

# Minutes



## Odour Assessment Task Group, Meeting #3

Date: March 14, 2014  
Time: 10am – 3:30pm  
Place: Shell, 400 4 Avenue SW, Calgary, Alberta

### In attendance:

Name	Stakeholder group
Atta Atia	Alberta Agriculture and Rural Development
Phyllis Chui	Alberta Environment and Sustainable Resource Development
Ike Edeogu	Alberta Agriculture and Rural Development
Gerald Palanca	Alberta Energy Regulator
Tracy Smith	CAPP (Shell)
David Spink	Prairie Acid Rain Coalition
Celeste Dempster	CASA

### Action Items:

Action Items	Who	Due
3.1: Celeste will email the OMT with the successful candidate and provide one week for the OMT to comment on the selection.	Celeste	ASAP.
3.2: Once the OMT has had the opportunity to comment on the successful candidate, Celeste will notify the consultant and share with them the task group's modifications to the proposal.	Celeste	After 3.1 complete.
3.3: Celeste will poll for dates for a kick-off meeting with the consultant for early April 2014.	Celeste	ASAP.
3.4: AER and Shell will determine who will host meeting #4 (kick-off with the consultant).	Tracy, Gerald	ASAP.

## 1. Administrative Items

Tracy chaired the meeting which began at 10:05am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

The minutes from meeting #2 were reviewed and approved. The action items from meeting #2 were updated as follows:

Action Items	Who	Status
2.1: Celeste will prepare the team update presentation and send to the task group for review.	Celeste	Complete.
2.2: Tracy will help Celeste consolidate the list of tools in the table of contents.	Tracy, Celeste	Complete.
2.3: Celeste will draft a RFP (including table of contents updates) and send it to the task group for review.	Celeste	Complete.

2.4: Celeste will post the RFP and distribute it specifically to AMEC, RWDI, Golder and Stantec.	Celeste	Complete.
2.5: Phyllis will inquire within ESRD if there are any other consultants to whom it might be recommended to distribute the RFP specifically.	Phyllis	Complete.
2.6: Members will send Celeste existing criteria to evaluate RFPs.	Phyllis, David, Gerald	Complete.
2.7: Celeste will draft a set of criteria to evaluate the RFPs and send to the task group for review.	Celeste	Complete.
2.8: Tracy will discuss with CAPP if this would be a specific piece of work that they would like to help fund.	Tracy	Complete.
2.9: Celeste will poll for dates for meeting #3 in the weeks of the 10 <sup>th</sup> and 17 <sup>th</sup> of February 2014.	Celeste	Complete.

Additional Information:

Action Item 2.8: Tracy noted that CAPP would be supportive of this piece of work.

## 2. CASA Update

Celeste provided an update on the Odour Management Team:

- The team met on January 30<sup>th</sup> where they received an update presentation from each of the task groups including status, budget, timelines, and feedback required from the team. The team was pleased with the work of all the task groups so far.
- The team met on March 11<sup>th</sup> where they discussed how to action the remaining areas of work in the Project Charter. The team provided an update on team and task group activities at the CASA Board meeting on March 13<sup>th</sup>.

Celeste also provided an update on the work of the Complaints and Health Task Groups:

Complaints Task Group:

- The task group met on March 10<sup>th</sup>. They have been focused on their first deliverable which is a background report outlining the current odour complaint landscape in Alberta. The task group has heard presentations from a variety of groups in Alberta that handle odour complaints and this information is being compiled by writer/editor Scott Rollans. The background report is expected to be completed by the end of March 2014.
- The task group also discussed how they would action the rest of their workplan. Their intended next steps are to use the background report to have a discussion about strengths and weaknesses of the current odour complaint landscape. This discussion will be used to direct tool development.

Health Task Group:

- The task group is focused on two pieces of work:
  - Stream 1 - A backgrounder about odour and health:
    - Alberta Health is providing in-kind the literature review they have developed on odour and health. It has been made available to the task group on limited release. Alberta Health is currently conducting a peer review and, following its completion, intends to release it to the OMT as well as the public.
  - Stream 2 - Tool(s) for individuals to track the health-related impacts of odour
- The task group has two 1.5 day meetings scheduled (27-28 March and 3-4 April). The first meeting will focus on Stream 1 work while the second will focus on Stream 2 work.

Celeste provided an update on other CASA initiatives:

- The next CASA Board meeting will be June 5<sup>th</sup> in Calgary. The CASA 20<sup>th</sup> year celebration will take place on June 6<sup>th</sup> in Calgary.
- Non-Point Source Emissions:
  - A workshop was held in Calgary on October 22 to explore the potential for CASA to have a role in NPS management in Alberta. From these discussions, three priority opportunities were identified:
    - Understanding the NPS issue: emissions inventory, data management, and modeling
    - Assessing options for action: templates and tools
    - Building awareness and support
  - The outcomes of the workshop were presented to the Board at their December meeting. At this time, GoA indicated an interest in championing the issue. At their March meeting the Board discuss next steps and asked the Secretariat to put together a small working group to further scope the issue and to create a Project Charter for the Board's consideration in September.

