President’s Message

It is that time of year again. 2018 is quickly coming to an end and that means work and life are more intertwined than ever. Projects are wrapping up and need to be closed by the end of the year. That means workloads are increasing and timelines aren’t slipping. The urgency we have to complete our work is sometimes interfering with our ability to meet our family and home/life obligations. This is a great time to reflect on what your goals for your company and yourself are. During these stressful times it is easy to take shortcuts and do whatever it takes to get the job done. However it is crucial to remember the Code of Ethics that were signed and how important it is to continue to meet the Procedural Standards for NEBB projects. Quality should never be compromised.

With heavy workloads, manpower needs start to be assessed. Do you have the right people on your team? What are you doing to groom your current team for the future you have envisioned? Having a good team behind you and your organization will allow everyone to be able to have some work life balance. Now is the time to slow down and evaluate. Slow down and look around at who you can bring up and mentor for the future health of your company and NEBB. Slow down and ask around for help or support from each other. As I start to look back at this year, I realize how time has slipped by and I wish I had taken more time to slow down so I could have devoted more time to be a mentor to someone in our industry as well as touched bases with my mentors and reconnect. Remember, as a group we should all be here for each other.

Happy Holidays to everyone and have a Healthy and Prosperous 2019.

Amber Ryman
NorCal Hawaii NEBB Chapter President.
Firm Certification: Bringing Clarity to Compliance Requirements

By: NEBB’s Chapter Affairs Committee

Inspired by NEBB’s 2018 Annual Conference Firm Compliance session, this article is to bring clarity based on past and current experiences of NEBB’s Compliance Affairs Committee (CAC) when resolving compliance issues with the governing documents.

How many of you have read the *NEBB Operational Procedures and Bylaws* within the last two years? If the answer is “I haven't read them in a while,” good news for you; the current *NEBB Operational Procedures and Bylaws* can be downloaded from NEBB’s website.

Remember: When you become firm certified, and every time you recertify, you sign and acknowledge reading and understanding NEBB’s governing documents. It is the firm’s responsibility to stay updated and aware of the rules.

**What does the term “DCP” mean?**
The term “DCP” stands for “Designated Certified Professional” and is required for each discipline for which firm certification is sought.

**How do you maintain NEBB firm certification requirements?**

- Employ a designated certified professional (DCP) in each discipline for which certification is sought.
- The DCP may serve for more than one (1) discipline, but not more than one (1) applicant firm, or more than one (1) office of the firm.
- The DCP shall be a full-time, management level employee of the firm, located and primarily working at the firm address listed with NEBB. NEBB defines full-time employment as a minimum average of thirty (30) hours per week.
- The DCP is responsible for ensuring the NEBB certified firm and all other NEBB CPs and CTs working in the office where the DCP serves, perform services in accordance with all *NEBB Procedural Standards* and *NEBB Operational Procedures*.
- A NEBB firm must be in good standing with their local chapter.

**When are NEBB firm annual fees and recertification due?**

- A NEBB firm must pay its annual fees by December 31 of every year.
- Failure to pay by December 31 will result in late fee assessments.
- A NEBB firm must submit an instrument recertification package through the DCP’s online portal every two (2) years.
- If the chapter-approved submission is not sent to NEBB by December 31, late fees will be assessed beginning in January through March for each month until the requirements are met.
What happens if a firm fails to pay the annual fee and/or recertify by March 31?

- Failure to meet these requirements by March 31 will result in suspension and additional late fees are assessed.
- Failure to meet these requirements by June 30 will result in automatic decertification.

What should a NEBB firm do when a NEBB CP or CT employee leaves the firm?

- The certified firm must report any change in the CPs/CT’s employment to the NEBB Chapter and to NEBB within fifteen (15) days of a change in employment status.
- The stamp that was issued to the firm, in the CP’s name must be returned to NEBB within 15 days of the employment change.
- CPs and CTs must also apply for a certification transfer from one (1) certified firm to another certified firm or applicant firm.
- The CP/CT and the certified/applicant firm shall submit a certification transfer application and pay a transfer fee within thirty (30) days of the change.
- The certification transfer will not be official until approved by NEBB.
- The CP/CT cannot perform work in accordance with NEBB Procedural Standards during the certification transfer process and will be reinstated only when the transfer is approved by NEBB.
- A CP/CT not employed by a certified firm cannot perform work in accordance with NEBB Procedural Standards.
- A certified firm cannot publish or claim the CP’s/CT’s NEBB certification until the CP’s/CT’s transfer application is approved by NEBB.

