

MINUTES
Meeting of the
ACCA Standards Task Team
Tuesday, March 25, 2025
Portia Room, Kalahari Resort, Austin, Texas
(Held in conjunction with ACCA's 2025 Annual Conference)

Pursuant to an email notice sent to the members and advisors of the ACCA Standards Task Team (STT), an open meeting was held on Tuesday, March 25, 2025, in conjunction with the 2025 ACCA Annual Conference in Orlando, Florida.

Committee members present:

1. Phil Forner (Chairman).....Allendale Heating Co., Inc.
2. Tom Jackson (Vice Chairman).....Jackson Systems LLC
3. Lenny Diaddario.....Copeland LP
4. Jolene Methvin.....Mechanical One LLC
5. Jay Peters.....Codes & Standards International
6. David Bixby.....ACCA Manager of Codes & Standards (Secretary, non-voting)

Committee members not present:

1. Warren LupsonLupson & Associates LLC
2. Joe Pacella Ferris State University

Also present were:

1. Matt Akins.....Manager of HVACR Education, ACCA
2. Wes Davis.....Director of Technical Services, ACCA
3. Christine Gibson....Vice President, Education, Product Development, and Digital Strategy, ACCA

1. CALL TO ORDER

Chairman Forner called the meeting to order at 3:48 p.m. CST. He welcomed the members and guests and thanked them for attending this meeting in person. The attendees introduced themselves. Chairman Forner also recognized the STT's newest members, Jolene Methvin and Lenny Diaddario, who had been appointed by the ACCA EI last September. He also recognized Dave Galbreath's 9 years of service on the STT.

Chairman Forner confirmed that a quorum was present with 5 out of 7 voting members present. The roster is shown in an Exhibit to the minutes. He also noted that ACCA's anti-trust policy was previously distributed and advised that the meeting would be in accordance with the prescribed requirements. Chairman Forner then outlined the meeting agenda and asked if there were any changes. Being none, the STT members in attendance accepted the agenda as distributed.

2. APPROVE MINUTES OF THE MARCH 12, 2024 MEETING

The STT unanimously

VOTED: TO APPROVE THE MINUTES FROM THE MARCH 12, 2024 MEETING
AS WRITTEN. [Motion: Mr. Jackson / Second: Mr. Peters]

3. REVIEW ANSI/ACCA STANDARDS DEVELOPMENT SCHEDULE

The STT reviewed an updated ANSI/ACCA standards development schedule and timeline. The STT accepted this item as information.

4. FINAL APPROVAL OF PROPOSED ANSI/ACCA MANUAL D

Mr. Bixby reported that the second ANSI public review of modifications to proposed ACCA Manual D, *Residential Duct Systems* – 2016, concluded on March 16, 2025, with no comments received.

In light of the above, the STT unanimously

VOTED: TO APPROVE SUBMITTAL OF PROPOSED ACCA MANUAL D FOR ANSI FINAL APPROVAL [Motion: Mr. Jackson / Second: Mr. Peters]

5. APPROVE SUBMITTING PINS FORM FOR ADDENDUM “C” TO ACCA MANUAL S

Mr. Bixby reported that proposed Addendum “c” to ANSI/ACCA Manual S - 2023, *Residential Equipment Selection*, will contain coverage to further clarify and correct the standard.

After discussion, the STT unanimously

VOTED: TO APPROVE SUBMITTING AN ANSI PROJECT INITIATION NOTIFICATION SYSTEM (PINS) FORM FOR PROPOSED ADDENDUM “C” TO ACCA MANUAL S [Motion: Mr. Peters / Second: Mr. Jackson]

6. STATUS REPORT ON CURRENT STANDARDS PROJECTS

At this time the Chair called upon Mr. Davis to provide an update on efforts to revise ACCA Manuals.

Manual J, Residential Load Calculations: A working group has been established with Mr. Glenn Friedman as chair. The group is preparing proposed changes to better clarify Normative requirements and Informative guidelines, add new definitions, and eliminate duplicative language. It is anticipated that the working group’s recommendations will be reviewed by a larger Review Committee before being balloted to the STT this June for ANSI public review.

