

Industrialized Buildings Commission

◆ An Interstate Compact ◆

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MINUTES

Industrialized Buildings Commission
Wednesday, July 18, 2012
Herndon, Virginia

Randy Vogt called the annual meeting of the Industrialized Buildings Commission to order on Wednesday, July 18, 2012, at 1:44 p.m. at the Dulles Crowne Plaza in Herndon, Virginia. Attendance was taken as noted below:

Members	Michael Baier, State of New Jersey
Present:	Bob Blatchford, Dynamic Homes
	Warren Ducharme, State of Rhode Island
	Bruce Hagen, State of North Dakota
	Randy Vogt, State of Minnesota
Others	Debbie Becker, Industrialized Buildings Commission
Present:	Andrew Carlson, Pyramid1, Inc.
	N. Kevin Egilmez, Industrialized Buildings Commission

Approval of Minutes

On a motion by Warren Ducharme, seconded by Michael Baier, the minutes of the July 20, 2011, meeting were unanimously approved as submitted.

Correspondence

The secretariat noted that a list of correspondence received since the last meeting was available.

Commissioners' Reports:

Mike Baier reported that New Jersey is considering adopting the 2012 International Codes, to take effect in January 2013. Warren Ducharme reported that Rhode Island will also be adopting the 2012 International Codes with a target date of July 1, 2013.

Bruce Hagen reported that North Dakota has started the process to update the state building code to the 2012 editions with an effective date of January 1, 2014. He also indicated that the IBC label is getting to be more recognized and that local jurisdictions are less likely to accept units without one.

Secretariat: National Conference of States on Building Codes and Standards Inc.

Bruce Hagen asked for the Commission's assistance in updating North Dakota's Third Party Inspection Program process. He mentioned that the process may have to go through the legislature.

Randy Vogt reported that Minnesota is in the process of adopting the 2012 I-Codes and continuing the process to update the Model Rules and Regulations and Uniform Administrative Procedures to the 2007 editions. He also suggested that the Commission may wish to contact Iowa and South Dakota about joining the Compact.

Bob Blatchford announced that he is retiring in November 2012 and did not believe his alternate, Mic Bushette, would be willing to serve in his place.

New Business

A motion was made by Michael Baier, seconded by Bob Blatchford, and unanimously approved to appoint Denise Blair and Christine Kline to the RDC.

The Commission discussed building systems documents which have become very broad and complex over the years. Because the documents allow manufacturers to use engineering judgments or produce calculations without having to submit them for approval, many of the evaluation agency responsibilities have shifted to the inspection agency inspector. During the RDC meeting, Rick Wenner stated that these manufacturers do submit certain documents that do not get forwarded to the Commission. He agreed to provide a list which the Secretariat could use to develop a standard.

RDC is continuing the process of developing criteria for approving correspondence courses. The Committee discussed Wisconsin requirements (attachment A) and directed the Secretariat to draft a standard for RDC to review.

Randy Vogt recommended adopting requirements for compliance assurance personnel and lead people at manufacturing facilities. Kevin Egilmez mentioned that IBC always intended to provide training to compliance assurance personnel but delayed implementation for various reasons including economic conditions and travel restrictions on state personnel.

The Commissioners discussed the Formal Interpretation regarding proposed label control procedures (attachment B). The document clarifies when labels can be entrusted to manufacturers and assigns specific responsibilities to inspection agencies or manufacturers, as appropriate. A motion by Mike Baier to adopt the Formal Interpretation as amended by RDC passed unanimously.

Kevin Egilmez recommended that the Commission consider eliminating the two-digit prefix on certification labels used to identify the inspection agency. In the past, the supplier based the price on total number of labels ordered regardless of the prefix. Under its new policy, each order with a different prefix is treated as a separate order. Smaller orders increase the cost per label and result in longer turnaround times since they are given lower priority. Randy Vogt said that it was important for local inspectors to be able to quickly identify the inspection agency and

recommended keeping the prefixes.

The Commission discussed Formal Interpretation 95-04 regarding sealing of compliance assurance documents by a P.E. or an R.A. The language "...the type of building being produced ..." is causing confusion because it suggests that certain classes of buildings – for example, residential or commercial – have different sealing requirements. The language will be revised and resubmitted RDC for review. Kevin Egilmez reconfirmed that the Formal Interpretation only addresses sealing requirements for compliance assurance documents submitted to an evaluation agency.

The Commission discussed label requirements for auxiliary attachments such as bump-outs and decided not take any action until a recommendation was received from the RDC.

The Commission discussed electronic submittal guidelines including digital signature requirements (attachment C). Kevin Egilmez informed the Commission that no significant problems were encountered during the trial period. Accordingly, all designated agencies will be notified that documents that meet the guidelines can be submitted in electronic format.

