

MINUTES
Meeting of the
ACCA-EI Standards Task Team
Tuesday, 5 March 2019
San Antonio, TX

Pursuant to a notice sent to the members and advisors of the ACCA-EI Standards Task Team, a meeting was held on Tuesday, 5 March 2019 at the San Antonio Convention Center in San Antonio, Texas

Members present were:

1. Phil Forner (Chair) Allendale Heating Co., Inc.
2. Dave Galbreath (Vice Chair).....Seaman’s Mechanical
3. Tom Jackson.....Jackson Systems
4. Joe PacellaFerris State University
5. Raymond Granderson.....Johnson Controls, Inc.
6. Danny Halel (Non-Voting)..... ACCA Committee Secretary

STT members not present were:

1. Matt Todd Entek Corporation
2. Tim Offord..... Alabama Power
3. Brent Ursenbach Salt Lake County
4. Warren Lupson Lupson & Associates LLC.

Also present was:

1. Mick Schwedler..... Trane/ASHRAE BOD
2. Glenn C. Hourahan.....ACCA

1. CALL TO ORDER

The meeting was called to order at 11:42 a.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 not quorum at the start of the meeting. Mr. Pacella joined the meeting at 11:55 a.m.

Mr. Halel advised that the ACCA EI Board of Directors previously approved the STT Scope as follows:
The scope of the Standards Task Team, of The Air Conditioning Contractors of America Educational Institute (ACCA-EI) shall be the development of standards that support the indoor environment, commercial refrigeration applications, and energy efficiency. ACCA standards shall promote comfortable, safe, and energy efficient buildings and refrigeration applications by addressing the proper design, installation, operation, maintenance, repair, and replacement of heating, ventilating, air conditioning, and refrigeration (HVACR) equipment. Recognizing that building components and systems function interactively, such standards may include optimizing the whole building as a system. ACCA standards may (1) include requirements for safety, health and well-being, design, installation, maintenance, repair; and (2) may address optimum comfort, safe and efficient operation of buildings; and HVACR systems, and (3) 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.

Mr. Forner asked if there were any requested changes to the Agenda, no changes were proposed.

2. APPROVE MINUTES OF THE LAST MEETING

After discussion, the Committee unanimously

VOTED: TO APPROVE THE MINUTES FROM THE 18 FEBRUARY 2018 MEETING IN NATIONAL HARBOR AS WRITTEN.
[Motion/Second: Jackson/Galbreath]

3. REVIEW OF 2017 – 2018 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 periodically updated and posted on the Standards webpage (www.acca.org/ansi).

Mr. Halel reviewed the Significant Standards Actions undertaken during Calendar Year 2018; see Table below:

<i>ACCA-EI Standards Task Team (STT)</i> Significant Standards Actions Running Compilation: Calendar Year 2018		
ACTION DATE	STANDARD	ACTION
Calendar Year 2018		
28 Dec 2018	BSR/ACCA 3 Manual S – 201x	ANSI Announces PIN for revision
12 Dec 2018	BSR/ACCA 3 Manual S – 201x	STT Approves Ballot Standard Application Proposal
16 Nov 2018	BSR/ACCA 4 QM – 201x	ANSI Announces 45 day 3 rd PR (12/31/2018 close)
26 Oct 2018	BSR/ACCA 4 QM – 201x	ANSI Announces 45 day 3 rd PR (10/8/2018 close)
24 Aug 2018	BSR/ACCA 15 OBD – 201X	ANSI Announces 30 day 2 nd PR (9/23/2018 close)
24 Aug 2018	BSR/ACCA 4 QM – 201x	ANSI Announces 45 day PR (7/30/2018 close)
15 Jun 2018	BSR/ACCA 4 QM – 201x	ANSI announces PINS for revision
11 May 2018	BSR/ACCA 4 QM – 201x	STT Approves Ballot Standard Application Proposal
27 Apr 2018	BSR/ACCA 4 QM – 201x	ANSI Announces 60 day 2 nd PR (5/15/2018 close)
15 March 2018	BSR/ACCA 15 OBD – 201X	ANSI Announces 60 day 2 nd PR (5/15 close)
9 Feb 2018	BSR/ACCA 11 Manual Zr-2018	ANSI Announced Final Action Approval (no comments)
2 Feb 2018	BSR/ACCA 12 QH – 2018	ANSI Announced Final Action Approval (no comments)

4. STG / STANDARDS STATUS

Mr. Halel informed the members on the status of varied ACCA Standards:

- **BSR/ACCA 16 Manual E/LLH – 201x:** The PINS was filed with ANSI, however, it was decided to first release the low load homes document as a non-ANSI guidance manual. This manual was newly-printed and launched at the ACCA Conference. In the upcoming year, we hope to receive additional inputs and concepts (especially from the manufacturers) that could be used to further update the document. At that point, progression of the manual as an ANSI standard can be continued.
- **BSR/ACCA/ASHRAE 211P – 2018:** The ACCA and ASHRAE jointly developed standard – ANSI/ASHRAE/ACCA 211P – 2018 *Commercial Building Energy Audits* – has been completed and printed in 2018. ASHRAE took the lead on the development effort. The standard applies to

all buildings except single-family houses, multifamily structures of three stories or fewer above grade, manufactured houses (mobile homes), and manufactured houses (modular).

