



Minutes

Health Task Group, Meeting #8

Date: Tuesday, August 26, 2014
 Time: 10:00 am – 3:30 pm
 Place: CASA office, 10035 108 Street, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Dr. Rocky Feroe	Alberta Environmental Network
Cindy Quintero (by phone)	Hinton Pulp
Brendan Schiewe	Alberta Health
Opel Vuzi	Health Canada
Kaitlyn Wall	Alberta Environment and Sustainable Resource Development
Celeste Dempster	CASA

Action Items:

Action Items	Who	Due
7.2: Rocky will provide additional references for section 7 material once the document has been edited by Scott.	Rocky	Meeting #9.
7.4: Brendan will ask the legal department to look at the tool's disclaimer to check for liability issues.	Brendan	As appropriate.
8.1: Brendan will provide the full reference for Tajik et al. 2008.	Brendan	ASAP.
8.2: Opel will provide the full references for sources cited in section 5.1	Opel	At least 1 week prior to Meeting #9.
8.3: Opel will update section 5.3 as outlined at meeting #8.	Opel	At least 1 week prior to Meeting #9.
8.4: Kaitlyn will provide additional wording around irritant effects for the Introduction, paragraph 1 of section 3.1 that can also be included in the Executive Summary.	Kaitlyn	At least 1 week prior to Meeting #9.
8.5: Brendan will research additional language currently used in available literature around irritant effects can coordinate with Kaitlyn on Action Item 8.4.	Brendan	At least 1 week prior to Meeting #9.
8.6: Celeste will prepare pilot testing survey questions and send to the task group for review.	Celeste	ASAP.
8.7: Celeste will begin drafting the final report.	Celeste	Meeting #9.
8.8: Celeste will poll for dates for meeting #9 for the end of September.	Celeste	ASAP.

1. Administrative Items

Celeste chaired the meeting which began at 10:10am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The task group noted that Laurie Cheperdak is no longer able to participate on the task group. Members agreed that Celeste will chair the remaining meetings rather than electing a new task group chair.

The minutes from meeting #7 were reviewed and approved. The action items from meeting #7 were updated as follows:

Action Items	Who	Status
7.1: Alvaro will provide wording that speaks to odour as a property of a substance.	Alvaro	Complete.
7.2: Rocky will provide additional references for section 7 material once the document has been edited by Scott.	Rocky	Carry forward.
7.3: Brendan will update the tool with the changes from meeting #7.	Brendan	Complete.
7.4: Brendan will ask the legal department to look at the tool's disclaimer to check for liability issues.	Brendan	Carry forward.
7.5: Laurie will determine if an ESRD survey designer is available to assist with question design and advice on gathering demographic information.	Laurie	No longer relevant. See Item 4 discussion.
7.6: Celeste will poll for dates for meeting #8 for the end of August.	Celeste	Complete.

2. CASA Update

Celeste provided an update on the Odour Management Team:

- The team will meet next on August 28th. This is an opportunity for the task group provide an update to the team in preparation for submitting the final report.

Celeste also provided an update on the work of the task groups:

Complaints Task Group:

- The task group has chosen a consultant to develop a decision tree designed to direct complainants to the appropriate agency as efficiently as possible. The task group will also be developing good practices around complaint management for inclusion in the Good Practice Guide. The task group will meet next on September 17th.

Odour Assessment Task Group:

- The task group is working with a consultant to prepare an inventory and analysis of odour assessment tools. They will provide an overview of the draft report to the Odour Management Team on August 28th.

Prevention/Mitigation:

- This work was kicked off on June 18th and the task group prepared an RFP for an inventory and analysis of odour prevention and mitigation tools. The task group will meet to review responses on September 4th.

Enforcement/Role of Regulation Task Group:

- The task group kicked off this work on June 23rd and prepared an RFP to collate and review regulatory approaches. The task group will meet to review responses on September 11th.

Celeste provided an update on CASA activities:

- The next Board meeting will be on September 18th in Edmonton. The Board will be provided with a written update on the Odour Management Team and task group activities.
- CASA has a new Acting Executive Director, Wendy Boje.

3. Review Odour and Health Backgrounder

The task group reviewed the edited draft of the backgrounder on odour and health (version 12) as follows:

- Executive Summary:
 - Paragraph 4: First word be changed from “Odours” to “Odorants”.
- Section 3.1:
 - Paragraph 2, first sentence: Change “odour” to “odorant”.
- Section 3.2:
 - Paragraph 8: Change “tactful” to “respectful” and delete the last sentence.
- Section 4:
 - Paragraph 2: Change “asses” to assess”
 - Paragraph 3: Change “will discuss” to “discusses”
- Section 4.2:
 - Paragraph 2: Change in-text reference from “Davis, Attached page 22, Letter) to “Davies 2013).
- Section 5.3:
 - Paragraph 1: Delete first sentence. Delete “Also, because” from second sentence.
 - Paragraph 3: After “Respirable fractions of air” add “contaminated with ultra-fine particulate”. In second last sentence change “can” to “could”.
 - Paragraph 4: Delete paragraph.
 - Paragraph 11: Move last sentence to end of paragraph 1.
 - Paragraphs 3, 5, 10 and 11 should be grouped and reframed to align with the section header.
 - The task group liked the alignment of paragraph 7 and 8 with the section header.
 - Some portions of section 5.3 could be removed/consolidated as are discussed earlier in the backgrounder.
- Literature Cited:
 - Remove all highlighted sources as they are no longer referenced in the text.
- Glossary:
 - Add additional term “Odour” with following definition: An *odour* refers to the sensations we experience when chemical compounds, in the air we breathe, stimulate receptor neurons in our noses. The odour of a substance refers to the specific chemical combination that gives that substance its characteristic scent or smell.
- The task group noted that factors that affect perception of odours such as age and gender are noted in three locations and determined that all three references are relevant and should be retained in the backgrounder.