Financial Report and Approval of FY '13 Budget

The Commission's draft audit financial statement for FY 2011 was reviewed. Kevin Egilmez noted that the statements list a new liability – accrued vacation. The figures reflect accruals earned by former NCSBCS employees that were transferred to IBC following the termination of the support agreement. Kevin Egilmez said that the Commission should set a cap on vacation and leave accruals and suggested the ones used by NCSBCS (240 hours and 720 hours, respectively). The management letter was discussed including the recommendations to develop an accounting manual and an employee manual. A motion was made by Warren Ducharme, seconded by Bruce Hagen, and approved unanimously to accept the 2011 audited financial statements.

The Commission discussed the draft budget for fiscal year 2013 which included a new inspector position starting in January 2013. The cost was estimated to be approximately \$ 50,000 with most of it being allocated to task 8 (In-Plant Monitoring). Other significant changes included an increase in estimated label revenues and a corresponding increase in label fee distributions to member states.

Kevin Egilmez reported that responding to a subpoena and researching the Commission's tax-exempt status resulted in higher than anticipated legal expenses. He recommended that the Commission adopt a fee schedule, such as \$0.50 per page for copies and \$75 an hour for research, to recover some of the cost of responding to a subpoena.

The Commission discussed designated agency annual performance reports and IBC personnel issues in executive session. Kevin Egilmez recommended that new agreements be issued instead of amendments that extend existing agreements for a year. Michael Baier made a motion, seconded by Warren Ducharme, to redesignate agencies as discussed. The motion carried.

The Commissioners discussed a provision in the agreements that prohibit designated

agencies from providing inspection services to facilities located more than 300 miles away without obtaining prior written approval from the Commission. Kevin Egilmez said that this has not been a major issue in the past, but because of the demand in North Dakota, many remote facilities in the West are seeking approval under IBC. The Commission recommended that, at a minimum, the designated agency should provide a plan describing how it intends to comply with applicable rules and regulations and approved procedures (schedule 1 of the agreement).

Election of Officers

Warren Ducharme made a motion, seconded by Randy Vogt, to elect Rhode Island commissioner Jack Leyden as chairman. Randy Vogt made a motion, seconded by Michael Baier, to elect North Dakota commissioner, Paul Govig, as vice chairman. Michael Baier made a motion, seconded by Bob Blatchford, to elect Minnesota commissioner, Stephen Hernick, as treasurer. The motions carried unanimously.

The Commissioners expressed their deep appreciation to retiring industry commissioner Bob Blatchford of Dynamic Homes for his continued involvement and active participation since 1992.

Secretariat's Work Assignments

Kevin Egilmez reviewed secretariat's work assignments:

1. Distribute nomination forms for industry commissioner position
2. Issue Formal Interpretation regarding certification label control as amended to designated agencies
3. Distribute adopted guidelines for electronic documents to all designated agencies
4. Develop IBC accounting and employee manuals

Date and Location of Next Meeting

The next IBC annual meeting is tentatively scheduled for July 17, 2013. The secretariat reported that notice would be sent regarding the location.

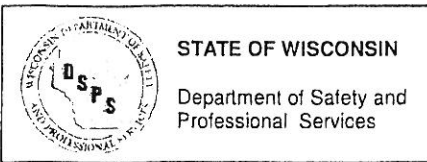
Bob Blatchford, seconded by Michael Baier, moved to adjourn the meeting and the motion carried. The meeting adjourned at 5:40 p.m.

Respectfully submitted,



N. Kevin Egilmez
Secretariat Staff

Attachments



Educational Course Application

Safety and Buildings Division
201 West Washington Ave.
P.O. Box 2658
Madison, WI 53701
Phone: (608) 267-7113
FAX : (608)-267-0592
Email: sbcourseapproval@wisconsin.gov
TTY through Relay

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

******* If you obtain approval for this course and it is other than a face-to-face training session, you must inform students that they may not retake the same course for credit more than once during the 1-, 2- or 4-year term of their specific credential *******

Course Provider Name (Business, School, Institute, Individual, etc)	Contact Person (If different from provider)
S&B Customer Id number (If already provided)	Address No. & Street, or P.O. Box:
Address No. & Street, or P.O. Box:	City, Town or Village, State, Zip + 4 Code:
City, Town or Village, State, Zip + 4 Code:	Telephone No. (include area code):
Telephone No. (include area code):	If Available, E-mail Address:

Fill in the Course Name/Title:

Type of course: ☐ Instructor-led, Face-to-Face Training

☐ Student-paced Training (Internet, DVD, Broadcast, Correspondence): ☐ Number of review questions _____

Total Course Hours:

