update of the Handbook Fundamentals chapter “Indoor Environmental Health”, pulling from P&A for new ideas. Work with other groups to review their chapters when appropriate (e.g., Climate Change) and ensure a lack of conflict and limit repeated information (e.g., air contamination and cleaning chapters)
	Research projects (RP)		Stay up to date on ASHRAE-sponsored research projects which are of interest to EHC; prepare report-out for EHC (see also section on Technical Committee Reports)
	Educational resources		Review proposals for technical presentations/seminars/webinars/courses which are of interest to EHC; recommend topics for development of educational resources
	Update Infection Control Website		Update as needed, working with ASHRAE staff, SSPC 241, and other TCs to keep it up to date; suggest improvements to the website to make it more user-friendly
	Update Reference Manual		Review and revise regularly

	Annual Training		Provide annual training for incoming new members and existing members on roles and responsibilities
	Donald Bahnfleth Environmental Health Award		Review nomination packages from ASHRAE staff; propose finalists for EHC vote; propose revisions for award processes (requires EHC approval)
Coordination & Outreach	Interact with ASHRAE committees	Communicate regularly with P&A on EIB, PD, RP that are being updated or under development; communicate regularly with Education on programs that are supported or under development	Take the concepts from P&A and PDs to find leads for those items that we can help support internally and externally to ASHRAE
	Interact with outside organizations that impact EH or IEQ		
	IEQ-GA		
	RTAR review and new RP development with other groups	Communicate regularly with Education on the progress of active ASHRAE-sponsored RPs	Review RTARs to see if we want to support; take ResProp from P&A to other groups for them to lead
	Interface with SSPC 241		
ExCom	Develop a report to Tech Council per MOP		

	Submit Long Range Plan for IEQ Conferences to Tech Council		
	Create MBOs that align with the Strategic Plan		See Sec. 9 Suggested MBO format
	Donald Bahnfleth Environmental Health Award	Ask the entire EHC to suggest candidates	Find candidates for the Award, and promote the winner
	Assign mentors to new members		
	Create EHC budget		
	Review ROB, MOP, and Ref Manual annually		Initiate review and revisions as needed

6. Interested Parties

Staff shall compile and maintain an email list including past EHC members, meeting attendees, and any others who indicate an interest in receiving electronic updates on EHC meetings and activities. Staff shall update the list after each EHC meeting and offer individuals on the list an option to remove themselves from the list if they wish. Staff shall distribute draft meeting minutes, agenda, and other information deemed appropriate by EHC to this distribution list.

Additionally, staff will maintain the EHC page of the ASHRAE website to post past meeting minutes, current EHC procedures, and other information determined appropriate by EHC.

7. EHC Documents

EHC is the cognizant committee over many documents that include a handbook chapter, guidelines, emerging issue briefs (EIB), position documents (PD), the IEQ Column in the ASHRAE Journal, and others.

7.1 Handbook Chapter(s)

- Education leads the revision of the ASHRAE Fundamentals chapter “Indoor Environmental Health”.
- Education coordinates content in other chapters with IAQ and EH-related content, such as Climate Change and Air Contaminants.
- Education coordinates content with other TCs.

7.2 Special Publication(s), Standard(s) and Guideline(s)

- Indoor Air Quality Guide – Best Practice for Design, Construction, and Commissioning
- Residential Indoor Air Quality Guide –Best Practice for Home Design, Construction, Operation, and Maintenance
- Guideline 10 – Interactions Affecting the Achievement of Acceptable Indoor Environments
- Guideline 12 – Managing the Risk of Legionellosis Associated with Building Water Systems
 - Co-cognizant with TC 3.6 and TC 6.6
 - Find the latest version here <https://www.ashrae.org/technical-resources/standards-and-guidelines/guidance-for-water-system-risk-management>
- Standard 188 – Legionellosis: Risk Management for Building Water Systems
 - Co-cognizant with TC 3.6 and TC 6.6
 - Find the latest version here <https://www.ashrae.org/technical-resources/standards-and-guidelines/guidance-for-water-system-risk-management>
- Standard 241 – Control of Infectious Aerosols
- Standard 235P – Standard for Indoor Environmental Quality (IEQ) in Buildings