### **3. Review RFP Responses**

The task group reviewed the six responses received to the RFP for a consultant to conduct an inventory and analysis of odour assessment tools/practices and their applicability to the Alberta context. Each proposal was evaluated against a set of criteria, developed by the task group, which focused on project management and odour assessment experience, the content of the proposal and the consultant's understanding of the work, schedule, and budget.

Using the criteria as a guide, the task group discussed how each proposal met/did not meet the needs of the RFP and the group. In general the task group considered that all proposals met the RFP requirements and it was therefore a matter of assessing the relative strengths of each proposal using the established evaluation criteria. The joint proposal from Millennium EMS Solutions Ltd. and Environmental Odour Consulting (hereafter referred to as 'the consultant') was selected as the successful candidate to complete the work, because:

- They have extensive experience in the field of odour - including assessment, testing & evaluation, and modelling - in a variety of arenas including industrial, wastewater treatment, rendering plants, landfill/compost sites, chemical plants, oil & gas, forestry, fugitive emissions, mining.
- They have strong experience working in the Alberta context.
- They have a strong background in project management.
- They have a reputation for being easy to work and liaise with, and meeting project deliverables.
- They have allocated qualified senior staff to do the work.
- Their schedule was well laid out and realistic.
- Their proposal was well-written, clear and organized.
- The budget they have proposed offers excellent value for money

The task group discussed modifications that need to be made to the consultant's proposal, which are outlined in Appendix 1.

### **4. Workplan: Timelines and Budget**

The task group was able to update budget and timelines based on the proposal selected.

## 5. Next Steps

In accordance with the protocol outlined at OMT meeting #4, the task group will provide the Odour Management Team with one week to provide comment on the successful candidate.

***Action Item 3.1: Celeste will email the OMT with the successful candidate and provide one week for the OMT to comment on the selection.***

***Action Item 3.2: Once the OMT has had the opportunity to comment on the successful candidate, Celeste will notify the consultant and share with them the task group's modifications to the proposal.***

The task group will then arrange a meeting with the consultant to kick-off the work, finalize the table of contents, and to discuss the task group's expectations about the deliverable.

The task group will meet with the consultants face-to-face on two other occasions: one full day meeting to discuss the draft report and the format for the key and one two hour session where the consultant will present their report to the OMT. Both these meetings will be assumed for budgeting purposes to take place in Edmonton (the consultant is based out of Calgary). The consultant will be asked to account for this travel in their budget.

The task group discussed how they will liaise with the consultant to ensure that a quality product is delivered. The consultant will provide monthly progress reports to the task group via Celeste. The task group would like to see some of the tool sheets as they are developed to ensure they are on the right track. They would also like to review sections of the report as they become available to ensure they are on the right track. This may need to be accounted for in the budget. The first draft of the report will need to be sent around to the OMT as well as members' stakeholder groups. Additional time for this may need to be incorporated into the schedule. Task group members will be responsible for alerting their membership that they will be asked to review a draft and making sure that they make time in their schedule. This will help to prevent delays in the report schedule.

## 6. Meeting Wrap-up

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

Next meeting:

- Meeting #4 will take place in Calgary in early April from 11am-3pm. Members will have the option to attend in person or by teleconference.

***Action Item 3.3: Celeste will poll for dates for a kick-off meeting with the consultant for early April 2014.***

***Action Item 3.4: AER and Shell will determine who will host meeting #4 (kick-off with the consultant).***

Objective for next meeting:

- See item 5 – Next Steps.

Gerald provided an update on the Alberta Energy Regulator's (AER) draft Hydrocarbon Odour Management Protocol. The protocol was designed as a guideline and tool to assist inspection staff at the AER in investigating and addressing public concerns with hydrocarbon odours at existing producing facilities and in reducing emissions of hydrocarbons to reasonable levels. This policy is meant to address current concerns around hydrocarbon odours in Alberta in the short-term. The AER plans to incorporate

the outcomes from the OMT as part of their long-term policy approach to managing and addressing odours.

The meeting adjourned at 3:15pm.