Manual Zr, Residential Zoning: It is expected that draft changes will be developed sometime this year. Mr. Bixby noted that last year, ACCA Manual Zr was approved as a new requirement in the International Residential Code (IRC) for the 2027 edition.

Standard 5 QI, HVAC Quality Installation Specification: A revision project will include requirements to measure airflow in ductless equipment, and to add minimum documentation requirements.

The STT accepted this item as information.

7. UPDATE ON JOINT ASHRAE/ACCA STANDARDS PROJECTS

ANSI/ASHRAE/ACCA Standard 180, Inspection and Maintenance of Commercial Building HVAC Systems: Mr. Bixby reported that, on February 9, 2025, SPC 180 approved a final draft for public review and publication. ACCA voting members on the SPC are Forner (vice chair), Lupson, Graybill and Bixby. The STT accepted this item as information.

ANSI/ASHRAE/ACCA Standard 211 – 2018 (RA 2023), Commercial Building Energy Audits:

Mr. Bixby reported that the standard was reaffirmed in 2023 with the addition of an informational Annex for carbon auditing. Since then, ASHRAE has switched to an ANSI Continuous Maintenance process and formed a Standing Standards Project Committee. Mr. Bixby serves as a non-voting liaison member representing ACCA.

At this time the STT reviewed a request from ASHRAE to approve proposed Addendum “b” to Standard 211. The proposal adds three new definitions: energy audit, decarbonization assessment, and retro-commissioning.

After review of the proposed definitions, the STT unanimously

VOTED: TO APPROVE PUBLIC REVIEW OF PROPOSED ADDENDUM “B” TO ANSI/ACCA STANDARD 211 ADDING THE NEW DEFINITIONS

8. UPDATE ON ANSI/RESNET/ACCA/ICC 310 – 2025, *HVAC SYSTEM EVALUATION*

Mr. Bixby reported that last year the STT approved Standard 310 for final publication after a public review of minor changes. During public review ACCA staff had proposed the addition of requirements for equipment sizing and duct design based on ACCA Manuals S and D, respectively. RESNET responded that substantive changes would be held for inclusion into a proposed Addendum after the 2025 edition has been published. A RESNET task group will begin work on the Addendum in the 2nd quarter of this year. Mr. Bixby asked the STT for volunteers to participate on the RESNET task group. In response, Ms. Jolene Methvin volunteered to serve.

9. DISCUSSION OF ANSI CONTINUOUS MAINTANENCE PROCESS

Mr. Bixby reported that ACCA’s recent ANSI audit of Manual S suggested that ACCA could switch to a “continuous maintenance” process due to the Addendum “a” and “b” activity. In addition, proposed Addendum “c” has also been developed. The STT reviewed the ANSI procedures for continuous maintenance as compared to the periodic maintenance process which is currently used by ACCA.

After review and discussion the STT declined to apply for continuous maintenance.

10. UPDATE ON ANSI AUDIT FOR ACCA REACCREDITATION

Mr. Bixby reported that ACCA’s remote audit was completed last fall. The ANSI Executive Standards Council (ExSC) reviewed the audit’s findings on February 12, 2025. As a result, the ExSC requested a “Special Audit” for the next ACCA BSR-9 submittal using revised ACCA operating procedures, which were approved by ANSI. Based on this proposed Addendum “c” to ACCA Manual S will be subject to the special audit to confirm that ACCA complies with revised operating procedures. Once compliance is confirmed the BSR-9 moves to final approval. In the interim ACCA can continue to submit PINS and BSR-8 forms.

The STT accepted this item as information.

11. OTHER BUSINESS

Chairman Forner reported that Tom Jackson is now the STT Vice Chairman.

12. NEXT MEETING

The next meeting will be at the call of the chair.

13. ADJOURNMENT

The meeting was adjourned at 5:08 p.m.

Respectfully submitted,

Phil Forner
STT Chair

David C. Bixby
STT Secretary

EXHIBIT: STT Roster 2024 - 2025

ACCA-EI STT Roster, 2024 – 2025

(Approved September 3, 2024)

SCOPE: 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

Interest categories key: **C** – Contractor, **M** – Manufacturer,
P – Program Administrator, **G** – General. * Indicates EXSC Members.

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