

Industrialized Buildings Commission

◆ An Interstate Compact ◆

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MINUTES

Rules Development Committee
Wednesday, July 18, 2012
Herndon, Virginia

Chairman Rothman convened a meeting of the Rules Development Committee on Wednesday, July 18, 2012, at 9:00 a.m. at the Days Hotel Conference Center in Herndon, Virginia. Attendance was taken as noted below:

Members Present: Barbara Bieganski, Vanguard Modular Building Systems
Denise Blair, Williams Scotsman
Ujjval K. Dave, State of Maryland
Cindy Davis, Commonwealth of Virginia
Christine Kline, Mark Line Industries of Pennsylvania
James Rothman, PFS Corporation

Others Present: Michael Baier, State of New Jersey
Debbie Becker, Industrialized Buildings Commission
Bob Blatchford, Dynamic Homes
Andrew Carlson, Pyramid1, Inc.
Warren Ducharme, State of Rhode Island
N. Kevin Egilmez, Industrialized Buildings Commission
Robert Gorleski, PFS Corporation
Bruce Hagen, State of North Dakota
Eric Leatherby, Commonwealth of Virginia
Ransom Soper, Sea Box, Inc.
Randy Vogt, State of Minnesota
Rick Wenner, PFS Corporation

Approval of Minutes

On a motion by Barbara Bieganski, seconded by Ujjval Dave, the Committee approved the minutes of the July 15, 2009, meeting as submitted.

Correspondence

The secretariat noted that a list of correspondence was available.

Old Business

There were no advisory reports given.

New Business

After welcoming two new members, Denise Blair and Christine Kline, to the RDC, Chairman Rothman noted that there were still one state and two industry member vacancies. The Committee recommended contacting Mike Regan with the State of Ohio and Allen Greene with the State of North Carolina.

Chairman Rothman introduced Randy Soper, an industry representative with Sea Box, Inc., to discuss the Commission's resolution passed on July 15, 2009 regarding the use of recycled shipping containers. Chairman Rothman clarified that the Sea Box products were new, not recycled, shipping containers.

Sea Box, working with PFS, had developed a QA manual, plans, and calculations for the state of Connecticut and submitted a similar package under the IBC program for housing units using special purpose ISO containers 40 feet long by 12 feet wide by 9-1/2 feet high. The containers are manufactured new in China to the ISO standard and certified in the factory by American Bureau of Shipping.

Kevin Egilmez explained that any steel structure, such as a shipping container, would have to meet the requirements of the adopted building codes including any referenced standards and would have to be manufactured under a Commission approved compliance assurance program. Randy Vogt commented that the Commission cannot issue waivers on materials that do not meet adopted standards and suggested that Sea Box contact appropriate organizations, such as ICC Evaluation Services, for acceptance. RDC agreed to study the issue further and to assemble and forward any new material to the Commission for review and distribution to all the members.

The Committee discussed IBC bulletins dated November 13, 1995 and September 23, 2009, regarding application of building system documents. Currently, manufacturers who based their design on such systems are required to provide as-built plans to IBC each month. However, building systems have become very broad and complex over the years. Kevin Egilmez showed examples of such systems, some of which were between 1500 to 2500 pages. Most require users to make engineering judgments while others only provide a sample calculation which is then used by the manufacturer as a basis for designing various structural members or components. As a result, these broad and complex systems documents have shifted many of the evaluation agency responsibilities to inspection agency inspectors.

Approximately thirteen manufacturers located in the northeastern US use these building systems documents. Rick Wenner with PFS said that these manufacturers do submit some documents for review but that they do not get forwarded to IBC. He agreed to develop and submit a list to the Commission and RDC for review and approval.

IBC made an interim decision to accept CEUs earned through correspondence courses provided they were recognized by at least one state program. RDC discussed and suggested that

the Commission develop a procedure using the Wisconsin educational course application (attachment A) as an example. The secretariat was asked to develop criteria based on the discussions for review by RDC.

Kevin Egilmez reported that there has been an increase in the number of IBC certification labels that are lost. In particular, inspection agencies are unable to collect or account for some or all of the labels when manufacturers that have been entrusted with the labels go out of business. To limit the number of labels in the hands of manufacturers and to better track the ones that have been released, a formal interpretation was provided for discussion (attachment B). RDC recommended that manufacturers should not be given labels until after the plant is approved and that inspection agencies should have the option of documenting required information on inspection reports instead of monthly production reports. A motion made by Ujjval Dave to make the necessary changes passed.

Meeting adjourned for lunch at 12:10 p.m. and reconvened at 12:40 p.m.

RDC discussed Formal Interpretation 95-04, Sealing of C.A. documents by a P.E. or an R.A. The document states that the requirement to seal calculations is governed by laws addressing the practice of engineering in the state where the calculations are being prepared, which is usually the state of manufacture. These sealing requirements are separate from the ones that may be required for documents submitted as part of a permit application. Bob Gorleski indicated that the words "... for the type of building being produced ..." was adding to the confusion. RDC recommended that the Secretariat revise and resubmit the document.

