



Minutes

Prevention/Mitigation Task Group, Meeting #3

Date: September 23, 2014
Time: 9am – 11am
Place: Teleconference

In attendance:

Name	Stakeholder group
Ike Edeogu	Alberta Agriculture and Rural Development
Kim Johnson	CAPP (Shell)
Gerald Palanca	Alberta Energy Regulator
David Spink	Prairie Acid Rain Coalition
Imai Welch	City of Edmonton
Mike Shaw	Pinchin Ltd.
Andrew Chan	Pinchin Ltd.
Celeste Dempster	CASA

Action Items:

Action Items	Who	Due
3.1: Celeste will provide Pinchin with task group commentary regarding alternate headers for section 2.	Celeste	ASAP.
3.2: Celeste will provide Pinchin with the wording on source types from the Odour Assessment Task Group.	Celeste	ASAP.
3.3: Celeste will provide Pinchin with task group commentary regarding odour management plans.	Celeste	ASAP.
3.4: Kim will provide Celeste (who will provide to Pinchin) information on ambient air monitoring in Alberta.	Kim, Celeste	ASAP.
3.5: Celeste will provide Pinchin with the Odour Management Team’s Project Charter.	Celeste	ASAP.
3.6: Kim will provide Celeste (who will provide to Pinchin) information on terms and conditions around EPEA.	Kim, Celeste	ASAP.
3.7: Members will provide Celeste (who will provide to Pinchin) any documents that speak to Alberta-specific prevention and mitigation practices.	All, Celeste	ASAP.
3.8: Celeste will poll for meeting #4 (2 hour teleconference) at the end of October.	Celeste	ASAP.
3.9: Celeste will poll for meeting #5 in early December.	Celeste	ASAP.

1. Administrative Items

The meeting began at 9:05am. Quorum was achieved. Participants introduced themselves and were welcomed to the meeting.

The agenda and meeting objectives were approved.

2. Review Table of Contents

Prior to today's meeting, task group members provided individual comments on the draft table of contents from Pinchin's proposal (provided in response to the task group's RFP), which were compiled and shared with Pinchin. Pinchin was asked to use this commentary to inform their understanding of and vision for the table of contents.

Using 'Live Meeting', an online tool that allows all meeting attendees to view a common computer screen, Pinchin presented their vision for each section of the table of contents. *Based on this presentation, the task group updated the table of contents as follows:*

- General Comments:
 - The report first provides general information (definitions and process), then moves to more detailed information.
 - As the draft report is being developed, the focus should be on creating a useful, user-friendly document.
 - The document shouldn't be cumbersome and should flow well. Some information may be included in appendices to improve the flow of the document.
- Section 2.3: (Source-pathway-receptor model)
 - The task group liked the idea of using a graphic and examples to help illustrate the model
- The task group noted that they would like to see more engaging/marketable (less generic) headers for the headers in section 2.
- Section 3.1 (Existing or planned source/development):
 - This section should capture the uncertainty/subtleties related to prevention in that it's not always possible to predict every possible problem. As such, prevention and mitigation are usually an iterative process.
- Section 3.2 (Source types):
 - Pinchin asked for clarification about what is meant by 'multi-source'.
 - The task group noted that it refers to situations where many source types (ex. volume, line, point) are clustered together (ex. hundreds of batteries located in the Peace River area). These could be the same source types or different source types involving multiple operators, industries and sites. It also relates to cumulative effects.
 - Prevention and mitigation would need to be approached differently in this type of situation.
 - As such section 3.3 can be incorporated into section 3.2
- Section 3.4 (Nature of odourant):
 - Much of this content is already covered in the Odour Assessment Task Group report.
 - Instead this section should focus on illustrating the relationship between the different aspects of an odourant and tool selection rather than focusing on providing definitions or explaining concepts.
- Section 3.6 (Regulatory regime):
 - The Enforcement/Role of Regulation Task Group is conducting a comprehensive review (Alberta and cross-jurisdictional) of odour-related regulation.
 - This section should not duplicate that work, but should focus on the role that regulatory requirements (such as BLIERs) play in tool selection.
- Section 5 (Summary tools and tables)
 - This section should be moved up in the table of contents right after section 2. This process will provide context for section 4 which provides detailed information on prevention and mitigation tools (see general comments – report should start with high level information and move to more specific information).

