

**REFERENCE MANUAL  
FOR  
REFRIGERATION COMMITTEE**

**REVISED: June 2015**

## **FOREWORD**

The Reference Manual, contains guidelines, procedures, sample documents and other tools that the council or committee uses in its day-to-day operation. The Reference Manual ensures consistency in the operation of the REF and serves as an educational tool for new members. The Reference Manual is an internal document of the REF and requires the approval of this committee only

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## **SECTION A: ABBREVIATIONS AND ACRONYMS**

|       |  |
|-------|--|
| AMORT | Assistant Manager of research and Technology |
| CRC   | Chapter Regional Conference                  |
| CTTC  | Chapter Technology Transfer Committee        |
| BOD   | Board of Directors                           |
| REF   | Refrigeration Committee                      |
| MOP   | Manual of Procedures                         |
| MOR   | Manager of Research                          |
| ROB   | Rules of the Board                           |
| RVC   | Regional Vice-Chair                          |
| TC    | Technical Committee                          |
| TG    | Task Group                                   |
| TRG   | Technical Resource Group                     |

## **SECTION B: OPERATIONS**

This section provides details to activities of the Committee members as presented in the Manual of Procedures.

### **B.1. Chair Activities**

Under MOP B2.5, the following reports are to be submitted to Technology Council:

i) Management By Objectives (MBOs)

- The Annual Meeting report shall be a final report of the committee's MBOs . A copy of the MBOs shall also be sent to the Refrigeration BOD Ex-O and to AMORT.
- The Annual Meeting report shall also include the MBOs prepared by the incoming chair (See MOP B3.7). These two reports on MBOs will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.

ii) Article for Member's First Newsletter

- Quarterly (or when requested by Tech Council), the Chair must prepare a report for publication in the Members First Newsletter. This report shall update the developments and activities of the Refrigeration Committee which may impact or interest the membership.

### **B.2. Vice Chair Activities**

Under MOP B3.4, the Vice Chair is responsible for budget preparation and review expenditures.

- In consultation with the Technology Council, the REF Committee, the Director of Technology, and the AMORT, the Vice Chair shall prepare recommended budgets for the operation of the REF Committee for the coming fiscal year for consideration by the REF Committee and Technology Council. Details can be found in the Technology Council MOP and/or Reference Manual.

- Periodically, the Vice Chair shall review with the AMORT expenditures and budget allocations and shall take any action he/she deems necessary, in cooperation with the Executive Vice President and the Director of Technology, to stay within the established budget.

Under MOP B3.7, the Vice Chair must prepare MBOs (Management By Objectives) for the upcoming year.

- Prior to the Society annual meeting, the committee vice chair or the individual who will be the next year's chair will prepare MBOs for the REF committee for the next year and present these objectives to the REF committee for review at the committee meeting held during the Society annual meeting.
- The MBOs will be included in the REF committee's report to the Technology Council at the annual meeting as an information item, and a copy of the MBOs will be sent to the Refrigeration BOD Ex-O and AMORT.
- A suggested format for committee MBOs can be found in Section C of this manual.

### B.3 Staff Liaison Activities

Under MOP B4.5, the Staff Liaison distributes the following materials for the meetings:

- To all members, minutes of the prior meeting, agenda for current meeting, MBO list(s), travel voucher and other pertinent information.
- To new committee members, Rules of the Board, Manual of Procedures, this Reference Manual, and other background material.
- Provide society liaison reports to REF

Under MOP B.4.7, the Staff Liaison supports the award processes through the following:

- Procures all award materials given by the Refrigeration Committee
- Mails award materials to any winners not present at the Society meeting.
- Briley Award
  - Reviews the ASHRAE Journal for the prior society year to identify (in consultation with the Chair) qualified refrigeration articles for the George Briley Award.
  - Distribute articles to Briley Award Subcommittee, and collect and summarize ratings from the subcommittee.
- Milt Garland Award and Comfort Cooling Awards
  - Receive submissions and distribute to the Milt Garland and Comfort Cooling Awards Subcommittee.
  - Collect and summarize ratings from Awards Subcommittee.

