**Environmental Health Committee**

**(EHC)**

**(Comité de Salud Ambiental)**

**Reference Manual**

**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-EPA employee, who acted as a medical consultant on retainer to the ASHRAE Board of Directors. His resignation and subsequent death left a void in this area of expertise. Concurrently, indoor air quality concerns were growing in response to the increasing reports of building related illness as well as the resulting litigation. Concurrently, 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 Environmental Health Committee 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 process and procedures. However, 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. There is now IAQ and environmental health material in the ASHRAE Handbooks, and the IAQ conference series is one of the premier technical conferences in the industry. The Society has also maintained a leadership role on the HVAC side of indoor environmental issues despite many special interest groups and other organizations in the field.

#### **EHC Subcommittees**

The EHC Chair can create or disband subcommittees of EHC. They also determine the involvement of the EHC members on those subcommittees. There are currently four (4) subcommittees for EHC:

* Policy
* Education
* Coordination and Outreach
* ExCom

|  |  |  |  |
| --- | --- | --- | --- |
| Sub-Committee | Charge | Interaction between Subcommittees | Task Description |
| Policy | Identify major environmental health trends impacting HVAC&R | Ask all EHC to send ideas | Define Environmental Health  Brainstorm - PD, EIB, RP  Brainstorm for what should be researched and think about by whom  Develop the idea and the document - these are quick |
|  | Recommend New activities |  |
|  | Recommend Policies that EHC should consider (EIB, PD, RP) |  |
|  | Position Document Oversight |  |
|  | Create EIB |  |
|  |  |  |
| Education | IEQ Column |  | Lead the IAQ column  Brainstorm for programs to team with other Comm or TC - not necessarily for us to create unless we feel it is needed and we are the experts  Lead the update of the chapter, pull from the Policy for new ideas |
|  | Potential Conference Programs |  |
|  | Handbook Chapter |  |
|  | Educational courses |  |
|  |  |  |
| Coordination and Outreach | Interact with ASHRAE committees | Understand the RP from Policy, Understand the programs from Education | Take the concepts from Policy and PDs to find leads for those items that we can help support internal and external to ASHRAE.  Review RTARs to see if we want to support / take RP from Policy to other groups for them to lead |
|  | Interact with outside organizations that impact EH or IAQ |  |
|  | IAQ Conferences |  |
|  | IEQ-GA |  |
|  | Research RTAR Review and New RP Development with other groups |  |
|  | Epidemic Task Force interface |  |
|  |  |  |
| ExCom | Developing report to Tech Council per MOP |  | Try to find candidates for the Award, Promote the winner |
|  | Submit Long Range Plan for IAQ Conferences to Tech Council |  |
|  | Create MBOs that align with Strategic Plan |  |
|  | EH Award | Ask entire EHC to think of candidates |
|  | Assign Mentors to new members |  |
|  | EHC Budget |  |
|  | Review ROB, MOP, and Ref Manual |  |

**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 an option to be removed 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 continue to maintain the EHC page of ASHRAE website to post past meeting minutes, current EHC procedures, and other information determined appropriate by EHC.

#### **EHC Documents**

EHC is the cognizant committee over many documents that include a handbook chapter, guidelines, emerging issues briefs, position documents, IEQ Journal articles, and others.

Handbook Chapter(s):

* ASHRAE Fundamentals Chapter 10 Indoor Environmental Health

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
  + Research Project 1663
* Guideline 10-2016 - Interactions Affecting the Achievement of Acceptable Indoor Environments
  + Also published in 2011
* Guideline 12-2020 – Managing the Risk of Legionellosis Associated with Building Water Systems
  + Co-cognizant with TC 3. 6 and TC 6.6
  + Also published in 2000
* Standard 188-2018 – Legionellosis: Risk Management for Building Water Systems
  + Co-cognizant with TC 3.6 and TC 6.6
  + Also published in 2015

Emerging Issues Briefs:

These are one- or two-page description of issues that are the forefront of concern for the EHC. They do not get approved by the Tech Council Document Review Subcommittee. They are reported to Tech Council but are only housed on the EHC website.

