

Minutes



Health Task Group, Meeting #6

Date: Thursday, June 12, 2014

Time: 9:00 am – 3:30:00 pm

Place: CASA office, 10035 108 Street, Edmonton, Alberta

In attendance:

Name	Stakeholder group
Laurie Cheperdak	Alberta Environment and Sustainable Resource Development
Rocky Feroe	Alberta Environmental Network
Dr. Alvaro Osornio-Vargas	University of Alberta/The Lung Association
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
4.10: Cindy will see if Health Link Alberta will share their scripts relating to odour.	Cindy	Carry forward.
5.3: After tool design is complete, the task group will seek a legal opinion for how the information might be used for research.	All	Carry forward.
6.1: Since quorum was not achieved Celeste will follow-up with industry representative, Cindy Quintero, after meeting #6.	Celeste	ASAP.
6.2: Laurie will draft the 'Monitoring Challenges' section of the backgrounder.	Laurie	June 20, 2014
6.3: Members will update referencing in their section of the backgrounder using the original source rather than citing the Alberta Health literature review on odour and health.	All	June 20, 2014
6.4: Celeste will contact Scott Rollans to determine his availability to edit the backgrounder and to discuss a quote.	Celeste	ASAP
6.5: Celeste will share Scott Rollans' website with the task group.	Celeste	ASAP
6.6: Celeste will solicit feedback from the OMT with regards to writing and referencing style for the Good Practice Guide.	Celeste	June 25, 2014
6.7: Celeste will distribute the Nottingham document to the task group.	Celeste	ASAP
6.8: Brendan will draft a 1-page form based on the tool design from meeting #6.	Brendan	1 week prior to meeting #7
6.9: Celeste will poll for dates for meeting #7 for the end of July/beginning of August.	Celeste	ASAP

1. Administrative Items

Laurie chaired the meeting which began at 9:12am. Participants introduced themselves and were welcomed to the meeting. Quorum was not achieved. All decisions made at today's meeting are subject to follow-up with industry representation.

Action Item 6.1: Since quorum was not achieved Celeste will follow-up with industry representative, Cindy Quintero, after meeting #6.

The minutes from meeting #4 and #5 were reviewed and approved. The action items from meeting #4 and #5 were updated as follows:

Action Items	Who	Status
1.5: Karina will ask Alberta Health librarians to conduct a search for tools that track the health-related impacts of odour and any related publications.	Karina	Discontinue follow-up, possibly revisit at a future date.
4.1: Celeste will share the Complaints Task Group Background Report once it is complete.	Celeste	Complete.
4.2: Celeste will share the AER final report and recommendations once it is released.	Celeste	Complete.
4.3: Alvaro will locate a reference that discusses why we have a sense of smell.	Alvaro	Complete.
4.4: Celeste will share the 1995 Scientific American article by Axel about the physiology of smell.	Celeste	Complete.
4.5: Rocky will share the WHO link about odour standards.	Rocky	Complete.
4.6: Celeste will ask Bob if he will write the section on Odour Monitoring Challenges.	Celeste	Complete. Bob was not able to take on this section.
4.7: Celeste will share the reference to the RWDI report from the AER proceedings.	Celeste	Complete.
4.8: Each task group member is responsible for writing an initial draft of their assigned section of the Stream 1 Table of Contents.	All	Complete.
4.9: As task group members write their section of the backgrounder they should keep a list of potential glossary terms.	All	No longer relevant. See item 3.
4.10: Cindy will see if Health Link Alberta will share their scripts relating to odour.	Cindy	Carry forward.
5.1: Determine if the task group can access the odour diary that was used in the Peace River area.	Celeste	Complete.
5.2: Brendan will investigate the legalities under the Health Information Act to consider around collecting health information and who can legally collect and store this data.	Brendan	Complete.
5.3: After tool design is complete, the task group will seek a legal opinion for how the information might be used for research.	All	Carry forward.
5.4: Alvaro will share examples of odour diaries.	Alvaro	Complete.
5.5: Task group members should download and review the app "SYMPLE".	All	Complete.
5.6: Laurie, Opel and Brendan will investigate the logistics and costs associated with app development from past projects.	Laurie, Opel, Brendan	Complete.
5.7: Celeste will poll for dates for meeting #6 at the end of May.	Celeste	Complete.

Additional Information:

Action Item 5.2: Brendan spoke with the legal department and Health Information Act professionals and they are unable to make a determination until there is a concrete product to review. The task group will follow up once a draft of the tool is prepared (see Action Item 5.3).

Action Item 5.6: Task group members obtained estimates for app development which ranged from \$11,000 to \$30,000-50,000. In general, the task group felt that developing an app is likely too expensive at this time (see item 4).