Action Item 8.1: Brendan will provide the full reference for Tajik et al. 2008.

Action Item 8.2: Opel will provide the full references for sources cited in section 5.1.

Action Item 8.3: Opel will update section 5.3 as outlined at meeting #8.

The task group thoroughly discussed what is meant by an “irritant effect” and how this is characterized in the backgrounder. It was determined that:

- The backgrounder will focus on health effects caused by the odour (i.e. focus on the chemical as an odorant) and thus will focus on irritant effects that are caused via the trigeminal system.

- Other health impacts can occur through other mechanisms, such as the endocrine system. These impacts are important but to cover all of these different systems is beyond the scope of this group and work require significant additional work.
- The backgrounder should note the importance of these other mechanisms without trivializing them, but clearly state that the scope of the document is focused on the trigeminal system.

Action Item 8.4: Kaitlyn will provide additional wording around irritant effects for the Introduction, paragraph 1 of section 3.1 that can also be included in the Executive Summary.

Action Item 8.5: Brendan will research additional language currently used in available literature around irritant effects can coordinate with Kaitlyn on Action Item 8.4.

4. Design the Tool for Individuals

The task group reviewed two versions of the draft tool – the difference being the wording of the symptom intensity scale used. It was also noted that it is possible to export the information recorded by the tool to an Excel spreadsheet but that it is quite messy. It also relies on the user having access to Excel which is not a free program as is Adobe. The task group determined that at this time they do not wish the tool to export to Excel although this will likely be a useful feature in a future iteration of the tool if it is to be used for research purposes. The task group also discussed a second possibility of the user having the option to email the information recorded in the tool, but this raises legal issues around sharing health information and the task group decided not to pursue this option. The task group determined that they did wish to keep the “0” option on the odour intensity scale as it would allow for latent symptoms to be recorded.

The task group determined that Version 1 of the tool will be used for pilot testing.

The task group discussed details around pilot testing (continued from meeting #7) and determined that a professional survey designer is not necessary. Reviewers will have two weeks to respond to the survey. The task group aims that these responses will be compiled and reviewed at the next meeting.

Action Item 8.6: Celeste will prepare pilot testing survey questions and send to the task group for review.

5. Discuss Final Report

The task group prepared a draft table of contents for the final report:

- Acknowledgements
- 1. Introduction
- 2. Deliverable 1 – Backgrounder
 - 2.1. Overview of original task, vision, development of product
 - 2.1.1. Scoping and assumptions
 - 2.2. Acknowledge unknowns and issues with definitions
 - 2.3. Comments about finished product
- 3. Deliverable 2 – Tool
 - 3.1. Original task, overview of tool development, thought process
 - 3.2. Intended audience, vision for the tool
 - 3.2.1. Pilot testing results

- 3.3. Advice around the distribution plan
- 4. Conclusion and Recommendations
 - 4.1. Future work
 - 4.1.1. Backgrounder – Advice about future work/iterations of the backgrounder (ex. update frequency)
 - 4.1.2. Tool - Future research options and issues collecting health data
 - Appendix I - Backgrounder
 - Appendix 2 - Tool

The task group noted that the table of contents may need to be updated as the final report is developed.

Action Item 8.7: Celeste will begin drafting the final report.

The task group discussed the importance of updating their corresponding team members as well as the OMT as a whole on task group activities and products. This will help to prepare the OMT to receive the Health Task Group’s final report.

6. Budget and Timeline Check-in

The task group reviewed and updated their upcoming timelines:

Date	Task
August 28th	– Provide update to OMT
Late August	– Finalize survey questions for pilot testing – Complete Action Items 8.1, 8.2, 8.3, 8.4, 8.5 and 7.3
Early September	– Conduct pilot testing
Meeting #9: late September	– Review backgrounder – Review results of pilot testing and update tool – Discuss final report
October	– Complete any outstanding work – Finalize final report – Prepare presentation for the OMT

The task group noted that they are currently under budget.

7. Meeting Wrap-up

The team reviewed the action items from today’s meeting.

The objectives for the next meeting are:

- Review backgrounder
- Review results of pilot testing (if available) and update tool
 - If pilot testing results are not available at this time, Meeting #9 will be split into two shorter meetings (one to discuss the backgrounder and one to review pilot testing results and update the tool)
- Discuss final report

Action Item 8.8: Celeste will poll for dates for meeting #9 for the end of September.

The task group agreed that Celeste will provide a short update to the OMT on August 28th on the task group's progress and products as no task group member is available to attend the meeting.

The meeting adjourned at 3:15pm.