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| --- | --- | --- |
| **Title** | **Publication Date** | **Withdrawal Date** |
| Pandemic COVID-19 and Airborne Transmission | April 17, 2020 | Still Published |
| [Electronic Nicotine Delivery Systems (ENDS) in Indoor Environments](https://www.ashrae.org/File%20Library/Communities/Committees/Standing%20Committees/Environmental%20Health%20Committee%20(EHC)/EHC-Emerging-Issue---Electronic-Nicotine-Delivery-Systems--ENDS--in-Indoor-Environments.pdf) | July 1, 2018 | Still published |
| [Potential Microbial Contaminants in Biowall Water and Soil Systems](https://www.ashrae.org/File%20Library/Communities/Committees/Standing%20Committees/Environmental%20Health%20Committee%20(EHC)/Potential-Microbial-Contaminants-in-Biowall-Water-and-Soil-Systems.pdf) | April 1, 2018 | Still published |
| [Indoor Passive Panel Technologies for Air Cleaning in Buildings](https://www.ashrae.org/File%20Library/Communities/Committees/Standing%20Committees/Environmental%20Health%20Committee%20(EHC)/EIB-Indoor-passive-panel-technologies-for-air-cleaning-in-buildings.pdf) | July 1, 2016 | Still published |
| [Nano Environmental Health and Safety (nanoEHS)](https://www.ashrae.org/File%20Library/Communities/Committees/Standing%20Committees/Environmental%20Health%20Committee%20(EHC)/Nano-Environmental-Health-and-Safety--nanoEHS-.pdf) | January 1, 2016 | Still published |
| [Ozone and Indoor Chemistry](https://www.ashrae.org/File%20Library/Communities/Committees/Standing%20Committees/Environmental%20Health%20Committee%20(EHC)/EHC_Emerging_Issue-OzoneandIndoorAirChemistry.pdf) | January 1, 2011 | Still published |
| [Biological Agents in Context of Globalization and Pandemic Influenza and Airborne Transmission](https://www.ashrae.org/File%20Library/Communities/Committees/Standing%20Committees/Environmental%20Health%20Committee%20(EHC)/Biological-Agents-in-Context-of-Globalisation-and-Pandemic-Influenza-and-Airborne-Transmission.pdf) | January 2010 June 2007 | Still published |
| [Ventilation, Humidity Control & Health Effects in Buildings using Split System AC Equipment](https://www.ashrae.org/File%20Library/Communities/Committees/Standing%20Committees/Environmental%20Health%20Committee%20(EHC)/Ventilation-Humidity-Control-and-Health-Effects.pdf) | January 1, 2010 | Still published |
| [Vector Borne Disease, Climate Change and the Challenges to ASHRAE](https://www.ashrae.org/File%20Library/Communities/Committees/Standing%20Committees/Environmental%20Health%20Committee%20(EHC)/Vector-Borne-Disease-Climate-Change-and-the-Challenges-to-ASHRAE.pdf) | June 1, 2010 | Still published |

|  |  |  |
| --- | --- | --- |
| **Withdrawn Briefs** | **Publication Date** | **Withdrawal Date** |
| *Energy Efficient Humidity Control in Hot-Humid Climates* | June 1, 2007 | ***Withdrawn*** |
| *Legionellosis Lawsuits* | January 1, 2011 | ***Withdrawn*** |
| *Plasticizers (Phthalates)* | June 1, 2007 | ***Withdrawn*** |
| *Emerging Technologies without Clinical Evidence of Efficacy (Air Cleaners and Ionizers)* | June 1, 2007 | ***Withdrawn*** |
| *Unknown and Unintended Health Implications of Sustainable Development Design* | June 1, 2010 | ***Withdrawn*** |
| *Roles and Responsibilities for Professional Engineers Related to Environmental Health* | June 1, 2010 | ***Withdrawn*** |
| *Dynamic Building Pressurization Control* | June 1, 2007 | ***Withdrawn*** |

Position Documents:

These are governed an approved by the Tech Council Document Review Subcommittee. These are eight (8) page technical descriptions of issues and concerns of ASHRAE that indicated positions that ASHRAE should take with regards to the built environment. There is a Position Document Committee (PDC) that is formed under a cognizant committee, in our case it is EHC. The PDC, Cognizant Committee, DRSC, Tech Council, and the ASHRAE Board of Directors must all approve a PD for it to be published by ASHRAE.