The task group noted that, since the departure of Karina Thomas, Laurie is the sole chair of the task group. Members agreed that Laurie has done an excellent job so far and should continue as sole chair.

2. CASA Update

Celeste provided an update on the Odour Management Team and the June 5th CASA Board meeting:

- The team has been scoping work under the four remaining areas of work in the project charter: prevention/mitigation, enforcement/role of regulation, education/communication/awareness, and continuous improvement. The team has outlined three possible scenarios for these remaining areas of work, depending on what additional funding is available.
- The prevention/mitigation work will be taken on by the Odour Assessment Task Group and a new task group will be formed to undertake the Enforcement/Role of Regulation Task Group. Work under education/communication/awareness and continuous improvement will be addressed at the team level.
- The team presented this information to the CASA Board on June 5th. The Board agreed that, subject to funding being made available, Scenario #3 where consultants are used to complete the work is the best path forward.
- The team will meet next on June 25th.

Celeste also provided an update on the work of the Odour Assessment and Complaints Task Groups:
Odour Assessment Task Group:

- The task group is working with a consultant to conduct an inventory and analysis of odour assessment tools/practices and their applicability to the Alberta context. Members have reviewed some initial sections of the consultant's report and will meet with consultants on July 16th to review the full draft report.

Complaints Task Group:

- The task group prepared a background report outlining the current odour complaint landscape in Alberta and used this document to frame a discussion about strengths and gaps. The task group used this discussion to refine the categories of tools they will be developing.
- The task group will use a consultant to assist with some tool development and will scope this work at their next meeting on June 19th.

3. Discuss Initial Draft of Odour and Health Backgrounder

The task group reviewed what they hoped to achieve with the backgrounder, which was outlined at meeting #4. Overall, members felt that the backgrounder was on track to meet these criteria.

The section on 'Monitoring Challenges' is incomplete and the task group noted that:

- Specific tools will be covered in detail by the Odour Assessment Task Group, but for the purposes of completeness, this section should be included in the backgrounder.
- The section should acknowledge monitoring challenges generally and reference the Odour Assessment Task Group.

Action Item 6.2: Laurie will draft the ‘Monitoring Challenges’ section of the backgrounder.

Action Item 6.3: Members will update referencing in their section of the backgrounder using the original source rather than citing the Alberta Health literature review on odour and health.

The task group discussed next steps to complete the backgrounder:

- Celeste will update the backgrounder (including the section ‘Physiology of Smell’) upon completion of Action Items 6.2 and 6.3.
- Members will then have two weeks to review the backgrounder and record their comments in track changes. Members should focus on content-related comments rather than editorial comments (such as typos or re-writing sections) but should note general editorial comments (such as repetition or too complex).
- Celeste will compile all comments and the task group will meet to review substantive comments.
- After the content has been confirmed, the backgrounder will then be passed to writer/editor Scott Rollans.
- The backgrounder will then be shared with the OMT for feedback.

Scott will be asked to complete the following:

- Ensure writing is simple and clear (4th grade level if possible)
- Remove repetition
- Ensure a logical flow
- Ensure consistent referencing (see Action Item 6.6)
- Ensure consistent writing style (see Action Item 6.6)
- Write an introduction
- Write a 1-page executive summary
- Note any “logic gaps” in the content (i.e. areas where missing content links makes understanding difficult)
- Prepare a draft list of glossary terms
 - The task group will then review and finalize the list of glossary terms

Action Item 6.4: Celeste will contact Scott Rollans to determine his availability to edit the backgrounder and to discuss a quote.

Action Item 6.5: Celeste will share Scott Rollans’ website with the task group.

Action Item 6.6: Celeste will solicit feedback from the OMT with regards to writing and referencing style for the Good Practice Guide.

4. Design the Tool for Individuals

The task group shared their thoughts on the examples of odour diaries provided as part of the meeting materials:

- Two of the odour diary examples make no reference to health symptoms.
- The template used by some Peace River residents was generic. It did not have any information about the odour and so was missing the link between the perception of an odour and symptom reporting. Neither does it account for latent effects felt after exposure.
- The diary from Healthwise records information about symptoms. However the section ‘Is the symptom affected by the following?’ is not necessary for the task group’s purposes.
- The task group liked the app SYMPLE and its overall format and style. The user is able to add symptoms as well as factors that may be influencing symptoms. There is also the function available to create a ‘doctor report’ that can be shared with the user’s health care professional.
- The diary from Nottingham (pg. 77) is excellent and contains most of the relevant information. Questions about the source and where the smell was perceived would need to be added for the task group’s purpose.

Action Item 6.7: Celeste will distribute the Nottingham document to the task group.

