

American Society of Sanitary Engineering
Cross Connection Control Technical Committee

Embassy Suites Hotel Cleveland-Rockside, Independence, OH
Friday, April 17, 2009

Item #1 – Welcome and Introductions

The meeting was called to order by Sean Cleary, Chairman, at 8:30 AM. Introductions were made.

Members present: Sean Cleary, IAPMO, ASSE Regional Director, Chair; Stu Asay, IAPMO/DW&BP; Robert Cross, Houston Area Plumbing JAC, ASSE Past President; Joseph Kajak, Palm Beach County, FL; William Keene, PIPE U, Local #630; Kenneth Kerr, ABPA; Matthew King III, Northeastern Pennsylvania Chapter ASSE; Gary Koenig, Sprinkler Fitters Local 696; Kenneth Schneider, Sprinkler Fitters Local 268 JATC; Donald Summers, Plumbers & Pipefitters Local 562; Ralph Yanora, PA Water Specialties Company; Marianne Waickman, ASSE Professional Qualifications Coordinator.

Guests present: Jason Gremchuk, MIFAB Inc; Donald Kool, Pacific Northwest Chapter; Richard Morin, Illinois Chapter; Richard Prospal, ASSE President; Ken VanWagnen, ASSE Operations Manager

Item #2 – Adoption of the Meeting Agenda

(Motion #1)

Motion by Keene to accept the agenda as written. Motion was seconded and passed unanimously.

Item #3 – Approval of the April 25, 2008 Meeting Minutes

(Motion #2)

Motion by Summers to accept the minutes. Motion was seconded and passed unanimously.

Item #4 – Update on the Cross Connection Program

Waickman gave some figures as to the number of certifications and recertifications that were processed through the Backflow Certification Program in 2008. ASSE staff prepared a total of 3726 exams and 2910 individuals were certified (or recertified). The database is working well. Due to the heavy volume of classes at this time of year it is taking about three weeks to process the certifications although the written exam results are being sent to the school within days of the exams being received in the office.

The School/Instructor Committee and the Proctor Committee have done all of their balloting via email since the beginning of this year and that is going very well. The response time from the Committee members has been excellent.

Waickman also noted that in addition to working on the Cross Connection Program she is now also coordinator for the other ASSE PQ Standards and is also working with the two other PQ Technical Committees.

(Motion #3)

Motion by King to move agenda item 12 to discussion under agenda item 4. Motion was seconded and passed unanimously.

VanWagnen gave a review of research done on on-line testing. This would be offered as an option to the schools in addition to the current way that the written test is conducted. The Committee discussed some issues that would have to be clarified with the on-line testing provider.

(Motion #4)

Motion by King to move forward with implementing on-line testing. Motion was seconded and passed unanimously.

(Motion #5)

Motion by Keene to survey schools to see if they are interested in on-line testing and to address any questions from the schools. Motion was seconded and passed unanimously.

Keene will assist Waickman and VanWagnen on reviewing the on-line testing options.

Item #5 – Anti-trust Statement

Waickman read the anti-trust statement as requested by the ASSE Board of Directors.

Item #6 – Review Appendix A-G for revision of 5000-2009

Cleary briefly reviewed the flowcharts and schematics. Minor modifications still must be made to the flowcharts adding Flush Test Cocks as the first step. Minor suggestions were made for improving the field test report forms. The test procedures are good with the exception of adding the one-hose test procedures. The committee previously approved the trouble-shooting guide but the 1056 must be added it. Clarke to write 1056 trouble-shooting guide.

Cleary presented a list of additional terms to be added to the vocabulary and definitions appendix. The committee is to review the list and submit additional terms by not later than May 15th. The goal is for the appendix to be complete and approved by the Committee by June 1st.

Item #7 – Proctor qualifications and exceptions

Cleary discussed the allowance of exceptions staff and CCC Tech Committee members to act in the capacity of proctor. The role of the proctor was discussed and further discussion was tabled until the review of the Proctor Guide and the program Guidelines where these issues are addressed.

Item #8 – Review of changes to the Proctor Guide

Cross presented the changes proposed for the Proctor Guide. Committee members made additional suggestions on how to improve the directions that a proctor is given. It was determined that in addition to a signature; the proctor should print their name on all forms. An optional proctor feedback form will be prepared so that a proctor can communicate any concerns that had in administering the exam.

(Motion #6)

Motion by Cross for the Committee to review all questions that have been submitted by other entities (AHJ) for the purpose validity. Motion was seconded and passed unanimously.

(Motion #7)

Motion by Cross to accept the changes made to the Proctor Guide. Motion was seconded and passed unanimously.

Item #9 – Review of changes to the Guidelines

Summers presented the changes proposed for the Guidelines. ASSE will no longer accept personal checks or money orders from the individual students. The fee is the responsibility of the school and shall be in the form of a check issued from the school or a credit card payment. IOC's and Affidavits must include the printed name as well as the signature of the student. Electronic records were discussed as well as proctor and instructor responsibilities and compensation.

(Motion #8)

Motion by Asay to accept the changes to the Guidelines. Motion was seconded and passed unanimously.

Prospal, ASSE President, addressed the Committee thanking them for their time and effort in participating on the Cross Connection Technical Committee.

Item #10 – Review of ABPA agenda items

Kerr discussed some important issues that are of concern to both ABPA and ASSE and how cooperative efforts between the two organizations are needed to move forward on getting regulations enforced and on promoting LEEDS programs. Cleary asked that Kerr write a draft policy statement for enforcement to be published in *Plumbing Standards Magazine*.

The meeting then went into executive session.

Item #11 – Review of Test Questions (Executive Session)

The committee returned from executive session and the following motions were made:

(Motion #9)

Motion by Asay to accept the changes and additions to the test questions bank. Motion was seconded and passed unanimously.

Kajak, Schneider, Asay and Yanora agreed to be on a subcommittee to review questions and put each into a "category" so that we can be sure that exams are weighted evenly among the different question categories.

Item #12 – On-line testing

Was discussed under item 4.

Item #13 – Old Business

No old business

Item #14 – New Business

Add Flush Test Cocks as the first step for all flow charts.

Asay and Yanora agreed to prepare the questions the new 5150 (Cross Connection Program Administrator) certification.

Koenig, Schneider, Cross and Cleary agreed to prepare the questions for the new 5140 (Tester of Backflow Assemblies on Fire Protection Systems) certification. Asay will submit NFPA 13 questions to this subcommittee. They will also prepare an IOC checklist and create a course outline.

Cleary encouraged anyone who had an article, or even a short comment or concern, to submit it to *Plumbing Standards Magazine* since the next issue will be on Cross Connection Control.

Cross agreed to update the Proctor Guide after the Series 5000 – 2009 is approved to include the 5140 and 5150 certifications.

Summers and King agreed to update the Guidelines after the Series 5000 – 2009 is approved to include the 5140 and 5150 certifications.

There was a discussion about how we can promote the new Series 5000 Standard within the industry and to the different states after it is approved by the ASSE Board of Directors and has ANSI approval.

(Motion #9)

Motion by King to adjourn. Motion was seconded and passed unanimously. Meeting adjourned at approximately 4:15 PM.