- **BSR/RESNET/ACCA 310 – 201x:** ACCA and RESNET are jointly developing the *Standard for Grading the Installation of HVAC Systems*; incorporating a number of ACCA 5 QI elements in the document. RESNET is taking the lead on this project and we are looking forward to an ANSI public review release in mid-2019.
- **BSR/ACCA/BPI QEE – 201x:** In mid-2015, ACCA and BPI began joint efforts on a new standard (*Protocol for Quantifying Energy Efficiency Savings in Residential Buildings*; QEE), which is intended for ANSI designation. BPI is taking the development lead. The QEE Standard is to provide a uniform method for measuring energy efficiency at the portfolio level. Likely completion late 2019.

5. ANSI AUDIT

Mr. Halel advised that ANSI is coming to ACCA Headquarters on 18 – 19 March 2019 as part of its normal 5-year auditing of ANSI Standard Development Organizations (SDOs) to review ACCA records and documentation relative to the standards that have had Standards Actions since ACCA’s last ANSI Audit held in 2013. He noted that ANSI and ACCA staffs had an “audit pre-call” with ANSI staff. During the call, we reviewed specifically what standards were going to be subjected to review as well as a review of ACCA’s Operating Procedures (see Item 6 below).

Mr. Halel advised that as part of the ANSI Audit, STT members of the STT could be contacted by the ANSI Auditor and be asked specific questions about how a particular piece of the operating procedures work. Mr. Halel advised the group that it would be most helpful if they reviewed the procedures and became familiar with them in case they were contacted.

ACTION
STT
Members

6. OPERATING PROCEDURES REVIEW

Mr. Halel advised that during the Pre-Audit, ANSI staff identified some preliminary ANSI-recommended changes to ACCA’s *Operating Procedures*. These suggested changes were to make them more succinct, as well as continue to fall in line with ANSI’s evolving requirements of its SDOs. He advised that a redline document was previously sent to all members of the STT with the recommended changes. Mr. Forner led the committee in reviewing the document in its entirety. After discussion, the STT reached unanimous

CONSENSUS: FOR ACCA STAFF TO SHARE THE REVISED DOCUMENT WITH ANSI DURING THE UPCOMING AUDIT.

ACTION
ACCA Staff

Mr. Halel advised that there likely will be more changes from ANSI on the Operating Procedures as a result of the audit activities. He estimated that in late-Summer all of the changes will be known and incorporated and that a new redlined version of the document will be shared with the STT for review and approval. At that point, the Operating Procedures will need to be sent to the ACCA-EI BOD for ratification. Once ratified, the Operating Procedures will then need to be sent for an ANSI Public Review period so that other stakeholders have an opportunity to comment on ACCA’s revised Operating Procedures. Once this review activity (with any comments incorporated as needed ... with committee action as also needed) is completed, the finalized document is to be sent to ANSI for their review; ANSI acceptance of same generally is the final step in completing the 5-year audit activities.

7. OTHER ISSUES / NEW BUSINESS

- A. Announcement of Annual Meetings: After discussion, there was committee consensus and direction to ACCA Staff to “post to the ACCA website a *Call to Meeting* for upcoming face-to-face STT meetings, once the date and place of the meeting is known.”
- B. Interactions with the U.S. Department of Energy: Mr. Forner instructed ACCA Staff to follow up with the Secretary of Energy in support of his presentation at the Annual Conference. The end goal, or request, being: “How can ACCA help and assist with the United States Energy Program”.
- C. Carbon Dioxide: Danny Halel reported that IIAR has a carbon dioxide standard out for public review. This document covers design, manufacture, install, maintenance and commissioning. Mr. Halel noted that he serves on the IIAR committee.
- D. Flammable Refrigerants: Danny Halel reported that ACCA is working on a new *Qttech*[®] offering for flammable refrigerants (ASHRAE Standard 34 designated A2, A2l, and A3 working fluids). He noted that an ACCA The Technical Bulletin covering A3 refrigerants was released in 2018.

ACTION
ACCA Staff

ACTION
ACCA Staff

8. RECAP ON ACTION ITEMS

See *Action Items* noted above and below.

9. MEMBERSHIP CHANGES

Mr. Halel advised that Matt Todd asked to roll off of the committee. Mr. Forner asked the members to nominate anyone that they thought would be interested in serving. No nominations were brought forth. ACCA Staff and Chair Forner will review potential candidates and submit to the ACCA-EI BOD for possible nomination.

ACTION
Forner,
Halel

10. NEXT MEETING

Mr. Forner noted that the next face-to-face STT meeting has not yet been scheduled and as soon as it was planned, the Committee would be advised; noting that same will likely be in conjunction with the ACCA Annual Meeting in 2020. He added that, as in prior years, the bulk of the STT Committee actions will continue to take place via email and tele-conferences.

11. ADJOURNMENT

The meeting adjourned at 12:49 p.m. Mr. Forner thanked everyone for their commitment and involvement.

Phil Forner
STT Chair

Danny Halel
STT Secretary

EXHIBIT

- A). STT Roster, Mar 2018 – Mar 2019 (revised 5 Mar 2019)

Exhibit A: Roster ACCA-EI STT
Mar 2018 – Mar 2019
ACCA-EI Standards Task Team (STT)

Interest categories key: **C** – Contractor, **A** – Association, **M** – Manufacturer, **U** – Utility, **Gov** – Government Agency, **G** - General. * Indicates EXSC Members.

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