

MINUTES
Meeting of the
ACCA-EI Standards Task Team
Thursday, 10 March 2016
Charlotte, NC

Pursuant to a notice sent to the members and advisors of the ACCA-EI Standards Task Team, a meeting was held on Thursday, 10 March 2016, in Charlotte, NC.

STT members present were:

1. Phil Forner Allendale Heating Co., Inc.
2. Dave Galbreath Seaman’s Mechanical
3. Tom Jackson Jackson Systems
4. Warren Lupson Lupson & Associates LLC
5. Joe Pacella Ferris State University
6. Matt Todd Entek Corporation
7. Luis Escobar ACCA

STT members not present were:

1. Pat Murphy TRUE Manufacturing
2. Tim Offord Alabama Power
3. Brent Ursenbach Salt Lake County

Also present were:

1. Glenn Hourahan ACCA
2. Wes Davis ACCA

1. CALL TO ORDER

The meeting was called to order at 5:00 p.m. by STT Chair Phil Forner. He welcomed the participants and guests, and thanked them for attending the meeting.

The assembled attendees introduced themselves. A roll call established that there was a quorum.

Mr. Forner reviewed the STT’s scope:

The development of standards that support the indoor environment and energy community. ACCA standards shall promote comfortable, safe, and energy efficient buildings by addressing the proper design, installation, operation, maintenance, and repair of heating, ventilating, air conditioning, and refrigeration (HVACR) systems. Recognizing that building components and systems function interactively, such standards may focus on optimizing the whole building as a system. ACCA standards may include requirements for safety, health and well-being, design, installation, maintenance, repair and may promote optimum comfort, safe and efficient operation of buildings, and may address performance or operation or qualification of personnel.

Mr. Forner noted that ACCA’s anti-trust policy was previously distributed and advised that the meeting would be held in accordance with the prescribed requirements.

The agenda was reviewed and approved as written.

2. APPROVE MINUTES OF THE LAST MEETING

The STT members unanimously

VOTED: TO APPROVE THE MINUTES FROM THE 16 MARCH 2015 MEETING AS WRITTEN.
[Motion: Mr. Lupson / Second: Mr. Jackson]

3. REVIEW OF 2015 – 2016 SIGNIFICANT STANDARDS ACTIONS

Mr. Forner noted that the Significant Standards Actions table from the past year was included in the meeting agenda, and reminded the members and guests that these are updated and posted on the Standards webpage (www.acca.org/ansi). Mr. Escobar noted that there were two new significant actions since the agenda was sent out. They are shown in the table in red-line:

ACCA-EI Standards Task Team (STT)		
2015-2016 Significant Standards Actions		
ACTION DATE	STANDARD	ACTION
20 March 2015	BSR/ACCA 16 Manual E-201x	ANSI Announces PIN
27 April 2015	BSR/ACCA 5 QI-201x	STT Approves revisions for 2nd ANSI Public Review
1 May 2015	BSR/ACCA 5 QI-201x	ANSI Announces 30 Day 2nd Public Review
1 May 2015	BSR/ACCA 2 Manual J-201x	ANSI Announces PIN for Revision
1 May 2015	BSR/ACCA 10 Manual SPS-201x	ANSI Announces PIN for Revision
15 May 2015	BSR/ACCA 14 QMref-201x	ANSI Announces 2nd Public Review
21 May 2015	BSR/ACCA 6 QR-201x	STT Approves revised standard for 45 day ANSI Public Review
22 May 2015	BSR/ACCA 6 QR-201x	ANSI Announces 45-day Public Review
26 June 2015	ANSI/ACCA 5 QI-2015	ANSI Announces Final Action Approval
17 July 2015	ANSI/ACCA 6 QR-2015	ANSI Announces Final Action Approval
29 July 2015	BSR/ACCA 2 Manual J-201x	STT Approves revised standard for 45 day ANSI Public Review
24 August 2015	BSR/ACCA 14 QMref-201x	STT Approves 3rd Public Review
4 September 2015	BSR/ACCA 14 QMref-201x	ANSI Announces 30-day Public Review
16 October 2015	ANSI/ACCA 14 QMref-2015	ANSI Announced Final Action Approval
16 October 2015	BSR/ACCA 2 Manual J-201x	ANSI Announce 45-day Public Review
22 January 2016	BSR/ACCA 9 QIvp-201x	STT Approves 1 st Public Review
22 January 2016	BSR/ACCA 9 QIvp-201x	ANSI Announces 45-day Public Review
12 February 2016	ANSI/ACCA 2 Manual J-2016	ANSI Announces Final Action Approval
4 March 2016	BSR/ACCA 1 Manual D-201x	ANSI Announces PIN for Revision

ACTION ITEM:

- 1) Mr. Escobar to post the updated 2015 – 2016 Significant Standards Action table on the ACCA Standards webpage.

ACTION

Escobar

4. STG / STANDARDS STATUS

Mr. Escobar informed the members of the current status of ACCA's standards:

- **ANSI/ACCA 1 Manual D – 2014:** Despite having undergone a five-year ANSI revision less than two years ago, Manual D is being revised to include a code-intended, normative section at the beginning. This is being undertaken in order to avoid having Manual D removed as a code-referenced standard in the IAPMO and ICC codes. Staff is currently working on a draft.

