

Minutes



Health Task Group, Meeting #10

Date: Friday, November 21, 2014
Time: 9:00 am – 4:00 pm
Place: CASA office, 10035 108 Street, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Dr. Alvaro Osornio-Vargas	University of Alberta/The Lung Association
Cindy Quintero	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
7.4: Brendan will ask the legal department to look at the tool's disclaimer to check for liability issues.	Brendan	ASAP.
10.1: Brendan will provide references for section 2.1 and 2.2 of the odour and health backgrounder.	Brendan	ASAP.
10.2: Celeste will distribute version 17 of the odour and health backgrounder to the task group.	Celeste	ASAP.
10.3: The task group will review version 17 of the odour and health backgrounder to ensure all wording has been updated to reflect discussion/assumptions from meeting #10.	All	One week post action item 10.2.
10.4: Brendan will update the title of the tool to "Symptom and Odour Tracking Tool".	Brendan	ASAP.
10.5: Brendan will send Celeste the files that a graphic designer would need in order to edit the Symptom and Odour Tracking Tool.	Brendan	ASAP.
10.6: Celeste will update the final report (version 3) and send to the task group for review.	Celeste	ASAP.

1. Administrative Items

Celeste chaired the meeting which began at 9:10am. Participants introduced themselves and were welcomed to the meeting.

Quorum was achieved.

The minutes from meeting #9 were reviewed and approved. The action items from meeting #9 were updated as follows:

Action Items	Who	Status
7.4: Brendan will ask the legal department to look at the tool's disclaimer to check for liability issues.	Brendan	Carry forward.
9.1: Brendan will provide a reference for section 3.2 paragraph 3.	Brendan	Complete.
9.2: Celeste will distribute version 14 of the backgrounder to the task group.	Celeste	Complete.
9.3: Celeste will contact Scott Rollans with respect to editing the backgrounder.	Celeste	Complete.
9.4: All task group members should send Celeste the numbers for the groups to whom they sent the pilot testing survey.	All	Complete.
9.5: Brendan will update the tool with the 'non-design' changes made at meeting #9.	Brendan	Complete.
9.6: Cindy, Kaitlyn, Brendan and Celeste will identify known, qualified graphic designers for the task group to consider to finish the design of the tool.	Cindy, Kaitlyn, Brendan, Celeste	Complete.
9.7: Task group members should send Celeste any comments they may have prepared around the draft report (version 1).	All	Complete.
9.8: Celeste will edit version 1 of the draft final report for style.	Celeste	Complete.
9.9: All task group members should come prepared to meeting #10 to review version 15 of the backgrounder and the updated tool and to accept them for inclusion in the final report.	All	Complete.
9.10: All task group members are responsible for identifying any show stoppers in the backgrounder and tool in advance of meeting #10 and notifying Celeste.	All, Celeste	Complete.
9.11: Celeste will poll for dates for meeting #10 for the end of November 2014.	Celeste	Complete.

2. CASA Update

Celeste provided an update on the Odour Management Team:

- The OMT last met on November 13, 2014.
- The OMT is working on details to assemble and to roll-out the Good Practice Guide.
- The OMT will meet next on December 2nd, 2014.

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 anticipates completing its tasks by the end of 2014 but its final report will not be ready for submission to the OMT until early 2015.

Odour Assessment Task Group:

- The task group is working with a consultant to prepare an inventory and analysis of odour assessment tools. The report will contain a 2-page overview of each odour assessment tool

(with links to more detailed resources), general guidance steps for choosing tools depending on the purpose of the odour assessment, and a matrix outlining the characteristics of each tool allowing users to easily compare tools.

- The task group is currently working with the consultant to finalize the report.
- The task group anticipates completing its work by the end of 2014.

Prevention/Mitigation Task Group:

- The task group is working with a consultant to prepare an inventory and analysis of odour prevention and mitigation tools.
- The task group expects this work to be complete by the end of January 2015.

Enforcement/Role of Regulation Task Group:

- The task group is working with a consultant to collate and review regulatory approaches.
- The task group expects this work to be complete by the end of January 2015.

Celeste provided an update on CASA activities:

- The Board will meet next on December 4th, 2014 in Calgary.
 - The OMT will have time of the agenda to provide an update – see item 7.
- CASA is holding a training workshop in interest-based negotiation on November 27, 2014. The session is already full. Anyone who would like to attend the next session (likely spring 2015) should contact Celeste.