## **SECTION C: MANAGEMENT BY OBJECTIVES**

- C.1 Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included. See Figure C.1 for suggested format.
- C.2 MBO reports shall be provided at the Society Winter and Annual Meetings.
- A status report of the objectives will be included in the committee report submitted to the council at the Society winter meeting, and a copy of the objectives will be sent to headquarters staff (Assistant to the BOD).
  - A final report of the objectives MBO's will be included in the committee report submitted to the council at the Society annual meeting, and a copy of the objectives MBO's will be sent to headquarters staff (Assistant to the BOD). The report on objectives MBO's will show the council what the committee accomplished during the Society year that is ending
  - The objectives MBO's prepared by the committee vice chair for the next year (or by the individual who will be the next year's chair) will also be included in this report. The report on objectives MBO's will show the council what is planned for the upcoming year.

**FIGURE C.1**  
**SUGGESTED MBO FORMAT**

OBJECTIVES

\_\_\_\_\_ Committee

Chairman: \_\_\_\_\_

Society Year: 20\_\_\_\_ - 20\_\_\_\_

Date: \_\_\_\_\_

| <b>Objective</b> | <b>Planned<br/>Completion<br/>Date</b> | <b>Fiscal<br/>Impact</b> | <b>Responsibility</b> | <b>Program<br/>Approved</b> | <b>Cost<br/>Budgeted</b> | <b>Status</b> |
|------------------|--|--------------------------|-----------------------|-----------------------------|--------------------------|---------------|
|                  |  |                          |                       |                             |                          |               |
|                  |  |                          |                       |                             |                          |               |
|                  |  |                          |                       |                             |                          |               |
|                  |  |                          |                       |                             |                          |               |
|                  |  |                          |                       |                             |                          |               |
|                  |  |                          |                       |                             |                          |               |

- List objectives, not action items or ongoing committee activities such as updating the committee’s MOP.
- State objectives in clear, concise, measurable language. If necessary, cite sub-tasks and interim steps as a means of measuring objective completion.
- Cite both the completion dates for the overall objective as well as individual sub-tasks.
- State fiscal impact in dollars, man-hours, or man-trips. State whether the program has been approved by the council and whether its cost has been included in the budget.
- State the primary responsible individual, subcommittee, or body.
- Report a brief but complete statement of status. Cite completion date if objective is fulfilled.

## **SECTION D: MENTORING PROGRAM**

During the final meeting of the Fiscal Year, the Committee Chair shall appoint an incumbent to be the mentor for each new member. The mentor will be responsible for the following tasks: Before the next committee meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose.

The mentor should make every effort to update the new member on:

1. Committee or chapter functions, focus and objectives.
2. Review the Rules of the Board (ROB) and Manual of Procedures (MOP) with the new member.
3. Discuss the typical meeting format and member duties and responsibilities.

The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:

1. Member's field of expertise and employer
2. Chapter and city of the new member
3. Former chapter, region and Society positions previously held by the new member

The new member will be sent a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

The chair of the committee shall have the following responsibilities:

1. Assign a mentor to each incoming new member of the group prior to the first meeting.
2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
4. Provide any assistance to enhance the mentor/new member relationship.

Completion date: The relationship terminates at the end of the new member's first year in the group.

## **SECTION E: MILTON W. GARLAND COMMEMORATIVE REFRIGERATION & COMFORT COOLING AWARDS FOR PROJECT EXCELLENCE**

### **MILTON W. GARLAND COMMEMORATIVE REFRIGERATION AWARD FOR PROJECT EXCELLENCE**

#### Description

The award shall be known as the Milton W. Garland Commemorative Refrigeration Award for Project Excellence. Refrigeration shall be defined as any use of mechanical refrigeration machinery for application other than human comfort. In general, this will be for food processing and preservation as well as industrial applications. It could also apply to refrigeration used in manufacturing processes, life support in extreme environments, recreational facilities, or other non-comfort cooling applications. The award shall be made to both the designer and the owner of *a non-comfort cooling refrigeration application that incorporates new technology in a unique manner.*