EHC is the cognizant committee for the following PDs:

|  |  |  |
| --- | --- | --- |
| **Title** | **Expiration Date** | **Next Decision Date2, 3** |
| Indoor Air Quality | 6/28/2020 | January 2020 |
| Environmental Tobacco Smoke | 6/29/2019 | **January 2019** |
| Infectious Aerosols | 1/31/2020 | July 2019 |
| Limiting Indoor Mold Growth and Dampness in Buildings Systems4 | 6/27/2021 | January 2021 |
| Filtration and Air Cleaning | 1/23/2021 | July 2020 |
| Combustion of Solid Fuels and Indoor Air Quality in Primarily Developing Countries | **10/03/2019** | **April 2019** |
| Unvented Combustion Devices and Indoor Air Quality | 1/23/2021 | June 2020 |

|  |  |  |
| --- | --- | --- |
| **In Process** | **Expiration Date** | **Next Decision Date2, 3** |
| Indoor Carbon Dioxide | NA | NA |

|  |  |  |
| --- | --- | --- |
| **Retired** | **Expiration Date** | **Next Decision Date2, 3** |
| Legionellosis | 1/25/2015 | NA |

**ENVIRONMENTAL HEALTH AWARD**

EHC Education Sub-Committee will annually review all eligible nominations received and make a recommendation to the Environmental Health Committee for its consideration prior to the ASHRAE Winter Meeting based on the following procedures

**PROCEDURES FOR THE DONALD BAHNFLETH ENVIRONMENTAL HEALTH AWARD**

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 activities. Nominations are solicited during the first half of the Society year. The Environmental Health Committee will select the recipient and notify the Honors and Awards Committee of its selection at the ASHRAE Winter Meeting.

A typical award application will include a letter of nomination outlining eligibility and a nomination form.

3. Eligibility Requirements. The award is open to ASHRAE members and non-members who have demonstrated outstanding achievement in the ASHRAE environmental health activities. The recipient will be selected from all nominations that meet a 10 point minimum requirement as outlined under Section 7 Criteria for Selecting Recipients. Environmental Health Committee Members are ineligible for receipt of the Environmental Health Award during the terms they serve on the respective committees.

4. Judging. Environmental Health Education Sub-Committee will review all eligible nominations received and make a recommendation to the Environmental Health Committee for its consideration at the ASHRAE Winter Meeting following process below. The award may be omitted if a suitable candidate is not identified.

1. Nominations are submitted to ASHRAE staff

2. ASHRAE staff confirms that the nominees meet the award qualifications

3. Qualified candidates are submitted to the Education subcommittee

4. Educational subcommittee vote to select the top two candidates

a. The subcommittee assigns a mark 0 to 5 for each candidate.

b. The two candidates with the highest scores will be sent to full committee.

c. In case of a tie, the candidate with the most Bahnfleth Award points wins.

5. Education subcommittee forward the names of the two candidates to the Chair of EHC

6. The Chair of EHC shares the names of the two candidates with the full committee.

a. The full committee votes on a winner

b. In case of a tie, the candidate with the most Bahnfleth Award points wins

5. Presentation. The Environmental Health 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 Environmental Health Award should include a cover letter outlining the nominee’s environmental health activities in ASHRAE. This summary should contain an explanation, approximately 100 words, of the nominee’s qualifications.

7. Criteria for Selecting Recipients. Following is an outline of how points are awarded.

1. ASHRAE activities
2. Chair of an ASHRAE sponsored environmental health program 2 points / program
3. Presenting at an ASHRAE sponsored environmental health program 1 point / program
4. Chair of a Position Document (PD) Committee 2 points / PD
5. Member of a Position Document (PD) Committee 1 point / PD
6. Lead Reviewer of a handbook chapter related to health 1 point / chapter
7. Member of a Standard or Guideline PC related to health (see list below) 1 point / PC1
8. Chair of a Standard or Guideline PC related to health (see list below) 1 additional point / PC2
9. IAQ-Conference experience

Chair of an IAQ conference 2 points / conference

Member of an organizing committee 1 point / conference

Presentation at a conference 1 point / conference

C. Environmental Health Committee Experience

1. Member 1 point / tour3

a. Sub-Committee Chair 1 additional point / tour3

b. Chair of the Environmental Health Committee 2 additional points / tour3

1 For standing committees “Project Committee” refers to a 4-year term

2 For standing committees “Project Committee” refers to a 2-year term

3 “Tour” refers to a 3-year term

**List of eligible Standard and Guideline Project Committees:**

* Committees for which EHC is the cognizant committee
* SSPC 62.1
* SSPC 62.2
* SSPC 170