7.3 Emerging Issue Briefs (EIB)

Emerging Issue Briefs (EIBs) are 1-3 page (including references) descriptions of issues at the forefront of concern for the EHC and ASHRAE. EIB topics should be new to ASHRAE and have not been addressed by research, Position Documents, or other means. Any ASHRAE member can propose an EIB to EHC. EIB proposals will be reviewed by the Policy & Advocacy subcommittee, which will make a recommendation regarding development to EHC. If approved, the Policy & Advocacy Subcommittee will form a committee to draft the EIB. The drafting committee can include any appropriate subject matter expert and is not limited to ASHRAE members. Completed EIB are reported to Tech Council as information and published on the EHC website <https://www.ashrae.org/communities/committees/standing-committees/environmental-health-committee-ehc>.

By their nature, EIBs should not normally be updated. The Policy & Advocacy Subcommittee is responsible for the annual review of current EIBs and will recommend their retirement when it is determined that the issue has been addressed or is no longer of importance. Retired EIBs are posted on the EHC web page.

New EIBs are proposed by sending a proposal of 250 words or less to the chair of the Policy & Advocacy subcommittee for consideration. Proposals should include the name of a person willing to serve as lead author. The subcommittee will consult the proposer if further information is needed. The subcommittee will make a recommendation regarding the proposal to the full committee. If a proposed EIB is approved for development, the lead author will solicit additional authors for review by the subcommittee. When the authoring group is approved, it will proceed with drafting the EIB. When complete, the draft will be submitted to the subcommittee to manage review, revision, and approval by the full committee.

The structure of an EIB is as follows:

Title

What is the issue?

What does this mean for ASHRAE?

What actions should ASHRAE consider?

References

7.4 Position Documents (PD)

Position Documents (PDs) are board-approved technical descriptions of issues of concern to ASHRAE that include the positions the Society takes on them. Currently approved PDs can be found at: <https://www.ashrae.org/about/position-documents>.

The process for initiating, developing, and maintaining a PD is found in the Tech Council Ref Man <https://www.ashrae.org/communities/councils/technology-council>.

EHC is the cognizant committee for the following PDs:

Combustion of Solid Fuels and Indoor Air Quality in Primarily Developing Countries

Indoor Air Quality

Indoor Carbon Dioxide

Environmental Tobacco Smoke

Filtration and Air Cleaning

Infectious Aerosols

Limiting Indoor Mold and Dampness in Buildings Systems

Unvented Combustion Devices and Indoor Air Quality

Policy & Advocacy subcommittee tracks the status of these PDs and makes recommendations to EHC for reaffirmations, revision or withdrawal. The subcommittee is also responsible for managing the development of proposals for new PDs in accordance with Technology Council policy.

7.5 Technical Committee Reports

EHC should have (or assign) an active member of the following technical committees to liaise with EHC. The Coordination & Outreach subcommittee will prepare a report of activities quarterly and report relevant highlights at main EHC meetings. This information can also be shared with ASHRAE's external partners.

TC 2.3 Gaseous Air Contaminants and Gas Contaminant Removal Equipment

TC 2.4 Particulate Air Contaminants and Particulate Contaminant Removal Equipment

TC 2.9 Ultraviolet Air and Surface Treatment

TC 3.6 Water Treatment

TC 6.6 Service Water Heating Systems

TC 9.6 Healthcare Facilities

TG2.IAQMD

TRG4.IAQP

TC1.2

TC2.1

TC2.6

TG2.RAST

TC4.3

TC4.4

TC4.10

TC5.6

TC5.10

TC5.11

TC6.10

TC7.9

TC8.10

SSPC 170

SSPC 185

SSPC 188

SSPC 189.1

SSPC 241

SSPC 55

GPC45PSSPC62.1

SSPC62.2

Guideline 43

Outside organizations:

ACGIH

AIHA
CIBSE
USGBC
AIVC
AIA
CBG

8. Donald Bahnfleth Environmental Health Award

The Environmental Health Committee (EHC) Education Subcommittee will annually review all eligible nominations received and make a recommendation to EHC for its consideration prior to the ASHRAE Winter Meeting based on the following procedure.

1. Purpose. The purpose of the award is to recognize excellence in volunteer service focused on environmental health issues. It will serve to heighten general membership awareness of, and interest in, environmental health activities.