The task group determined that, while an app is useful, at this point in time developing an app may be premature given potential activities around odour and health that could add to the knowledge base and not realistic within the overall team’s budget. *The task group decided, rather than develop an app, to create a simple one-page pdf style form that could be filled out online or printed off and filled in. The 1-page form could also direct the user to apps such as SYMPLE. The task group discussed that they could provide a recommendation in their final report about developing an app in the future.*

In preparation for tool design, the task group discussed the following:

- The tool must balance collecting information about the odour and symptoms. Information about the odour is required but the tool should focus on symptoms.
- The tool must focus primarily on the individual and their needs (as opposed to focused on government and academic needs).
- The tool is based on the assumption that there is an odour.
- The user may have made a cognitive link between their symptom and a particular odour source, but the odour source is not always clear.
- It would be helpful to have more information SYMPLE.
- Odour and health is an ongoing research question. The tool being developed by the task group is not an end point, and will likely need to be revised later as new research is available.
- An open symptom box allows the user to record any symptom and promotes a non-judgemental tone.
 - The task group also noted that a symptoms ‘tick boxes’ promotes consistency in reporting for research purposes and may make it faster to fill out the form. It may increase the length of the form.
- The task group decided not to include ‘anxiety’ or other psychological symptoms specifically in the form and these symptoms can be recorded in the open symptoms box.

The task group then revised the original tool design prepared at meeting #5 as follows:

- [Like preamble to the Healthwise diary of symptoms]
- Symptoms section:
 - Date, time and location experienced symptoms
 - Describe the symptom.

- Intensity of the symptom.
 - Scale from Nottingham document
 - NB: Smell and symptom scales should be the same, important to have the zero as part of the scale.
- Does the symptom come and go during the day?
- Other relevant information about your symptom.
- About the odour section:
 - Date, time and location experienced odour.
 - For how long did you notice it? (hours and minutes)
 - Describe the smell.
 - This is meant to illicit information about the smell itself ex. Rotten eggs, manure, fuel, roses
 - How strong was the smell?
 - Scale on page 77 of Nottingham document, examples available in other documents reviewed as well, Ontario also has a scale.
 - Should use 1-4 scale to avoid neutrality.
 - What do you believe the source or the cause to be?

Action Item 6.8: Brendan will draft a 1-page form based on the tool design from meeting #6.

The task group will then review the draft tool at meeting #7. The task group discussed the need to pilot test the tool. After the tool has been reviewed the task group will likely hire a designer to finalize the tool format.

5. Budget and Timeline Check-in

The task group reviewed their upcoming timelines:

Date	Task
June 20, 2014	<ul style="list-style-type: none"> – Action Item 6.2 complete – Action Item 6.3 complete – Action Item 6.8 in progress
Week of June 23, 2014	<ul style="list-style-type: none"> – Celeste sends updated backgrounder to task group for review
Week of July 7, 2014	<ul style="list-style-type: none"> – Members submit their comments on the backgrounder in track changes – Celeste compiles comments
Meeting #7 (end July/beginning August)	<ul style="list-style-type: none"> – Review comments on the backgrounder that require a group discussion – Review first draft of the tool
Post-meeting #7	<ul style="list-style-type: none"> – Send backgrounder to Scott Rollans for editing – Prepare second draft of the tool <ul style="list-style-type: none"> ○ Appropriate time for designer? – Pilot test tool
Early September	<ul style="list-style-type: none"> ● Obtain feedback from the Odour Management Team
Fall	<ul style="list-style-type: none"> ● Prepare final report to the team, including: <ul style="list-style-type: none"> ○ Finalize backgrounder ○ Finalize tool ○ Prepare advice regarding a distribution plan ○ Prepare advice for future work

The task group reviewed their budget as follows:

- Funds will be required to have Scott edit the backgrounder. The task group estimated 10-15 hours of work and budgeted roughly \$1000.
- The task group noted that funds will also be required to hire a designer to finalize the tool.
- Funds may also be required to pilot test the tool. This should be coordinated with the other task groups. The Odour Management Team will be discussing this issue at their meeting on June 25th.
- Since the tool will be a 1-page form rather than an app, this significantly reduces the task group's overall budget needs.

The task group revised their budget from \$40,000 to \$10,000. These funds can be reallocated to new task group work under prevention/mitigation and enforcement/role of regulation.

6. Meeting Wrap-up

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

The objectives for the next meeting are:

- Review comments on the backgrounder that require a group discussion.
- Review the first draft of the tool.

Action Item 6.9: Celeste will poll for dates for meeting #7 for the end of July/beginning of August.

The meeting adjourned at 2:30pm.