**Sample Letter Ballot**

Re: EHC Award

Please find attached the letters of nomination and ASHRAE biographies for the three candidates for the EHC Award. The nominators and candidates respectively are:

* H.E. Burroughs ([heburroughs@mindspring.com](http://mailcenter.comcast.net/wmc/v/wm/45AD326700022DC60000650C22007358349D0A029C9C0A05D202019D?cmd=ComposeTo&adr=heburroughs%40mindspring%2Ecom&sid=c0)) – H.E. Burroughs
* Lawrence Schoen (Larry@SchoenEngineering.com) – Ole Fanger
* David Levin (hal.levin@buildingecology.com) – David Grimsrud

EHC’s recommendation must be approved by Honors and Awards (H&A) at the Dallas meeting if the award is to be presented at the 2007 annual meeting in Long Beach, CA. Due to The Dallas committee meeting schedule we need to conduct an e-mail ballot so that our recommendation can be approved by H&A. If you have any questions on the candidates, please e-mail the nominator directly and copy the EHC members.

I would appreciate your e-mail response, prior to 12:00 AM EST, Tuesday, January 23rd. Our recommendation will be based on the candidate who receives a majority of the votes received

**Sample Insight Article about EHC Award**

**ENVIRONMENTAL HEALTH AWARD by** Ron Kessner, Environmental Health Committee (EHC)

EHC has a new award that will recognize excellence in volunteer service focused on environmental health issues. The award is open to ASHRAE members and non -members who have demonstrated outstanding achievement in ASHRAE environmental health activities. The recipient will be selected from a pool of nominations that meet a 10 point minimum requirement as outlined under Criteria for Selecting Recipients. The award will be presented at the

Annual Society Plenary Session in June 2007. Environmental Health Committee Members and Technology Council members are ineligible to receive the Environmental Health Award during the terms they serve on the respective committees.

A nomination for the Environmental Health Award should include a cover letter outlining the nominee’s environmental health activities in ASHRAE. This cover letter should contain approximately a 100 word explanation of the nominee’s qualifications. If the nominee is an ASHRAE member a current biographical record should be included.

**Criteria for Selecting Recipients**

A. ASHRAE activities

1. Chairing an environmental health program 2 point per tour

2. Presenting at an environmental health program 1 point per tour

3. Chair of the Position Document Committee 2 point per tour

4. Member of the Position Document Committee 1 point per tour

5. Lead Reviewer of a handbook chapter related to health 1 point per tour

6. Chair of a Guideline Committee related to health 2 point per tour

7. Member of the Guideline Document Committee 1 point per tour

B. IAQ-Conference experience

Chair of an IAQ conference 2 point per tour

Member of an organizing committee 1 point per tour

Presentation at a conference 1 point per tour

C. Environmental Health Committee Experience

1. Member 1 point per year

a. Sub-Committee Chair 1 additional point per year

b. Chair of the Environmental Health Committee 2 additional points per year

Please forward your nomination postmarked prior to **January 12, 2007 to:**

Steve Hammerling, Assistant Manager of Research & Technical Services

American Society of Heating, Refrigerating and Air -Conditioning Engineers, Inc...

Direct Line: 678-539-1158 Fax: 678-539-2158

**Email:** [**shammerling@ashrae.org**](mailto:shammerling@ashrae.org)

#### **Mentoring Program**

During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

* Before the next meeting of the Board of Directors/Board of Governors, Council or Committee Meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.
* The mentor should make every effort to update the new member on:

1. Board of Directors/Board of Governors, Council, Committee or Chapter 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 chair of the Board of Directors/Board of Governors, Council, Committee or chapter shall have 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 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.

##### SUGGESTED MBO FORMAT

OBJECTIVES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee

Chairman: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Society Year: 200\_\_\_\_- 200\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **Objective** | **Planned Completion**  **Date** | **Fiscal Impact** | **Responsibility** | **Program Approved** | **Cost Budgeted** | **Status** |
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• 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, man-hours, or man-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.

#### Revisions to Manuals of Procedures (MOP)

2.1 Revisions to this MOP must be approved by this committee and by Technology Council or designated council subcommittee.

2.2 Proposed changes to the MOP shall be submitted to Technology Council for consideration at their Technology Weekend meeting.

**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 ~~strikethrough~~ 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.