### **COMFORT COOLING AWARD FOR PROJECT EXCELLENCE**

#### Description

The award shall be known as the Comfort Cooling Award for Project Excellence and will encourage those studying it to expand their interest in and appreciation for comfort cooling applications. The award applies to any commercial or industrial project utilizing refrigeration equipment in a comfort cooling application. The award shall be made to both the designer and the owner of *a comfort cooling application which highlights innovation and/or new technologies.*

#### **Award procedures for Milt Garland & Comfort cooling Awards**

- The winning projects selected by the Refrigeration Committee nominees shall receive the following:
  - The designer of the winning project shall receive a plaque at a Society Winter Meeting.
  - The project's owner shall receive a plaque to be presented at a refrigeration program meeting of the chapter, if requested.
  
- Additionally, in the case of submissions by chapters, chapters will receive the following recognitions:
  - The chapter nominating the winning project shall receive a felt patch to go on the chapter award banner. Patch will be presented at the CRC following the Society award presentation.
  - All chapters submitting a nomination shall be awarded ribbons at the following year's CRC.
  
- Submission Criteria for:
  - Comfort Cooling Award
  - Milton W. Garland Commemorative Refrigeration Award

The awards are open to all who think their projects or other projects with which they are familiar, have achieved some distinction.

- Projects nominations may be prepared by the designers, architects, engineers, owners, or suppliers.
- A member of the project team or the owner must be an ASHRAE member. The nominator must inform and have approval from the owner of the installation that the entry may be published. (The owner's name may be withheld for privacy.) A release to this effect must be obtained from the owner of the project (see Submission Form).
- All projects must be submitted following twelve (12) preceding months and before forty-eight (48) months of the initial operation date of the system.

### Submission Format

- The front cover shall be the applicable Award Submission Form.
- The second page shall contain no more than a two paragraph overview of the project with a brief explanation of the factors supporting the nomination.
- The following pages shall contain a description of the project. The last pages of the submission shall consist of drawings, plans, schematics, or pictures of the project which will give the judges a clear understanding of the merits of the project. This may be the projects construction or as-built documents with added explanation or notes as needed.

### Submission Process

- Submissions must be sent to the Refrigeration Committee Staff Liaison ([amorts@ashrae.net](mailto:amorts@ashrae.net)) by May 1<sup>st</sup> to be considered for that year's competition. Staff Liaison will submit a copy of the submission to Chapter Technology Transfer Committee (CTTC) Regional Vice-Chair (RVC) for informational purposes as well.

### Refrigeration Awards Subcommittee – Membership and Responsibilities

The Chair of the Refrigeration Committee shall select three members on the Committee to serve on the Awards Subcommittee.

- The Awards Committee shall develop a brief article calling for award nominations to be published in the Jan/Feb Insights. Develop email blast for distribution to chapters (from CTTC as well as from REF) coordinated by ASHRAE staff.
- The Awards Subcommittee shall judge the awards submissions using the applicable scoring chart in Table 1.
- Scores shall be delivered to the Refrigeration Committee Staff Liaison no later than 14 days prior to the Refrigeration Committee's meeting at the Society annual conference.
- Shortly after the winner is notified, the Awards Subcommittee shall convey the documentation accompanying the nominated and the winning projects to the ASHRAE *Journal* editor for potential publication.

### Staff Liaison Responsibilities

The Refrigeration Committee Staff Liaison shall provide support through the following activities:

- Receive submissions and distribute to the Awards Subcommittee.
- Collect and summarize ratings for review and voting by the full committee at the Society annual meeting.
- Procure all award and recognition materials as shown above for the awards and mail such materials to all recipients not present at the Society meeting.