PLUMBING	<input type="checkbox"/> Master Plumber <input type="checkbox"/> Master Plumber Restricted Appliance <input type="checkbox"/> Commercial Plumbing Inspector <input type="checkbox"/> Utility Contractor	<input type="checkbox"/> Journeyman Plumber <input type="checkbox"/> Journeyman Plumber Restricted Appliance <input type="checkbox"/> UDC-Plumbing Inspector <input type="checkbox"/> Cross Connection Control Tester
POWTS	<input type="checkbox"/> Master Plumber Restricted Service <input type="checkbox"/> POWTS Maintainer <input type="checkbox"/> POWTS Inspector	<input type="checkbox"/> Journeyman Plumber Restricted Service <input type="checkbox"/> Soil Tester Certification (ST)
BUILDING	<input type="checkbox"/> Commercial Building Inspector <input type="checkbox"/> UDC-HVAC Inspector <input type="checkbox"/> Dwelling Contractor Qualifier	<input type="checkbox"/> UDC-Construction Inspector <input type="checkbox"/> Manufactured Home Installer
ELECTRICAL	<input type="checkbox"/> Master Electrician <input type="checkbox"/> Beginning Electrician <input type="checkbox"/> Residential Master Electrician <input type="checkbox"/> Commercial Electrical Inspector	<input type="checkbox"/> Journeyman Electrician <input type="checkbox"/> Industrial Journeyman Electrician <input type="checkbox"/> Residential Journeyman Electrician <input type="checkbox"/> UDC-Electrical Inspector
ELEVATOR	<input type="checkbox"/> Elevator Mechanic <input type="checkbox"/> Lift Mechanic	<input type="checkbox"/> Elevator Mechanic- Restricted <input type="checkbox"/> Elevator Inspector
SPRINKLERS	<input type="checkbox"/> Automatic Fire Sprinkler Contractor <input type="checkbox"/> Automatic Fire Sprinkler Contractor-Maintenance	<input type="checkbox"/> Journeyman Automatic Fire Sprinkler Fitter
BOILERS	<input type="checkbox"/> Boiler Inspector	
INITIAL QUALIFIER	<input type="checkbox"/> Multi-Purpose Piping Initial Qualifier <input type="checkbox"/> POWTS Maintainer Initial Qualifier <input type="checkbox"/> Dwelling Contractor Qualifier Initial Qualifier <input type="checkbox"/> POWTS Restricted Tech Installer Qualifier	<input type="checkbox"/> Cross Connection Control Tester Initial Qualifier <input type="checkbox"/> Soil Erosion Inspection Initial Qualifier <input type="checkbox"/> Manufactured Home Installer Initial Qualifier

Instructions: Use this form to apply for approval to offer your course for continuing education credit.

Step 1: Complete the first page of this form. Note:

- Some credential types require an initial 'Qualifier' course be completed before an applicant can apply for their credential. If your course is designed to be offered as a 'Qualifier' training course, be sure to check the proper box, and include the term "Qualifier" as the first word in the course title.
- Express course length in 1/2-hour increments. If the course is divided into short, independent courses, then submit a separate course application for each part. If this is to be a correspondence, DVD or Internet course, then please also submit at least 10 review questions for each credit hour you are requesting. Any course that is only question and answer based, using readily-available public materials such as the codebook, requires least 30 questions per hour to be submitted. Students must correctly answer at least 70% of the questions in order to receive credit.

Step 2: Enclose a detailed explanation of how this course relates to the job activities and responsibilities of the credential categories you have indicated on page 1. Include a complete course outline. The outline must describe in detail the subject matter to be taught, the total length of the course, and the length of time on each subject. If submitting a correspondence course, also submit the handout(s) and/or video(s). Send a copy of the completed application form and attachments to the address above at least 30 days prior to the date the course will be offered. You may also email this application and course materials to sbcourseapproval@wisconsin.gov.

Step 3: Courses will be approved or denied within 21 calendar days of receiving this application. Do not offer your course for credit before you have received approval. Students who complete your course before it is approved will not receive credit. When your course is approved, a letter will be sent showing the hours of approved credit, the credentials to which the hours of approved credit apply, the expiration date of the course, and the course identification number.

Step 4: After you have received approval, you may offer your course for credit. You **must**:

- Maintain an attendance record of all students who have successfully completed the course for at least five years from the course completion date. The record must include the course identification number, the course completion date, the name of each student, and the student's credential identification number. Be sure to obtain the credential identification number of the **student**, and not of the student's **business**. This is a common mistake.
- Provide a written, printed, or e-mailed attendance record to **each student**. At a minimum, this record must include the course identification number, the course completion date, the name of the student, and the student's credential identification number. Instruct your students to retain this document for their records.
- Report all course attendance information to the Department of Safety and Professional Services within 14 calendar days of the course completion date. Use the information on your course approval letter to report this information electronically.

Step 5: Course approvals have a five-year term. A renewal notice will be sent at least 30 days before the expiration date. If a course is not renewed, students attending the course after the expiration date will not receive credit.