3. Review Odour and Health Backgrounder

The task group reviewed version 16 of the backgrounder on odour and health. Version 16 includes the updated content from meeting #9 which has been professionally edited. The task group reviewed version 16 together using the projector as follows (creating version 17 – see this version for specific wording track changes that were agreed to at meeting #10. It shall be taken as the accurate record of wording changes agreed to at meeting #10 in addition to the summary described below):

- The task group noted that the words ‘toxic’ has specific connotations in certain fields. For example, in the field of occupational health, ‘toxic’ is used to describe the point at which death occurs in an animal. The task group noted that they are using this word to describe a measurable, predictable effect. To avoid confusion, the task group decided to avoid the use of this term. The task group noted everywhere the word ‘toxic’ and ‘toxicological’ were used and removed any instances that might cause confusion.
 - As part of this review, the task group updated the definition of a nuisance effect to an effect tied to the perception of odour with no mechanistically understood cause.
- The task group noted that, since they have described irritant effects as being associated with the trigeminal nerve, there are no pure trigeminal odorants. The executive summary, section 2.1 and section 3.1 were updated for consistency and clarity.
- In the glossary, the task group clarified the difference between an odour threshold and a response threshold.
- The task group highlighted the complexity behind trying to understand odour and health in the introduction.
- The task group made some editorial changes for clarity.
- The task group noted the need for some additional references.

Action Item 10.1: Brendan will provide references for section 2.1 and 2.2 of the odour and health backgrounder.

The task group noted that the backgrounder achieves the aims they originally outlined for this piece of work.

The task group agreed to accept version 17 of the odour and health backgrounder for inclusion in their final report to the OMT following the completion of next steps as outlined below.

The task group agreed to next steps as follows:

- The task group will have one week to review version 17 of the backgrounder to ensure that the assumptions discussed today have been fully incorporated. *This is not an opportunity for new feedback*, but a final check to ensure that all the wording reflects the assumptions discussed at today's meeting and no instances have been missed.
- Once this review has been completed, the odour and health backgrounder will be included in the final report to the OMT.

Action Item 10.2: Celeste will distribute version 17 of the odour and health backgrounder to the task group.

Action Item 10.3: The task group will review version 17 of the odour and health backgrounder to ensure all wording has been updated to reflect discussion/assumptions from meeting #10.

4. Review the Symptom Tracking Tool

At meeting #9, the task group had discussed hiring a graphic designer to do a final review of the tool. The task group discussed that since the OMT will be hiring a graphic designer to review and coordinate the entire Good Practice Guide it does not make financial sense to complete the review twice. The tool should be aesthetically consistent with the rest of the Good Practice Guide. It will also take additional time for the task group to contract a consultant and for the work to be completed. The task group agreed not to hire a graphic designer but rather to include graphic design advice to the OMT in their final report as follows:

- The 'Symptom Description' and 'Odour Description' boxes should be made to look like boxes rather than empty space.
- Consider having the 'Symptom Details' and 'Odour Details' side by side rather than stacked for ease of use.
- Use as many drop boxes as possible for ease of use (ex. time and date).
- Make as computer-friendly as possible.
- Make as print-friendly as possible.
- Brand as appropriate and ensure consistency with the rest of the Good Practice Guide.

Action Item 10.4: Brendan will update the title of the tool to "Symptom and Odour Tracking Tool".

Action Item 10.5: Brendan will send Celeste the files that a graphic designer would need in order to edit the Symptom and Odour Tracking Tool.

The task group noted that the tool contains all the required elements.

With the completion of Action Item 10.4, the task group agreed to accept the Symptom and Odour Tracking Tool for inclusion in their final report to the OMT.

5. Discuss Final Report

The task group reviewed version 2 of the final report. Overall, the task group thought that the report was on track. The task group updated the report as follows:

- Acknowledgements:
 - Recognize Alberta Health's in-kind contribution rather than the literature review which is not yet publically available.
 - Recognize all reviewers and participants in the pilot testing.
- Executive Summary, 2.1, and 3.1:
 - Label and number workplan summary tables.
 - Provide an introduction to each workplan summary table.
 - Create more descriptive column headers for workplan summary tables.
- Introduction:
 - Reference ground rules developed at meeting #1.
 - Describe the multistakeholder nature of the task group and how the task group worked together to develop a consensus report.
- 2.2.2:
 - Delete last bullet and sub-bullet. Replace with "The backgrounder will focus on health effects caused by the trigeminal and olfactory systems". Augment this description with wording from the backgrounder that characterizes the assumption.
 - Additional assumptions to be added:
 - Left out physiological and toxicological mechanisms in order to simplify the document and make it more easily digestible.
 - All symptoms are valid.
- 2.2.3:
 - Remove reference to the Alberta Health literature review. Replace with a description of the methodology used to gather peer reviewed literature including timeframe and databases reviewed.
 - Top of pg. 3: Note that many documents were reviewed but not all were relevant and the task group decided to focus on those cited in the backgrounder included in Appendix A.
 - Pg. 3: Move last 3 bullets to section 2.2.2 as assumptions.
- 2.3:
 - Add after 1st sentence in last paragraph and acknowledgement that the task group acknowledgements that much of the language around odour and health can have specific connotations (eg. 'Nuisance' can have legal connotations as described in public health acts). The task group has tried to be sensitive to these language considerations and describes in the glossary how terms are used in the backgrounder.
- 2.4: Add the following content:
 - The task group was not able to review every single study on odour and health. This is an evolving field with the new information being produced on an ongoing basis.