## AWARD SUBMISSION FORM

### Applying for (Check One)

- Milton W. Garland Commemorative Award for Project Excellence
- Comfort Cooling Award for Project Excellence

**1. Name of building or project:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Initial Date of Operation:** \_\_\_\_\_

**ASHRAE Member Submitting:** \_\_\_\_\_

**2. Award Winner** (note person listed here will be official winner of award, receive plaque at Plenary session, get travel reimbursement, etc.)

a. Name: \_\_\_\_\_

Role in project: \_\_\_\_\_

ASHRAE Membership Number (if applicable): \_\_\_\_\_

b. Address (including country): \_\_\_\_\_

c. Office Telephone: \_\_\_\_\_

d. E-mail address: \_\_\_\_\_

e. Company: \_\_\_\_\_

**3. Co-Winner** (if appropriate only. Note there will be only the one official winner but more can be recognized if warranted)

a. Name: \_\_\_\_\_

Role in project: \_\_\_\_\_

ASHRAE Membership Number (if applicable): \_\_\_\_\_

b. Address (including country): \_\_\_\_\_

c. Office Telephone: \_\_\_\_\_

d. E-mail address: \_\_\_\_\_

e. Company: \_\_\_\_\_

(please append additional names if appropriate)

**4. ASHRAE Linkage** (the prime designer is an ASHRAE member, the installer is a member, the firm is Golden Circle, or the owner, supplier, etc., is a member, etc. Note the person listed here does not receive award unless listed above).

a. Name: \_\_\_\_\_

ASHRAE Member Linkage: \_\_\_\_\_

ASHRAE Membership Number: \_\_\_\_\_

b. Address (including country): \_\_\_\_\_

c. Office Telephone: \_\_\_\_\_

d. E-mail address: \_\_\_\_\_

e. Company: \_\_\_\_\_

**5. Owner's release:**

I certify that I am the owner or the authorized representative of this project, and hereby grant permission to ASHRAE to use all the enclosed data and information in the judging and subsequent publicity of this project.

Typed Name:

a. Name: \_\_\_\_\_

b. Title: \_\_\_\_\_

c. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Signatures must be on form submitted to ASHRAE)*

d. Company: \_\_\_\_\_

e. Address (including country): \_\_\_\_\_

f. Office Telephone: \_\_\_\_\_

g. E-mail address: \_\_\_\_\_

**TABLE 1: SCORING CHART FOR**

Milton W. Garland Commemorative Award      Comfort Cooling Award

|                |  | Evaluation Points |       |                   |      |
|----------------|--|-------------------|-------|-------------------|------|
| <b>Problem</b> | A1. <b>Complexity of Problem</b>             |                   |       | <b>A. Problem</b> |      |
|                | Subtotal: <b>PROBLEM</b> - Maximum 20 Points |                   | Sum = | Ext. Difficult    | 100% |
|                |  |                   |       | Very Difficult    | 75%  |
|                |  |                   |       | Difficult         | 50%  |
|                |  |                   |       | Not Difficult     | 30%  |

|                |  |  |       |                   |      |
|----------------|--|--|-------|-------------------|------|
| <b>Concept</b> | B1. <b>Concept</b> - Maximum 10              |  |       | <b>B. Concept</b> |      |
|                | Subtotal: <b>CONCEPT</b> - Maximum 30 Points |  | Sum = | Superior          | 100% |
|                |  |  |       | Excellent         | 67%  |
|                |  |  |       | Very Good         | 53%  |
|                |  |  |       | Good              | 47%  |
|                |  |  |       | Fair              | 33%  |

|  |   |  |       |                    |      |
|--|---|--|-------|--------------------|------|
| <b>Solution</b>                          | C1. <b>Performance Criteria Achieved</b> - Maximum 30 |  |       | <b>C. Solution</b> |      |
|  | Subtotal: <b>SOLUTION</b> - Maximum 50 Points         |  | Sum = | Superior           | 100% |
|  |   |  |       | Excellent          | 67%  |
|  |   |  |       | Very Good          | 53%  |
|  |   |  |       | Good               | 43%  |
|  |   |  |       | Fair               | 33%  |
| <b>DISCRETIONARY BONUS*</b> - Maximum 10 |   |  |       |                    |      |
| <b>GRAND TOTAL</b>                       |   |  |       |                    |      |

\*Reasoning for Bonus:

|  |
|--|
|  |
|  |
|  |
|  |

## **SECTION F: GEORGE C. BRILEY ASHRAE JOURNAL ARTICLE AWARD**

### **1. PURPOSE.**

The purpose of the George C. Briley ASHRAE Journal Article Award is to recognize annually an individual for his/her excellence in contribution to the ASHRAE Journal with an article(s) related to refrigeration. The award will serve to heighten general membership awareness of, and interest in, Journal articles related to refrigeration.