2. Award Presentation. Each year, the Society recognizes the outstanding efforts of a single volunteer in the area of environmental health (EH) and indoor environmental quality (IEQ) activities. Nominations are solicited during the first half of the Society year. The EHC will select the recipient and notify the Honors and Awards Committee of its selection prior to the ASHRAE Winter Meeting.

3. Eligibility Requirements. The award is open to ASHRAE members and non-members who have demonstrated outstanding achievement in ASHRAE service focused on environmental health and IEQ issues. The recipient will be selected from nominations that meet a 10-point minimum requirement as outlined under Section 7 Criteria for Determining Eligibility. EHC Members are ineligible for receipt of the award during the term(s) they serve on EHC; however, their contributions while on EHC can count toward eligibility once they roll off as a member. Nominees should ensure their ASHRAE profiles are up to date and that activities in their profile under Participation fulfill the eligibility requirements.

4. Judging. Nominations are submitted to ASHRAE staff, who will confirm that the nominees meet the award qualifications. ASHRAE staff will provide the total point score for each qualified candidate nominated to the Chair of the Education Subcommittee. Staff will rank order based on the point score. Qualified candidates are submitted to the EHC Education Subcommittee, who will determine the top two candidates by the following procedure: (1) each Subcommittee member assigns a mark 0 to 5 for each candidate (0=lowest; 5=highest); (2) the marks will be tallied. In case of a tie, the candidate with the most points according to Section 7 Criteria for Determining Eligibility will have the higher mark; (3) the Education Subcommittee Chair will forward the names of the two candidates to the Chair of EHC; (4) the full EHC Committee will vote on a winner. In case of a tie, the candidate with the most points according to Section 7 Criteria for Determining Eligibility will have the higher mark. If necessary, at the discretion of the Education Subcommittee,

candidates from the previous year not selected may be brought forward for award consideration. The award may be unawarded if an eligible candidate is not identified.

5. Presentation. The award is presented during the Honors and Awards portion of the Plenary Session at the ASHRAE Annual Meeting. A certificate is presented to the recipient by the ASHRAE President.

6. Application. A nomination for the award must include a cover letter outlining the nominee's environmental health and IEQ activities in ASHRAE to be limited to one page. ASHRAE staff will assign each candidate a point score based on the eligibility criteria. The nomination letter and the score is sent to the Chair of the Education Subcommittee. Both this cover letter and Criteria for Determining Eligibility tally will be provided by the Chair to the EHC Education Subcommittee to propose two candidates for EHC for final selection of a single winner.

7. Criteria for Determining Eligibility. A candidate must meet a 10-point minimum in the following categories:

A. ASHRAE activities

- | | |
|--|--------------------------------|
| 1. Chair of an ASHRAE-sponsored environmental health program ¹ | 2 points / program |
| 2. Presenting at an ASHRAE-sponsored environmental health program ¹ | 1 point / program |
| 3. Chair of a Position Document (PD) or Emerging Issue Briefs (EIB) Committee | 2 points / PD or EIB |
| 4. Member of a PD or EIB Committee | 1 point / PD or EIB |
| 5. Lead editor or author of a handbook chapter related to EH or IEQ | 1 point / chapter ² |
| 6. Chair of a Standard or Guideline PC related to EH or IEQ | 2 points / PC ² |
| 7. Member of a Standard or Guideline project committee (PC) related to EH or IEQ | 1 point / PC ² |
| 8. Service on an ASHRAE event committee that enhances the EH or IEQ of an ASHRAE-sponsored event | 1 point/committee ³ |
| 9. Lead on an ASHRAE event committee that enhances the EH or IEQ of an ASHRAE-sponsored event | 2 point/committee ³ |

B. IAQ/IEQ Conference experience

- | | |
|-----------------------------------|-----------------------|
| • Chair of an IAQ/IEQ conference | 2 points / conference |
| Member of an organizing committee | 1 point / |
| conference | |
| Presentation at the conference | 1 point / conference |

C. Environmental Health Committee Experience

- | | |
|---|------------------------------|
| Chair of the Environmental Health Committee | 3 points / tour ⁴ |
| Subcommittee Chair or Vice Chair | 2 points / tour ⁴ |

¹ ASHRAE-sponsored environmental health programs are broadly defined as programs at ASHRAE-sponsored events and conferences that promote EH and IEQ