FORMAL INTERPRETATION – DRAFT

Effective Date:

Subject: Certification Label Control

Reference: UAP, Part IV, Section 4(A)(4)

ISSUE: The Commission has seen an increase in the number of certification labels that are missing, lost, or unaccounted for. To reduce the number of such incidents and to ensure uniformity, the Commission has determined that it is necessary to make specific the UAP provisions related to issuance, accounting and safekeeping of certification labels.

INTERP.: The following procedure shall be used by all inspection agencies for the control of certification labels.

1. Inspection agency shall keep custody of all labels that have not been entrusted to the manufacturer. Labels may be stored at the manufacturing facility provided the inspection agency has a method to ensure access is strictly limited to authorized inspection agency personnel.
2. If labels have not been entrusted to the manufacturer, inspection agency shall be responsible for the records required under UAP, Part IV, Section 4(A)(5).
3. Labels shall be used in sequence.
4. Inspection agency may entrust a label to the custody of one or more employees of the manufacturer under the following conditions.
 - a. Inspection agency is satisfied that the manufacturer is capable of following its compliance assurance program.
 - b. Inspection agency inspector has inspected the module and determined that it is in compliance with all applicable requirements.
 - c. Inspection agency inspector shall assign a specific label to the module and record all known information on the monthly production report which, at a minimum, shall include label serial number, unit serial number, model, module number and use group.
 - d. Employee with the custody of the label shall be responsible for recording first location information and date of manufacture, when applicable.

ELECTRONIC SUBMITTAL GUIDELINES

- Must use Portable Document Format (PDF)
- Must submit complete set of plans or documents
- Must be compatible with Acrobat 5.x (??) or later
- Must be digitally signed
- Must be fully indexed
- Must resubmit complete set with revisions
- May not restrict document (no security settings)
- File size may not be excessive
- File must be self-contained (i.e., embedded fonts)

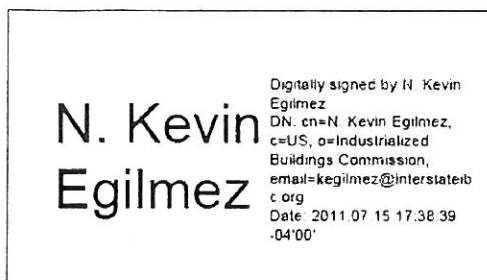


Figure 1. Sample Digital Signature

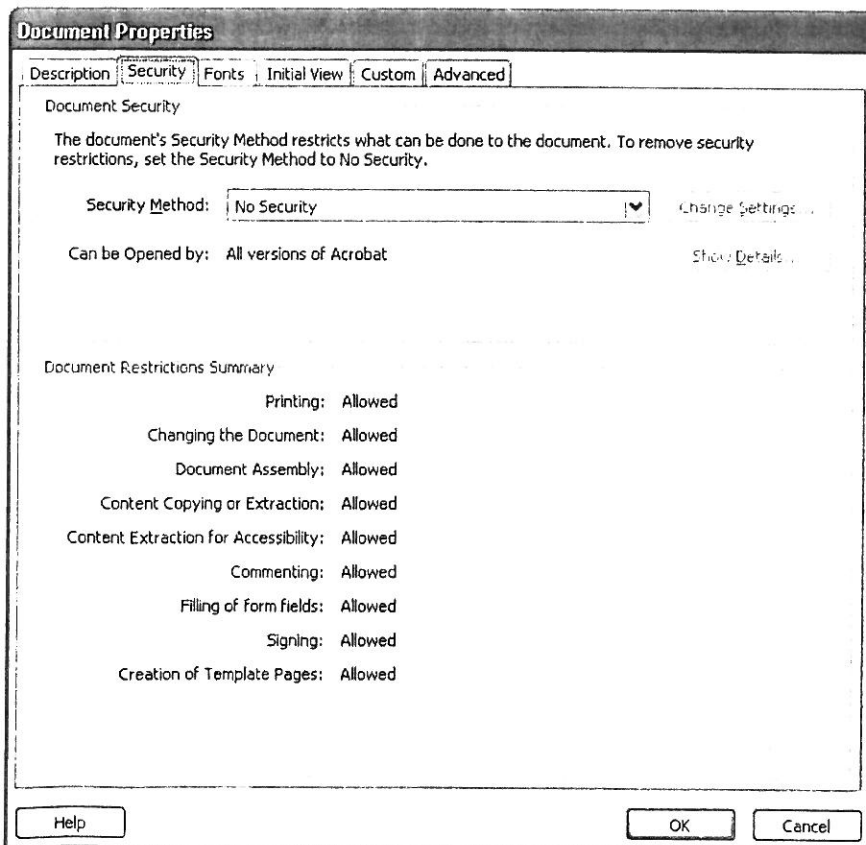


Figure 2. Security Settings