

**MINUTES**  
Meeting of the  
**ACCA Standards Task Team**

Monday, 28 March 2022  
**St. Louis Union Station Hotel, St. Louis, Missouri**  
(Held in conjunction with the 2022 ACCA Annual Conference)

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Pursuant to an email notice sent to the members and advisors of the ACCA Standards Task Team (STT), a meeting was held on Monday, 28 March 2022, in conjunction with the ACCA Annual Conference in St. Louis, MO.

Committee members present were:

1. Phil Forner (Chairman)..... Allendale Heating Co., Inc.
2. Raymond Granderson ..... Turntide Technologies
3. Tom Jackson ..... Jackson Systems
4. David Bixby ..... ACCA Manager of Codes & Standards (Secretary, non-voting)

Committee members not present were:

1. Dave Galbreath (Vice Chairman) ..... Seaman's Mechanical
2. Warren Lupson ..... Lupson & Associates LLC
3. Joe Pacella ..... Ferris State University
4. Jay Peters ..... Codes & Standards International

Also present was:

1. Chuck Abbott ..... Airsept, Inc.
2. Andy Brinkman ..... Jerry Kelly Heating & Air Conditioning
3. Manny Chaves ..... Chaves Heating & Air Conditioning
4. Wes Davis ..... ACCA Director of Technical Services
5. Dan Foley ..... Foley Mechanical, Inc.
6. Barton James ..... ACCA President & CEO
7. Sean Robertson ..... ACCA Vice President, Membership & Business Operations
8. Nicholas Vakay ..... HVAC Sila Services

**1. CALL TO ORDER**

Chairman Forner called the meeting to order at 11:20 a.m. CST. He welcomed the members and guests and thanked them for attending the conference and this meeting. The attendees introduced themselves. A rollcall established that there was not a quorum.

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

**2. APPROVE MINUTES OF THE 24 MARCH 2020 WEB-MEETING**

Due to the lack of a quorum, the Minutes of the last meeting were not acted upon.

### 3. REVIEW ANSI/ACCA STANDARDS DEVELOPMENT SCHEDULE

The STT reviewed an updated ANSI/ACCA standards development schedule and timeline. During review Chairman Forner requested staff to include the current year date for each standard. In addition, a new column will be added to show future due dates for ACCA standards references appearing in the IAPMO and ICC codes. A copy of the updated table is attached to these minutes as Exhibit A.

At this time the Chair called upon Mr. Davis to provide an update of efforts to revise ACCA Manuals S, D, and J. Manual S has completed a Review Committee process for the first draft and comments are being responded to by a special task group formed by ACCA staff. Once additional changes are made, another draft will be sent to the Review Committee. After that, the STT will consider approving the draft for ANSI Public Review. For Manual D, proposed revisions are being developed in response to various comments and review by ACCA staff. A task group will be formed to develop a draft for review by a Review Committee. ACCA Manual J is also on the schedule for proposed revisions during 2023. The goal would be to have all 3 Manuals approved by ANSI and published by December 1, 2023, which is the due date for submittal to the ICC for inclusion in the 2024 editions of the ICC mechanical codes. Chairman Forner stressed that it is important to meet the above goal, otherwise ACCA would have to wait until the next 3-year code change cycle which results in the 2027 editions of those codes.

### 4. DETERMINE ANSI PINS ON ANSI/ACCA MANUAL SPS – 2010 (RA-2017)

It was reported that Manual SPS, *HVAC Design for Swimming Pools and Spas*, is now referenced in the 2021 IAPMO and ICC codes as follows:

- IAPMO Uniform Swimming Pool, Spa, and Hot Tub Code, Section 416, Natatoriums
- ICC International Mechanical Code, Section 403, Mechanical Ventilation

In preparation of the upcoming ANSI Project Initiation Notification System (PINS) submittal, staff is trying to determine if the PINS should be a reaffirmation or a standards revision project. Staff noted that Pentair and Desert Aire had expressed interest in revising Manual SPS based on the availability of new technology (e.g., UV filtration) and other factors such as ventilation system solutions in response to the recent Pandemic.

After discussion, staff was requested to obtain specific proposals from the above companies in order for the STT to determine whether a standards project is warranted or to submit as a reaffirmation.

**ACTION**

Bixby

### 5. UPDATE ON JOINT COMMITTEE TO REVISE ASHRAE/ACCA STANDARD 180 – 2018

Mr. Bixby reported that ASHRAE/ACCA Standard 180, *Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems*, is on periodic maintenance, with ASHRAE as the lead agency. In compliance with the Memorandum of Understanding, the ASHRAE Standards Project Committee (SPC) shall be evenly balanced between ASHRAE and ACCA members, including other interests. At the direction of STT Chair Forner, staff solicited volunteers (both from the STT and the ACCA membership at large) to serve on the new SPC. In response, the following have agreed to participate representing ACCA:

- Phil Forner, Allendale Heating Co., Inc. (will return as Vice Chair)
- Mark Graybill, HB McClure Company
- Warren Lupson, Lupson & Associates LLC

The ASHRAE SPC membership is expected to be finalized during the ASHRAE summer meeting. The STT accepted this as an item of information.