- The backgrounder reflects the diversity and interpretations of the task group members.
- The task group strove to validate the backgrounder as much as possible with peer reviewed literature and to achieve a balance of the spectrum of opinions that exist on the subject of odour and health.
- The finished product is a result of consensus.
- Industry and government could point individuals to this tool.
- It is not meant as a tool to accuse industry.
- It is not meant to validate or prove causation.
- It is meant to help individuals speak to their health professional about the symptoms that they are experiencing.
- 3.1:
 - In the table, in reference to the task group’s search for currently available tools, add that the task group has recorded their findings in meeting minutes and related task group documents.
- 3.2.1:
 - Move last bullet to 3.3.
- 3.2.2.:
 - 1st sentence: add “based on the following goals and assumptions”.
 - Align tone of bullets with rest of the final report.
 - Bullet 3 – as a result the task group left questions open-ended.
 - Bullets 4 and 5: Clarify that this is in reference to the possibility of using this tool for collecting research data later. It is not possible to collect symptom data at the same level of detail as odour data (since it is not available).
 - Last bullet – the tool should be freely available online.
 - 2nd last paragraph: change “was” to “was not”.
 - Last paragraph: Remove fourth sentence. Add: At this time it would not be practical as physicians are not trained in environmental health and that there are limited clinical guidelines and tools to aid diagnoses.
- 3.2.3:
 - 2nd last paragraph: Add that symptoms and odours can be added or removed for easy tracking.
- 3.2.3.1:
 - Add pilot testing questions in an appendix.
- 3.3:
 - Change title to “Advice to the OMT”
 - Include two types of advice:
 - Related to graphic design (populate with discussion under item 4 at today’s meeting)
 - Related to distributing the tool for the OMT to consider as they create the roll-out plan for the GPG
 - With respect to roll-out plan, add:
 - Partners could provide a link to the website hosting the tool
 - Some organizations would also need the tool in French
 - Any NGOs interested in health could be interested in linking to the tool as well as potentially Alberta Occupational Health and Safety

- It would also be useful if whoever is the main host for the tool had the ability to employ some metrics to help evaluate the usefulness of the tool (ex. hits on website, how many physicians have been brought the tool).
- OMT could consider using the roll-out plan and distribution of the tool as a training opportunity for health professionals.
- Add a new section that highlights links with other task groups:
 - Complaints Task Group:
 - Consider how the tool and backgrounder fit with the complaints process.
 - Could a phone number(s) to the tool.
- 4.1.1:
 - The backgrounder needs to be updated regularly to be kept current.
 - A reasonable review period is about 5 years. There would need to be enough lead time to gather new information which can be a very lengthy process.
 - It would be useful to have new information on mixtures, new information generally, and information on new emerging challenges.
 - The backgrounder could also be aligned if any new regulation has emerged.
 - The task group is significantly under budget. However, updating the backgrounder will cost money, likely similar to the update that the HEAT Group undertakes as part of the 5-year electricity framework review. Include this estimate in this section.
- 4.1.2:
 - The development of an app would need to be properly supported with funding as it is an expensive undertaking.
 - Undertaking a formal validation study of the tool.
 - With respect to research:
 - Need for objective, unbiased evaluation of the relationship between odour and health.
 - Need to understand the statistical limitations of epidemiology.
 - Need to link odour and monitoring data.
 - Remove sentence in italics.
- 4.2:
 - Add to additional recommendations:
 - The OMT should consider engaging the GPG graphic designer to review the tool for ease of use and align it with the rest of the GPG.
 - The OMT should consider having a champion to host the tool on their website that partners could link to through their own website.

Action Item 10.6: Celeste will update the final report (version 3) and send to the task group for review.

The task group discussed next steps as follows:

- The task group will review version 3 of the final report electronically and provide any comments in track changes.
- If there are any comments that require a task group discussion, a teleconference will be organized.
- Celeste will incorporate all comments and the task group will have one week to review electronically for acceptance of the final report.
- The final report will then be submitted to the OMT.

6. Budget and Timeline Check-in

The task group noted that they are on track to complete their work by the end of 2014.

The task group noted that they are significantly under budget.

7. Meeting Wrap-up

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

If necessary, the task group will have a teleconference to finalize their final report to the OMT.

The meeting adjourned at 3:00pm.