- It will provide a graphic flow chart that shows the steps that someone could work through if they were undertaking an odour abatement exercise.
- This section will focus on taking ‘information’ and translating it into ‘knowledge’.
- Each situation is unique, but this section should provide general guidance about the process one would go through to undertake a prevention/mitigation odour management program/plan.
 - It was noted that there is actually a fairly defined process.
- This is a very important component to make this a user friendly document.
- Section 4 (Categories of tools):
 - Pinchin reordered this section slightly from their original proposal based on the written commentary from the task group.
 - The order and categorization is focused on ease of understanding and reading.
 - It will provide examples without being overly industry specific.
 - General Comments:
 - Biofilters will be included.
 - The section will reference practices already being used in Alberta.
 - Will include additional references to more detailed information.
 - Will cover limitations of tools.
 - It will differentiate between prevention and mitigation tools (although there is some overlap).
- Section 4.4 (Land use planning):
 - Will focus on guidelines that can make it successful and things to avoid.
- Section 4.5 (Multi-stakeholder emitter organizations):
 - Example: airshed zones
 - Could also relate to multi-source
- Section 4.5 (fenceline monitoring):
 - Is not commonly used but can provide an advance warning system.
 - There is much ambient air monitoring (although not always specifically directed at odour) in Alberta, which should be highlighted in this section.

The task group approved the list of categories of tools as presented by Pinchin:

1. Land use planning
2. Raw materials, formulation, process & operational modifications
3. Best practices & management plan
4. Community/neighbour relations
5. Multi-stakeholder emitters organizations
6. Real-time source/fence-line monitoring
7. Improved atmospheric dispersion
8. Destruction/removal backend engineering control
9. Masking & neutralizing agents

Action Item 3.1: Celeste will provide Pinchin with task group commentary regarding alternate headers for section 2.

Action Item 3.2: Celeste will provide Pinchin with the wording on source types from the Odour Assessment Task Group.

Action Item 3.3: Celeste will provide Pinchin with task group commentary regarding odour management plans.

Action Item 3.4: Kim will provide Celeste (who will provide to Pinchin) information on ambient air monitoring in Alberta.

Action Item 3.5: Celeste will provide Pinchin with the Odour Management Team’s Project Charter.

3. Task Group Expectations

The task group had the opportunity to provide any additional comments on the work ahead:

- While the report is meant to be non-industry specific, if it is necessary to use a specific example should make sure to use a mix of different industries (rather than using the same industry for every examples).
- It is very important that the report contain frequent Alberta-specific references and content, and generally is Alberta focused.
 - For example: EPEA contains information on terms and conditions related to ambient air monitoring.
 - These references can be made generically without necessarily being industry specific.
 - For example: In Alberta, larger instillations have prescriptive ambient air monitoring programs in place that use [blank].

Action Item 3.6: Kim will provide Celeste (who will provide to Pinchin) information on terms and conditions around EPEA.

Action Item 3.7: Members will provide Celeste (who will provide to Pinchin) any documents that speak to Alberta-specific prevention and mitigation practices.

The task group agreed that Pinchin can begin work on the draft report based the table of contents presented and the updates discussed at today’s meeting.

4. Next Steps

The task group outlined the following next steps:

<i>Next Steps</i>	<i>Timeline</i>
Pinchin will update the table of contents as discussed at today’s meeting and provide an electronic copy to the task group. Pinchin will begin work on the draft report.	September 30, 2014
The task group will review the updated table of contents to ensure that today’s meeting has been accurately captured.	October 7, 2014
Pinchin will provide draft ‘flow chart’ (i.e. section 5 from the original table of contents) as well as any other draft material that is available for the task group to review and provide feedback. This is to help ensure that the draft report is on target.	Mid-October 2014
Pinchin will deliver draft report	November 12, 2014
Meeting with Pinchin to review draft report and provide feedback	TBA (early/mid December 2014)

Action Item 3.8: Celeste will poll for meeting #4 (2 hour teleconference) at the end of October.

Action Item 3.9: Celeste will poll for meeting #5 in early December.

5. Meeting Wrap-up

The task group reviewed the action items from today's meeting.

The meeting adjourned at 11:05am.