

Minutes



Odour Assessment Task Group, Meeting #4

Date: April 8, 2014
Time: 11am – 3pm
Place: Shell, 400 4 Avenue SW, Calgary, Alberta

In attendance:

Name	Stakeholder group
Atta Atia	Alberta Agriculture and Rural Development
Anna Bokowa (until 2:15)	Environmental Odour Consulting
Phyllis Chui (by phone)	Alberta Environment and Sustainable Resource Development
Ike Edeogu	Alberta Agriculture and Rural Development
Gerald Palanca	Alberta Energy Regulator
Randy Rudolph (until 2:15)	Millennium EMS Solutions Ltd.
Tracy Smith	CAPP (Shell)
David Spink	Prairie Acid Rain Coalition
Piotr Staniaszek (until 2:15)	Millennium EMS Solutions Ltd.
Abena Twumasi-Smith (by phone starting at 11:30)	Wood Buffalo Environmental Association
Celeste Dempster	CASA

Action Items:

Action Items	Who	Due
4.1: The task group will discuss how to pilot the key with government and industry stakeholders.	All	As time allows
4.2: Celeste will work with the Consultants to revise timelines and budget based on the updates from meeting #4 and finalize contract.	Celeste	ASAP
4.3: Celeste will poll for dates for meeting #5 once a draft of sections 1, 2, and 3 are available.	Celeste	When timelines are confirmed

1. Administrative Items

David chaired the meeting which began at 11:00am. Participants introduced themselves and were welcomed to the meeting. Quorum was achieved.

The agenda and meeting objectives were approved.

2. Review Table of Contents

The task group and the Consultants reviewed the updated table of contents for the report with adjustments and discussion as follows:

- General report thoughts:
 - The report should be able to stand alone. It should be focused on odour assessment. It will later need to be incorporated as a component of the Good Practice Guide

- The audience for the Good Practice Guide is mainly government and industry, but should also be easily understood by members of the public. It should be written in language that is plain and easy to understand.
- Responding to odour complaints is being addressed by another task group (the Complaints Task Group) and should be discussed in this report only as it relates to their use as an assessment tool.
- Section 2.0:
 - This section should be focused and concise – approximately 5-10 pages. It should set the context for odour assessment and focus on concepts and how they relate to odour assessment.
 - Section 2.3: This section should be descriptive rather than focusing on specific thresholds for specific chemicals. It should discuss the uncertainties associated with odour thresholds.
 - Section 2.4: This section will include a description that odours can be made up of many compounds and this complexity may affect the odour assessment tool that is applied.
 - Section 2.5: The section heading will be changed from “Description of FIDOL” to “FIDOL” and will be moved from section 2 to section 3.6 where it will replace “Nature of the Odour Issue”. It will provide a general overview of FIDOL and how it can be measured.
 - Section 2.6: Now section 2.5, “Characteristics of Odour Episodes”, will identify and describe relevant characteristics, such as an upset condition, in terms of odour assessment.
- Section 3.0:
 - This section should be focused and concise – approximately 10-20 pages.
 - Section 3.3: This section will include comments about scale of assessment. Ex. a cluster of point sources may require different assessment tools/approaches than a single point source.
 - Section 3.4: This section will focus on odour sources in non-sector specific terms (initially the task group was thinking of point, line, area, volume, etc. with examples to illustrate each term). These examples can be drawn from the list developed by the Odour Management Team which has been shared with Consultants. The examples chosen should reflect the range of sources in Alberta. The report will be non-industry specific to avoid biasing the report to any particular sector. The Consultants should categorize sources in a logical manner and the task group will provide feedback when this section is reviewed.
- Section 4:
 - This section should consist mainly of tool templates. It is the toolkit portion of the report. The tool templates should highlight the strengths and limitations of each tool. The task group would like the range of tools to be at least identified, but Consultants should focus on the tools that are the most robust and relevant in an Alberta context. The task group may need to make determinations at a later date about whether certain tools will be included in the report if they are deemed less relevant. It should be noted that the Odour Management Team is interested in understanding both when tools should and should not be used.
 - Section 4.1: This section heading will be changed from “Pre-dilution techniques” to “Source Sampling and Measurement”.
 - Section 4.4: This section, “Other Factors Affecting Odours”, will be moved to Section 3
 - Section 4.5.5: Nasal Ranger may be a trademarked name. This section will be changed to “Field Olfactometry” and will be part of Section 4.5.4 “Olfactometry”. Lab olfactometry should also be taken into consideration.
 - Add new section: Section 4.5.6 “Community Odour Assessment”