### **Appendix 1: MEMS/EOC - Changes to Proposal**

Changes to Table of Contents (pg. 1-2 of existing proposal)

- The following sections should be very brief and be discussed in the context of odour assessment:
  - o 2.1 What is Odour?
  - o 2.2 Properties of Odour
- Remove: 2.3 Odour Management & Legislation
- Section 3.2 Purpose of Odour Assessment: High level understand odour issues, help to manage, support legislation, help to understand potential health effects, when an odour assessment may be required.
- Section 3.4 Type of Odour Sources: Point, line, area, volume, **single vs. multi-source**
- Section 3.5 Facility Type – example: existing, new, expansion, **changes to operating procedures**
- Section 4.3.4 Canister Sampling: Should be intermittent/integrated monitoring, includes canisters, bags, sorbent tubes, etc.
- Section 4.3.5 – ensure that LIDAR/DIAL/FTIR considers fugitive emissions (include flare camera as well). Liked discussion on pg. 7, referenced on 3.2.1.5.
- Section 4.3.6 Passive Sampling should be Passive Monitoring.
- **Section 4.4 – Source characterization may need to be renamed – “other considerations that affect odour”**
- **Section 4.4.2? Topography link to odour should be discussed somewhere.**
- Section 4.5.1 – FIDOL – not clear if this is a sensory tool. Rename Sensory (Empirical, Non-analytical, please suggest another title) or find another place for FIDOL (e.g., exposure characterization)? Odour descriptor wheel – also need a discussion on how odour description can change with concentration. ***Task group is struggling with how to characterize Section 4.5 “Sensory” tools – let’s discuss at kickoff.***
- Suggest that “Odour Index” be considered as a tool under Section 4.5.
- Section 4.6.4: Use of Odour Thresholds, **Discussion of Odour Baseline.**
- Section 5 Odour Assessment Tools & Practices “Key”: Like the sample flow charts but would be tailored to Assessment. Will work with them to develop the key(s).

Page 4: Need to clarify to MEMS/EOC that this document is NOT the Good Practice Guide.

Page 4: “Follow up, companion study expected” – beyond scope of the current contract, will be done by the OMT.

Page 5, Section 3.1: Focus needs to be on tools applicable to the **Alberta context**.

Page 5, Section 3.2.1.1, odour management around the world: Document is focused on odour **assessment**, we are not interested in a jurisdictional review. Please revise scope accordingly.

Page 6, Section 3.2.1.2, Odour Complaints: Context piece only, will help to guide odour assessment tools. OATG is not requesting “most common approaches on how to handle complaints and validate,

suggested reading list” – please remove from scope. Also discussed on pg. 10, Section 3.2.1.8, please remove complaints discussion.

Page 6, Section 3.2.1.3, Odour Assessment: Would like a discussion on Odour Baseline.

**Page 7:** “List of sources” – We don’t want to list sources necessarily, we want to make sure the odour assessment guide is applicable to the type of all odour source categories that CASA provides. It might be helpful to have some examples of source types given. **Key points: Want to make sure the guide is applicable to all sectors/source types, but also not biased to a single sector/source type.**

Page 7, Section 3.2.1.5, item 1, discussion of “inside facilities”. Do you mean OH&S assessment? If so, beyond scope.

**Page 8:**

Section 3.2.1.5:

- Item 4: Inventory of materials & odour sources – not clear what this is. Please clarify?
- Remove discussion on health (link between health & odour issues)
- Like the table in Appendix E as a sample.
- Discuss what the “comprehensive list of compounds” might include/look like, and level of effort involved in preparing.

Page 9:

- Focus list to models sanctioned by AESRD model guideline. Potential for a brief discussion if there is a model existing that is not sanctioned by AESRD but that is superior for odour. Want brevity in the model section, limited technical details.
- Note: Trajectory models mentioned on pg. 10 but not on pg. 9. Same as Gaussian?
- Necessary to have a section on shorter time-steps and which models have that capability.

Page 14: Remove section on Odour Management.

**Work Plan:**

Section 3.2.2.4 Draft Report: Second meeting & **discuss the key (add)**.

Task 2: Cut down time to develop table of contents and transfer time to review of draft report.

Additional time for review of Draft Report – build into schedule for OMT and stakeholder review. See above.

Potential for sections to be previewed as sections become available? Potential for additional budget required in extra review time.

Page 18: Clarify that there are 3 meetings face-to-face: Develop TOC, Task 3d draft report, Task 5b final report. No budget shown for travel to Edmonton.

- Kickoff: First meeting in Calgary – plan for 4 hours, 11-3 with a working lunch, Celeste will circulate a doodle poll.
- Discussion of first draft & key – in Edmonton. Please budget for Edmonton travel, full day. Please break out additional costs for travel.
- Final draft presentation – in Edmonton. Please budget for Edmonton travel, ~2 hours attendance at OMT meeting. Please break out additional costs for travel.

Task 3a: Too much time allocated for Task 3a (Introduction) – 44 hours is too much. Please reduce.

Task 3c: Concerned that too much time may be spent on dispersion modelling description (42 hours).

Need discussion on interpretation of model output in this section, or front-end work to do up-front conversion into odour units.