Who owns the certification stamp?

- The stamp and certificate issued to a Certified Firm with the Certified Professionals name included are the property of NEBB.
- Each stamp is discipline, firm and certification specific.
- A NEBB stamp may not be used to validate work in a discipline/certification other than the one (1) embossed on the stamp itself or for firms or professionals not embossed on the stamp.
- Obsolete or expired stamps may not be used for any purpose.

If a NEBB certified firm has one certified location, are any additional locations of the firm considered certified?

No, each location must obtain NEBB Firm certification and meet the following requirements:

- Certification by NEBB of one (1) or more offices of a NEBB Certified Firm, each in accordance with 2.5.2, does not constitute certification of other offices of the Firm, for which there has not been full compliance with 2.5.2. NEBB certified services performed by the certified office must be done in accordance with the applicable NEBB discipline Procedural Standard.
- After the certification of the first office of a NEBB Certified Firm, any other office of the Firm that is publicly held out or promoted as an office through which NEBB certified services are performed must comply with the following requirements:
- For each NEBB discipline as to which an office is publicly held out or promoted as providing NEBB ser-
vices, a NEBB Designated Certified Professional (as established in these Operational Procedures) must be employed in a full-time management level position and primarily serve the office. The same Professional certified in more than one (1) discipline may satisfy this requirement for the disciplines in which the Professional is certified.

- Each office must comply with the instrumentation requirements set forth in the applicable Procedural Standards for each discipline as to which an office is publicly held out or promoted as providing NEBB services.
- Each office must affiliate with the NEBB Chapter having jurisdiction in the geographical area in which the office is located, including payment of Chapter and NEBB dues and fees.
- Certified Firms found to be holding out or promoting an additional office without complying with the letter and spirit of the requirements of 2.5 will be subject to Administrative or Disciplinary Actions by NEBB, including Decertification.

Can a NEBB certified firm in one state work in another state and still be compliant with NEBB procedures?

Yes, any certified firm may complete NEBB certified projects anywhere. It isn’t until a firm holds out a location publicly (via business cards, website, social media, reports or proposals showing a local address, etc.) that a firm needs to certify a branch office.

To download a free copy of NEBB’s Operational Procedures: [http://www.nebb.org/assets/1/7/](http://www.nebb.org/assets/1/7/)
ACCURATE.
DEPENDABLE.
VERSATILE.

TSI provides the most accurate, dependable and versatile ventilation and indoor air quality measurement instruments on the market today.

TSI offers a full line of:
+ Hydronic Manometers
+ Capture Hoods
+ Thermal Anemometers
+ Indoor Air Quality Monitors
+ Micromanometers

To learn more, visit
www.tsi.com/comfort
Featured Member

West Coast Test and Balance

West Coast Test and Balance is a Testing, Adjusting and Balancing Firm that takes great pride in delivering a team effort approach on every project. Working closely with their clients from start to finish with high standards and professionalism are the goals they aim to accomplish at West Coast Test and Balance. Based out of Livermore, most of their work is performed in the Bay Area primarily for Design Build Mechanical Contractors, but occasionally they work for the prime contractor or the engineer of record.

West Coast Test and Balance’s TAB technicians are well versed and do a thorough job in air and hydronic balancing, system surveys and troubleshooting. They work on manufacturing, cleanroom, pharmaceutical, laboratory, vivarium, medical and a variety of office buildings.

With over 25 years of field experience in Northern and Southern California, the decision to start West Coast Test and Balance wasn’t a hard one for the owner, Stephen Perry, to make. Stephen started his career working for independent companies here in the Bay Area. Stephen had very little formal training at that time, but was fortunate to have mentored under some of the brightest minds in the industry. This experience enabled him to hurdle various obstacles in his field. After years of working with independent companies, gaining more knowledge and skill, Stephen eventually had the opportunity to work for a large Design Build Mechanical Contractor. Stephen was soon running the TAB Department.