² PC equates to an appointed term. List of eligible Standard and Guideline Project Committees:

- Standards 55, 62.1, 62.2, 170, 188, 185, and 241
- Guidelines 10, 12, 42, and 43
- Indoor Air Quality Guide
- Residential Indoor Air Quality Guide

³ Committee activities that enhance the EH or IEQ of an ASHRAE-sponsored event include providing air cleaners in meeting rooms, offering lanyards of different colors to indicate level of personal interaction and similar offerings

⁴ "Tour" refers to an appointed term

9. Sample Letter Ballot
Re: Donald Bahnfleth EHC Award

Please find attached provided by the ASHRAE Staff, the letters of nomination, point/eligibility summary, and ASHRAE biographies for the eligible candidates for the Donald Bahnfleth EHC Award. The nominators and candidates, respectively, are:

- Candidate 1 – Nominator 1
- Candidate 2 – Nominator 2
- Etc.

EHC's recommendation must be approved by Honors and Awards (H&A) at the Winter Meeting so the award can be presented at the Annual Meeting. This e-mail ballot ensures that our recommendation can be approved by H&A in a timely fashion. If you have any questions on the candidates, please e-mail the Chair of the EHC Education Subcommittee.

Please vote for your selection. I would appreciate your e-mail response, prior to 12:00 midnight EST, {insert date}. EHC recommendation of the winner will be based on the candidate who receives the most votes.

8.1 List of Donald Bahnfleth Environmental Health Award Recipients

2006 – No recipient
2007 – David Grimsrud
2008 – Hal Levin
2009 – H. E. “Barney” Burroughs
2010 – Andrew K. Persily
2011 – No recipient
2012 – Steven J. Emmerich
2013 – Lawrence J. Schoen
2014 – Chandra Sekhar
2015 – Jack Spengler
2016 – Francis Offerman
2017 – W. Gene Tucker
2018 – Pawel Wargocki
2019 – William P. Bahnfleth
2020 – Paul Francisco

2021 – Bjarne W. Olesen

2022 – Yuguo Li

2023 – Max Sherman

2024 – Lan Chi Nguyen Weekes

2025 – Jeffrey Siegel

2026 – Iain Walker

9. Mentoring Program

During the final meeting of the Society Year, the EHC Chair shall appoint a current EHC member to be the mentor for each incoming member. The mentor will be responsible for the following tasks:

- Before the next EHC meeting, the mentor should contact the new member by email to introduce themselves and explain the new relationship and its purpose.
- The mentor should make every effort to update the new member on:
 1. EHC functions, focus, and objectives.
 2. Review the Rules of the Board (ROB) and Manual of Procedures (MOP) with the new member.
 3. Discuss the typical meeting format and member duties and responsibilities.
- The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce them to the chair and early arriving members. The mentor should also introduce the new member with pertinent data, such as:
 1. Member's field of expertise and employer
 2. Chapter and city of the new member
 3. Former chapter, region, and Society positions previously held by the new member
- The new member will be sent a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint them with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The EHC chair has the following responsibilities:

1. Assign a mentor to each incoming new member of the group prior to the first meeting.
2. Assure that the time allotted at the beginning of the first meeting is sufficient for the proper introduction of the new member by the assigned mentor.
3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
4. Provide any assistance to enhance the mentor/new member relationship.

Completion date: The relationship terminates at the end of the new member's first year in the group.

10. Training

The Chair of the Education Subcommittee or their designee shall be responsible for training all incoming new EHC members in the roles and responsibilities as outlined in the EHC reference manual. This training shall be conducted before July 1st of the new society's fiscal year and shall be mandatory for all incoming members. It is the responsibility of the EHC Chair to provide the names of new incoming committee members in a timely manner. This training shall be made available to

all EHC existing and new members prior to July 1. The training provided will cover the applications of EHC, roles, and responsibilities in the manual and afford new members and existing members the opportunity to ask questions. This training will be required for all new incoming members and will correspond with their committee assignments. The training can be provided as an individual Teams meeting or in a small group. Training will be arranged at the convenience of the new members and the Subcommittee Chair or designee.