## **6. CHANGES TO 2022 ANSI ESSENTIAL REQUIREMENTS**

Mr. Bixby reported that earlier this year, ACCA received a notification from ANSI that it had published the 2022 edition of the ANSI Essential Requirements for Standards Development Organizations (SDO). ACCA was requested to respond as to whether our current ANSI-Accredited Procedures complied with the 2022 edition. After review of the changes, ACCA staff responded to ANSI that our procedures were not affected by the changes in the 2022 edition and that we are still in compliance. A copy of the significant changes to the Essential Requirements is attached to these minutes as Exhibit B. After review the STT accepted this as an item of information.

## **7. STATUS REPORT ON CURRENT STANDARDS PROJECTS**

(Mr. Davis provided the report, which is shown under Item 3 in these minutes.)

## **8. OTHER BUSINESS**

There was no other business.

## **9. ADJOURNMENT**

The meeting adjourned at 12:08 p.m.

Phil Forner  
STT Chair

David C. Bixby  
STT Secretary

## **EXHIBITS:**

- A. ANSI/ACCA Standards Development Schedule
- B. Significant Changes to 2022 ANSI Essential Requirements

## EXHIBIT A

### ANSI/ACCA STANDARDS DEVELOPMENT SCHEDULE

Standard	Next	PIN	STT	PR 1	PR 2	PR 3	ANSI	2024 ICC Updates	2027 IAPMO Updates
ANSI/ACCA 1 – Manual D – Residential Duct Design – <b>2016</b>	2021							12/1/2023	12/3/2024
ANSI/ACCA 2 – Manual J – Residential Load Calculation – <b>2016</b>	2021							12/1/2023	12/3/2024
ANSI/ACCA 3 – Manual S – Residential Equipment Selection – <b>2014</b>	2019							12/1/2023	12/3/2024
ANSI/ACCA 4 – Residential Maintenance (QM) – <b>2019</b>	2024								
ANSI/ACCA 5 – HVAC Quality Installation (QI) – <b>2015</b>	2020							12/1/2023	N/A
ANSI/ACCA 6 – Quality Restoration (QR) – <b>2015 (RA 2021)</b>	2025						RA2021		
ANSI/ACCA 9 – QI Verification Protocols (QIvp) – <b>2016</b>	2021								
ANSI/ACCA 10 – Manual SPS - HVAC Design-Pools & Spas <b>2010 (RA 2017)</b>	2022							12/1/2023	12/3/2024
ANSI/ACCA 11 – Manual Zr – Residential Zoning – <b>2018</b>	2023							N/A	12/3/2024
ANSI/ACCA 12 – Existing Home Evaluation (QH) – <b>2018</b>	2023								
ANSI/ACCA 14 – Commercial Refrigeration Maintenance (QMref) – <b>RA 2021</b>	2025						RA2021		
ANSI/ASHRAE/ACCA 180 – Commercial Building Maintenance – <b>2018</b>	2023							12/1/2023	N/A
ANSI/ASHRAE/ACCA 183 – Commercial Load Calculation – <b>2007(RA 2011)</b>	2020							12/1/2023	N/A
ANSI/ASHRAE/ACCA 211 – Commercial Building Energy Audits – <b>2018</b>									
ANSI/RESNET/ACCA/ICC 310 – HVAC System Evaluation – <b>2020</b>	2024							12/1/2023	

**Next:** When next ANSI action is required.

**PIN:** Project Initiation Notice – Revise, Reaffirm, Withdrawal

**STT:** Standards Task Team action completed

**PR:** Public Review, first, second, third, as needed

**ANSI:** ANSI final approval

## Exhibit B

### Significant Changes to 2022 ANSI Essential Requirements

- New field added to PINS forms effective April 1, 2022:  
“Interest Categories: List the interest categories that will or are expected to comprise the consensus body.”
- Revised Balance criteria as follows:  
Consensus body members, including consultants<sup>2</sup>, typically are classified in accordance with the business or other interests of their employers or the sponsors<sup>1</sup> they represent in connection with the standards development activity. In cases where a consensus body member receives funding from the sponsoring ANSI-Accredited Standards Developer (ASD) or other entities, that information shall be disclosed to determine if it will impact the member’s interest classification.

<sup>1</sup> A sponsor is defined as an organization that provides funds specifically to support the individual’s participation in the standards activities of the consensus body.

<sup>2</sup> For purposes of this section, a “consultant” is someone who agrees to provide professional service in exchange for compensation, financial or otherwise.

If, after consideration, a “General Interest” category is deemed appropriate, that interest category should include only those whose business or other interests are not covered by another discretely defined interest category. Where appropriate, additional interest categories should be considered.<sup>3</sup> However, interest categories shall not be created for the purpose of avoiding balance requirements.

<sup>3</sup> Further interest categories that may be used to categorize directly and materially interested parties consist of, but are not limited to, the following: a) Consumer; b) Directly affected public; c) Distributor and retailer; d) Industrial/commercial; e) Insurance; f) Labor; g) Manufacturer; ~~h) Professional society;~~ ~~h) Regulatory agency;~~ i) Testing laboratory.; ~~k) Trade association.~~