In 2011, West Coast Test and Balance officially became a part of the TAB network here in the Bay Area. It was a firm which started as a one man shop and has grown to six employees.

Stephen Perry currently holds a NEBB certification in Testing, Adjusting and Balancing as a Certified Professional. He has held his NEBB TAB certification for over 20 years. The firm’s four technicians are currently pursuing their NEBB certification in Testing, Adjusting and Balancing for Certified Technicians.

Stephen feels that his NEBB certification has helped him advance in his career field and has provided him with the skills and knowledge he needs to be successful. “NEBB has increased our market in the Bay Area and has opened doors to other opportunities here in California. A NEBB Certified Professional delivers an understanding of theory and the practical side of the design intent.” The NEBB certification has brought value to the firm as reflected in their increased market share. Their clients are very pleased that West Coast Test and Balance can bring NEBB to the table.
West Coast Test and Balance Projects
Effective on January 1, 2020, all Cleanroom Performance Testing (CPT) projects are required to have a Certified Technician performing testing.

Are you or your firm ready to satisfy this requirement?

For more information on NEBB’s CPT certification program, be it for the CPT CT or the CPT CP, please contact certification@nebb.org.

Please note: One must first complete the full certification process for the CPT CT certification before applying for the CPT CP certification.
“Title 24 certified ATT’s are now required to complete Mech A forms”

This is what you will soon be seeing. Have you obtained ATT certification? Or are you simply not interested in this income stream? We are anticipating the CEC (California Energy Commission) to announce that the minimum 300 certified ATT threshold has been met and therefore after a certain date in the near future the opening quote will be enforced.

NEBB can provide you the necessary training and opportunity for certification for this endeavor. NEBB has various packages from the most common forms to be certified in, to pick and choose which ones best fit your business model. It's up to you. Not sure what this is all about, visit this link., Required Nonresidential Mechanical Systems Acceptance.

Ready to sign up!

[NEBB CA-MATT Program](mailto:NEBB@nebb.org)
YPN LINKEDIN PAGE

The YPN Ad Hoc Committee is moving forward with some great ideas and have some fun stuff in the pipeline that should be great!

The overall program is moving forward at the grassroots level, and just two weeks ago, we launched the NEBB YPN LinkedIn page.

For the YPN LinkedIn page, the goal is to get the word out to young CPs and CTs so they can use the discussion forum to learn from each other.

We want to engage the younger professional, so check out our site, connect and then join the Featured Group: NEBB Young Professionals Network (YPN).

Here is the link to the page: https://www.linkedin.com/company/nebb-young-professionals-network-ypn/

Here is the link to the “Featured Group:” https://www.linkedin.com/groups/8673105/

Anyone can “join” so check us out today and join!
The Northern California/Hawaii NEBB Chapter’s Annual 2018 Recertification Meeting was held on September 21, 2018 in beautiful Monterey, California at the Monterey Plaza Hotel. Our Education Chair, Sargon Ishaya and his Education Committee put on another successful meeting with speakers, Dave Dougan with Ebtron, speaking on Maintaining Minimum Outdoor Airflow Rates and Building Pressurization and Bart Decker with IMI Hydrondics, speaking on Differential Pressure/Pump Optimization.

We had 7 vendors that participated as part of our meeting giving a brief talk and displaying their products. Thank you to TSI, Retrotec, Evergreen Telemetry, Byrza Wind Labs, Ameritech, Building Start and EMSL.
Upcoming Events

SOUND & VIBRATION MEASUREMENT (S&V) SEMINAR
March 18-22, 2019
All Day Event
NEBB Training & Education Center, Gaithersburg, MD
Contact the NEBB Office to sign up or to receive more information at www.nebb.org

BUILDING ENCLOSURE TESTING SEMINAR (BET)
April 1-2, 2019
All Day Event
Hyatt Regency San Antonio
San Antonio, TX
Contact the NEBB Office to sign up or to receive more information at www.nebb.org

TESTING, ADJUSTING AND BALANCING SEMINAR
April 1-2, 2019
All Day Event
Hyatt Regency San Antonio
San Antonio, TX
Contact the NEBB Office to sign up or to receive more information at www.nebb.org

NEBB WEBINARS AND EDUCATIONAL SEMINARS
For more Training and Educational seminars and Information,