Call to Order
Chair called meeting to order at 10:06 AM EDT. He announced that the meeting was being recorded for the purpose of preparing minutes.

1. Roll Call and Disclosure of Affiliation
   Affiliation FAQs: http://standards.ieee.org/faqs/affiliation.html
   The Chair announced that participants can sign-in at this link: https://docs.google.com/spreadsheets/d/1x3Le7jd_5h3bgiNcYMZIfjibzE2XeD0U8Daom0008Ks/edit#gid=0.
   The Chair asked the Secretary to check for a quorum. The List of Participants is shown in Attachment A. A quorum was achieved (10 of the 16 voting members were present).

2. Approval of Agenda
   The Chair asked for approval of the agenda. Troy Nagle made the motion; Susan Schiffman seconded. Without objection to unanimous consent, the motion was adopted.

3. Approval of Previous Meeting Minutes
   Minutes for WG#23 were considered. The Chair displayed the circulated minutes and described some recent edits. Susan Schiffman moved for approval of the amended minutes; Fengchun Tian seconded. Without objection to unanimous consent, the motion was approved.

4. IEEE-SA Patent & Copyright Policies
   a. Call for Patents
      Per standard IEEE SA WG meeting practice, the Chair displayed the required policy regarding potentially essential patents. No one raised concerns for consideration.
      Per standard IEEE-SA WG meeting practice, the Chair displayed the required policy regarding copyrights. There were no questions or concerns.

5. Discussion on scoring system for Level 2
   The Chair displayed the scoring systems for Level 2 in the latest version of the standard (version 17.8). A new definition has been added for a Measurement Period Set (MPS).
   A measurement is the process of exposing the EUT to a specific chemical at a specific temperature setting and specific humidity setting (pressure is assumed to be constant).
   During a measurement period (MP), the three chemicals are measured by the EUT in a specified order. During the tests, the EUT is exposed to three successive MPs, each with a different order of exposure. These three MPs form an MPS.
Level 2 testing can be described in four sublevels. A **Day Complete Set** combines the measurements in LVL2-2 and LVL2-3. The sublevel tests are specified here:

**LVL2-1**: Standard temperature and standard humidity settings (1 MPS).
**LVL2-2**: Three different temperature settings, all at standard humidity (3 MPSs).
**LVL2-3**: Three different humidity settings, all at standard temperature (3 MPSs).
**LVL2-4**: Three Day Complete Sets, 3 days over a 5-day period (18 MPSs).

To pass a MPS, the EUT must correctly identify 8 of the 9 measurements. To pass LVL2-1, the EUT must pass 1 MPS. For LVL2-2 and LVL2-3, the EUT should pass all 3 MPSs. For LVL2-4, the EUT must pass 17 of the 18 MPSs. Note that the MPS data for LVL2-1 can also be used in LVL2-2 and LVL2-3.

The Chair reminded the WG that certification of the standard can be for specific sublevels of achievement. For example, certification of the EUT can be for LVL2-1, LVL2-2, LVL2-3, LVL2-2&3, or LVL2-4.

6. **Discussion on testing of the standard**

The Chair then continued the Methods Testing Protocols discussion from our last session. Currently we have seven Methods. A brief description of each method is under development. The following primary and secondary assignments were made at our last WG meeting:

- Method 1: Syringe autosampler – JAC/Sandrine
- Method 2: Positive pressure gas flow – JAC/Saverio
- Method 3: Sample bags with negative pressure – Fengchun/Carlos
- Method 4: Sample bags with barrel – Krishna/JAC
- Method 5: Headspace collection – Saverio/JAC
- Method 6: Permeation tubes – JAC/Troy
- Method 7: Point source – Susan/Krishna

Each method description should have the following sections: Context of Method, Overview of Method, Sample Collection, Temperature Control, Humidity Control, and Preconcentration. To date, drafts are underway for all seven Methods. The difference between Methods 3 and 4 needs more clarification.

7. **New Business/Activities for the Next Meeting**

There was no New Business. More discussion of the Method descriptions will be undertaken at our next meeting. The Chair announced that the next meeting (WG#25) will take place on Tuesday, July 11, at 10:00 AM EDT.

8. **Adjourn**

The hour having passed and without objection to unanimous consent, the Chair adjourned the meeting at 11:00 AM.
# Attachment A: Participants (13)

<table>
<thead>
<tr>
<th>NAME</th>
<th>AFFILIATION</th>
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<tbody>
<tr>
<td>Carlos Diaz</td>
<td>Ambiente et Odora</td>
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<tr>
<td>Christopher Jenson</td>
<td>Self</td>
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<tr>
<td>Ciril Reiner-Rozman</td>
<td>Chirozan Φ Consulting</td>
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<td>Ehsan Danesh</td>
<td>Adsentec Ltd</td>
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<td>Fengchun Tian</td>
<td>Chongqing University</td>
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<td>James Covington</td>
<td>University of Warwick</td>
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<td>Krishna Persaud</td>
<td>University of Manchester</td>
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<td>Palash Kaushik</td>
<td>NOZE, Canada</td>
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<td>Patrik Aspermair</td>
<td>NOSI, Austria</td>
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<td>Sandrine Isz</td>
<td>Alpha-MOS</td>
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<td>Saverio De Vito</td>
<td>ENEA</td>
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<td>Susan Schiffman</td>
<td>North Carolina State University</td>
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<tr>
<td>Troy Nagle</td>
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