- **BSR/ACCA 9 QIvp Standard – 201x:** The 45-day ANSI Public Review closed on 7 March 2016. A total of 12 comments were received from three separate commenters. ACCA staff is interacting with the commenters to resolve their issues.
- **BSR/ACCA 10 Manual SPS – 201x:** The revision of this standard is on hold at the moment due to surplus inventory of printed copies. Former committee members were asked to identify suggested revisions to the current standard; no substantive revisions were identified. Mr. Forner suggested that ACCA explore advertising Manual SPS with other groups, such as the Association of Pool and Spa Professionals (APSP).
- **ANSI/ACCA 11 Manual Zr – 2011:** ACCA plans to commence the revision of this standard at the end of 2016.
- **ANSI/ACCA/ASHRAE 180 – 2012:** The revision committee continues to meet in conjunction with the ASHRAE summer and winter meetings. It is not yet known when the revision draft will be ready for public review.
- **BSR/ACCA/ASHRAE 211P – 201x:** The standard draft was released for Advisory Public Review from 20 November 2015 – 4 January 2016. The committee is now addressing the comments received during same. ACCA still contends that the standard has overreached by stating which professionals can actually implement the standard (“Qualified Energy Auditors”), as the current definitions excludes contractors and licensed Professional Engineers. A committee task group will hold monthly tel-conferences prior to the 2016 summer meeting to discuss this topic.
- **BSR/ACCA/BPI QEE – 201x:** The QEE Standard development committee had issues with the scope of the standard; specifically, whether or not the methodology would include demand. A conference call will be held on 25 March 2016 to resume work on a draft. It was noted that the standard is not central to either ACCA or BPI, therefore there isn’t a deadline to have a completed standard.
- **ACCA Manual T:** A PIN was submitted to ANSI in 2007 notifying them of ACCA’s intent to revise the manual and take it through the ANSI process to become an American National Standard. To date, ACCA has not been able to find a technical expert that can lead the revision. STT members discussed possible candidates to spearhead this initiative; Mr. Pacella said he may be able to identify a candidate. The first step in evaluating a potential candidate is to have them develop an outline of the revised manual, as they envision it.
- **BSR/ACCA 15 OBD – 201x:** The AHRI committee charged with developing the initial list of error codes last met on 7 March 2016 to discuss the error codes list. Once they’ve finalized same, they will forward it to ACCA to develop the actual standard. In November 2015, ACCA Chairman Phil London appointed an ad-hoc committee on HVACR Error Codes that will work with AHRI’s initial list.
- **BSR/ACCA 16 Manual E – 201x:** The original draft of Manual E was not a design manual, so ACCA staff sent the draft back to Mr. Rutkowski to revise it. Mr. Forner asked Mr. Escobar to send him a copy of the revised Manual E overview.

ACTION ITEM:

- 1) Mr. Escobar to forward ACCA’s Manual T materials to Mr. Pacella.
- 2) Mr. Pacella to identify a candidate to lead the revision of Manual T.
- 3) Mr. Escobar to send Mr. Forner the revised Manual E overview.

ACTION
Escobar Pacella

5. OTHER ISSUES / NEW BUSINESS

Mr. Todd asked the members if there is any value in developing an ACCA standard on retro-commissioning (RCx). He noted that ASHRAE has documents addressing HVAC commissioning (Standard 202 – 2013, *Commissioning Process for Buildings and Systems*; Guideline 0 – 2013, *The Commissioning Process*; Guideline 1.1 – 2007, *HVACR Technical Requirements for the Commissioning Process*; Guideline 1.5 – 2012, *The Commissioning Process For Smoke Control Systems*), but none of them specifically addresses RCx. Mr. Escobar noted that ASHRAE has

published Guideline 0.2 – 2015, *The Commissioning Process for Existing Systems and Assemblies*, and is developing Guideline 1.2P, *Technical Requirements for the Commissioning Process for Existing HVVACR Systems and Assemblies*; however no one on the STT is familiar with the content of either of the guidelines, and whether or not they address RCx. Mr. Todd and Mr. Galbreath volunteered to investigate the Guidelines 0.2 and 1.2, and if there would be value in ACCA developing a standard that specifically covers RCx.

ACTION ITEM:

- 1) Messrs. Todd and Galbreath to review the ASHRAE guidelines and make a recommendation to the STT on whether ACCA should develop a separate standard that covers RCx.

ACTION

Escobar
Todd
Galbreath

6. RECAP ON ACTION ITEMS

See ACTION BOXES for identified action items.

7. MEMBERSHIP CHANGES

Mr. Forner advised that all STT members had expressed interest in continuing on as members if so reappointed. He added that Mr. Todd indicated that he wished to roll off as the STT Vice Chair. Mr. Galbreath volunteered to serve as the new STT Vice Chair. Mr. Forner asked those present if there were any suggestions for additional members for the next year. The attendees identified a possible candidate in Mr. Dan Welkin from Precision Comfort in Indianapolis, IN.

Mr. Escobar advised that it is anticipated that those STT members who expressed interest to continue will so be included on the 2016 – 2017 Standards Task Team. He also advised that Mr. Lupson would change interest category from Association to General. Note: all changes to the STT roster depend on final appointment by ACCA-EI Chairman Don Langston, per §2.5 of the Operating Procedures for Standards Development of the ACCA Educational Institute.

ACTION ITEM:

- 1) Mr. Escobar to contact Mr. Welkin to inquire if he would like to serve on the STT.

ACTION

Escobar

8. NEXT MEETING

The next STT meeting will take place in March 2017 in conjunction with 2017 IE3 Show.

9. ADJOURNMENT

The meeting adjourned at 6:00 p.m.

Phil Forner
STT Chair

Luis Romeo Escobar
STT Secretary