11. EHC Chair and Vice Chair Responsibilities

The EHC Chair and Vice Chair shall have the following responsibilities:

Both the EHC Chair and Vice Chair shall abide by society bylaws, Rules of the Board (ROB), and EHC Manual of Procedures (MOP).

EHC Chair

- Serve as Voting Members of the Technology Council and Operations Subcommittee (Ops).
- Appoint EHC member as liaison to related society and technical committees as appropriate, which include but are not limited to Special Projects and centers of excellence.
- Call, at minimum, the following meetings of EHC members: Fall, Spring, and meetings at the Winter and Annual Conferences. The meetings at the Winter and Annual Conferences are in-person only.
- Establish and submit Management by Objective (MBOs) for the Societal Year in coordination with the Vice Chair.
- Appoint consultants to EHC as needed to support advancement of MBOs and Action Items.
- Assign Mentors to new members.

EHC Vice Chair

- Serve duties on behalf of the chair when the chair is unavailable.
- Serve as a Member of the Technology Council and a Voting Member of the Document Review Subcommittee (DRSC).

12. Suggested MBO format

OBJECTIVES

_____ Committee

Chairman: _____

Society Year: 200____ - 200____

Date: _____

Objective	Planned Completion Date	Fiscal Impact	Responsibility	Program Approve d	Cost Budgete d	Status

- List objectives, not action items or ongoing committee activities such as updating the committee's MOP.
- State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
- Cite both the completion date for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, person-hours, or person-trips. State whether the program has been approved by the council and whether its cost has been included in the budget.
- State the primary responsible individual, subcommittee, or body.

- Report a brief but complete statement of status. Cite completion date if objective is fulfilled.

13. Template for EIB proposals

Title:

What is the issue?

What does this mean for ASHRAE?

What actions should ASHRAE consider?

References

[Note: Citations should be in author-date format and the reference list should be in alphabetical order by author. Typical citation: (Owen, et al. 2023)]

Typical reference entry:

Owen, K., B. Stephens, W. Bahnfleth, and M. Zaatari. 2024. HVAC Fundamentals Column: How do Particle Filters work? ASHRAE J. 66912):15-19]

Contributors [Note – could be authors only or be subdivided into authors and reviewers if appropriate]

Name of author

Name of another author

Etc.

14. Guidelines for Proposing Changes to Rules of the Board (ROB)

ROB 3.400, Manual of Procedures for Officers and Directors, Section 10.3:

10.3 RULES OF THE BOARD

10.3.1 Rules of the ASHRAE Board of Directors, authorized by Bylaws Section 4.3, are compiled annually by the staff of the Society from actions of the Board.

10.3.2 Rules of the Board are contained in the following five volumes:

Volume 1 – Principles, Policies, Position Statements

Volume 2 – Standing Rules for Board, Councils, Committees

Volume 3 – Manuals and Procedures

Volume 4 – Sunset Rules and Interpretations

Volume 5 – Archives

10.3.3 Changes to Rules of the Board - Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

10.3.3.1 To propose a change to an existing ROB, present the current ROB with changes marked by double underlining to designate words proposed to be added and ~~striketrough~~ to designate words proposed to be deleted. A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).

10.3.3.2 To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:

It is recommended that this rule be placed in ROB Volume 1, Policies.

It is recommended that this rule be placed in ROB Volume 2, Publishing and Education Council.

10.3.3.3 To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.

15. Long-Range Plan for Indoor Environmental Quality Conferences

Under development

16. Log of revisions

Version number	Major revisions
2.0 (approved February 10, 2025)	· Addition of the following sections - o Sec. 2 EHC Scope - o Sec. 6.5 Technical Committee Reports - o Appendix: Long-Range Plan for Indoor Environmental Quality Conferences - o Log of revisions · Clarification and charges added to Sec. 4 EHC Subcommittees · Removal of information that is regularly updated, such as the list of EIBs; replaced with live links to ASHRAE · Revisions to Donald Bahnfleth Environmental Health Award eligibility criteria and selection process
2.1 (approved June 10, 2025)	· Insert new Section 3: - o Operational Definition of Indoor Environmental Health
3.0 (approved June 29, 2026)	Procedural update to the Donald Bahnfleth award. Update the roles and responsibilities of the Chair and Vice Chair Updated an operational definition of indoor environmental health Added the previous Bahnfleth award winners Added additional committee Reports Add Training Requirements