- Section 4.6: This section heading will be changed from “Dispersion Modeling” to “Dispersion Modeling for Odour and Odourous Compounds”. This section should focus on types of models (grid, puff, Gaussian), characterize them in terms of application for odour dispersion modelling and provide examples (ex. , CMAQ, AERMOD, CALPUFF). It should focus on strengths and limitations of each type of model. Examples could consider models from other jurisdictions if they are felt to be relevant. Additional references to specific models could be provided in the template or in an appendix.
- Section 4.6.5: This section will be changed from “Discussion of Odour Baseline” to “Odour Baseline” and moved to section 3.
- Section 4.6.6: New section 4.6.5, “Accuracy and Uncertainty” should focus on the accuracy and uncertainty of the modeling. Accuracy and uncertainty of a tool will be a specific box in the Odour Assessment Tool template (see below).
- Section 4.7 (Trend Analysis): This section should describe how other aspects of odour management (such as the NRCB complaints database) can be linked to odour assessment (such as graphing the number of complaints per year from the NRCB database).
- Section 5: The task group will review the format for the key at their next face-to-face meeting once earlier sections of the report are complete. The task group discussed that a flow chart will likely be an appropriate format.
- Tool Template: pg2 – Update to read “Limitations and uncertainty of tool use in the context of odour assessment”.
- Other discussions:
 - Confirmed that the report will discuss modelling approaches – e.g., modelling odour units vs. modelling individual compounds and comparing to odour thresholds.
 - Confirmed that discussion of “inside fenceline” in proposal is not going to include OH&S and inside fenceline odour discussions. It is to be a discussion related to source or near source monitoring.

3. Workplan: Timelines and Budget

The task group updated the timelines and budget for the proposed work as follows:

- Task 3d/3e: The meeting with the Consultants to review the draft report and determine the format for they key will take place in Calgary rather than Edmonton and the task group would like Anna to attend in person.
- Task 5b: With respect to the presentation of the report to the Odour Management Team, the task group would like one person to present on behalf of Millennium EMS Solutions Ltd/Environmental Odour Consulting. The budget should assume that this meeting will occur in Edmonton but the task group will try and plan for the meeting to coincide with the Team’s next Calgary meeting, likely July/August. At this time the report will not be finalized, but the earlier presentation date will offer the opportunity to incorporate any feedback from the Team into the final version of the report.
- The schedule will need to include time for the key to be piloted with government and industry stakeholders.

Action Item 4.1: The task group will discuss how to pilot the key with government and industry stakeholders.

The task group would like these changes to be reflected in the proposal so that they can use this as a tool to communicate with their stakeholders.

Action Item 4.2: Celeste will work with the Consultants to revise timelines and budget based on the updates from meeting #4 and finalize contract..

4. Communications

Participants discussed communications between the task group and the Consultants as follows:

- Questions from the Consultants should be directed to Celeste who will coordinate a response from the task group.
- The Consultants will provide monthly 1-page progress reports.
- The Consultants will provide sections of the report as they become available. The task group will review and provide feedback.
- As outlined in item 3, there are two upcoming meetings which Consultants will attend. Celeste will poll for dates at the appropriate time.

5. Next Steps

Participants discussed the following sequence of work:

- The Consultants will focus first on preparing a draft of Sections 1, 2, and 3 and providing them to the task group for review.
- The task group will then review and provide feedback on these sections.
- The Consultants will provide the task group with 2-3 completed tool templates for initial feedback from the task group before completing Section 4.

6. Task Group Business

The minutes from meeting #3 were reviewed and approved. The action items from meeting #3 were updated as follows:

Action Items	Who	Status
3.1: Celeste will email the OMT with the successful candidate and provide one week for the OMT to comment on the selection.	Celeste	Complete.
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	Complete.
3.3: Celeste will poll for dates for a kick-off meeting with the consultant for early April 2014.	Celeste	Complete.
3.4: AER and Shell will determine who will host meeting #4 (kick-off with the consultant).	Tracy, Gerald	Complete.

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

The task group discussed the importance of communication with Odour Management Team stakeholders as the report is developed. Members are encouraged to coordinate with stakeholders and to share information on the task group's progress and activities as necessary.

Next meeting:

- The task group will plan for the next meeting to be a 2 hour teleconference to review sections 1, 2, and 3 of the report once they become available.

Action Item 4.3: Celeste will poll for dates for meeting #5 once a draft of sections 1, 2, and 3 are available.

The Odour Management Team plans to provide a presentation to the CASA Board at the June meeting on team and task group activities. Celeste will coordinate with the task group co-chairs as the presentation is developed.

The meeting adjourned at 3:00pm.