The Committee discussed auxiliary attachments to labeled dwelling units which have special labeling requirements under the UAP. Bob Gorleski suggested that IBC may need to develop criteria to help determine when auxiliary attachments, such as bump-outs, require labels. He said Pennsylvania requires a bump-out to be labeled when it exceeds 49 square feet. Kevin Egilmez noted that, under the UAP, auxiliary attachments or room additions to a labeled dwelling require one certification label regardless of the number of pieces shipped. A recommendation was made to table the discussion at this time and to develop size criteria for consideration at next year's RDC meeting.

During the previous meeting, RDC approved guidelines for electronic documents including those submitted by FTP or on a DVD or CD (attachment C). Kevin Egilmez reported that IBC created FTP sites and started accepting electronic submittals using the guidelines on a trial basis. Except for minor problems with digital signatures and file sizes, all submittals were able to comply with the established guidelines. Consequently, IBC will issue the guidelines to all designated agencies and officially start accepting documents in electronic format.

Recommendations to the Commission

Chairman Rothman communicated the following RDC recommendations and actions to the Commission:

1. Discussion on used shipping containers is tabled pending new information.

2. A list is being developed to require additional documents to be submitted with as-built designs.
3. Criteria for correspondence courses are being drafted for RDC review.
4. Formal Interpretation regarding certification label control is approved as amended.
5. Formal Interpretation 95-04 is being revised for RDC review deleting reference to type of building.
6. Proposal to clarify labeling requirement for bump-outs is tabled.

Secretariat's Assignments

1. Develop updated as-built criteria based on information provided by Rick Wenner.
2. Draft correspondence course criteria for RDC review.
3. Amend Formal Interpretation regarding certification label controls.
4. Revise Formal Interpretation 95-04, Sealing of C. A. Documents, for RDC review.

Date and Location of Next Meeting

The next RDC meeting was tentatively scheduled for July 17, 2013, the third Wednesday in July. The secretariat stated that notice would be sent out regarding the meeting's location.

The motion to adjourn, made by Cindy Davis and seconded by Barbara Bieganski, was approved and the meeting adjourned at 1:10 p.m.

Respectfully submitted,



N. Kevin Egilmez
Secretariat Staff

Attachments



STATE OF WISCONSIN
Department of Safety and
Professional Services

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: <input type="checkbox"/> Instructor-led, Face-to-Face Training <input type="checkbox"/> Student-paced Training (Internet, DVD, Broadcast, Correspondence): <input type="checkbox"/> 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)

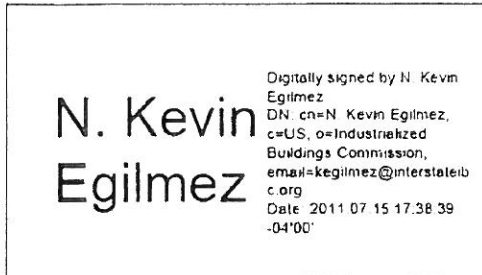


Figure 1. Sample Digital Signature

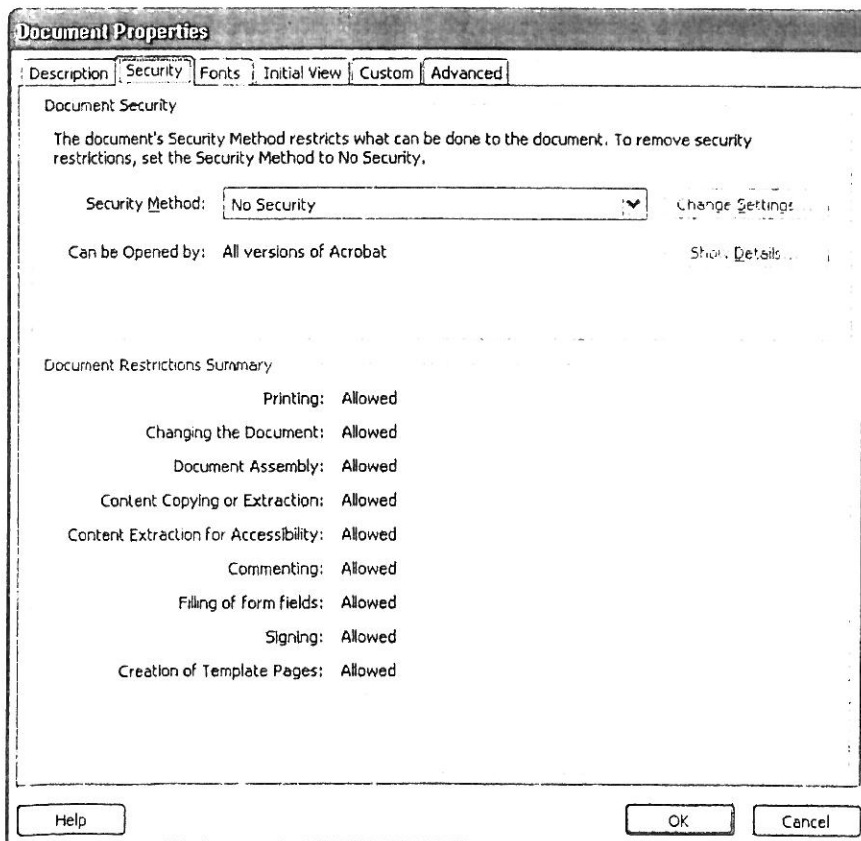


Figure 2. Security Settings