Fellow/Life Member ASHRAE member George C. Briley, P.E. is an exceptional ASHRAE member. He has made significant contributions to the ASHRAE Journal. Mr. Briley has published nearly thirty articles related to refrigeration applications in the ASHRAE Journal, including a stretch of two years with an article on various refrigeration applications each month.

### **2. AWARD PRESENTATION.**

The George C. Briley ASHRAE Journal Article Award shall be presented annually but may be omitted if a suitable candidate is not identified. During the ASHRAE Winter Meeting, the George C. Briley ASHRAE Journal Award is presented at the REF Committee meeting. A plaque with the recipient's name, year, and article title will be presented to the lead author. Certificates will be presented to co-authors.

An announcement about the award recipients shall be prepared and submitted to ASHRAE Insights by the Briley Award Subcommittee.

### **3. ELIGIBILITY.**

The award is open to ASHRAE members who have published at least one refrigeration related article in the ASHRAE Journal over the past Society Year. Current REF members are not eligible for receipt of the George C. Briley ASHRAE Journal Article Award.

Topics appropriate for the George C. Briley ASHRAE Journal Article Award include refrigerants, refrigeration system chemistry (e.g. lubricants, contaminants, etc.), project-specific engineered refrigeration systems (including comfort cooling systems), and refrigeration applications (excluding comfort cooling).

### **4. JUDGING.**

After June, ASHRAE Staff will review the previous Society Year's ASHRAE Journal and compile a list of eligible articles. These will be sent to the REF chair to identify eligible articles for REF's consideration.

The chair will appoint a subcommittee of REF to judge the articles after the ASHRAE Annual Meeting. The rating form shown below shall be used for judging the articles with the highest average score winning the award.

## George C. Briley Journal Article Award

Rating Articles: Please rate the issue's articles using the following scale:  
5 = excellent, 4 = very good, 3 = good, 2 = adequate, 1 = poor

Provide comments for each article as appropriate

| <u>Title</u>                | <u>Technical Content</u> | <u>Quality of Presentation</u> | <u>Usefulness of Information</u> | <u>Average Score</u> |
|-----------------------------|--------------------------|--------------------------------|----------------------------------|----------------------|
| Vol. x No. a -<br>Article 1 |                          |                                |                                  |                      |
|                             | General Comments:        |                                |                                  |                      |
| Vol. x No. b -<br>Article 2 |                          |                                |                                  |                      |
|                             | General Comments:        |                                |                                  |                      |
| Vol. x No. c -<br>Article 3 |                          |                                |                                  |                      |
|                             | General Comments:        |                                |                                  |                      |
| Vol. x No. d -<br>Article 4 |                          |                                |                                  |                      |
|                             | General Comments:        |                                |                                  |                      |

## **SECTION G – REVISIONS TO RULES AND PROCEDURES**

*(This Section is for Informational Purposes Only)*

### **Part 1: Revisions to Rules of the Board**

H1.1 Proposed changes (additions and deletions) to Rules of the Board (ROBs) shall be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the Board of Directors.

H1.2 To propose a change to an existing ROB

Present the current ROB with changes marked by double underlining to designate words proposed to be added and strikethrough to designate words proposed to be deleted. A proposed change, as a minimum, shall include the complete ROB number (e.g., 2.106.001.2), the proposed change(s) marked as indicated above, and the reason(s) for the change(s).

H1.3 To propose a new ROB, present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization.

Examples:

*It is recommended that this rule be placed in ROB Volume 1, Policies.*

*It is recommended that this rule be placed in ROB Volume 2, Publishing and Education Council.*

H1.4 To propose rescinding an existing ROB, include in the recommendation the ROB volume in which the rule is located, the rule number or other identification code, and the wording of the rule to be rescinded.

H1.5 Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall follow the same procedure as for changes to ROBs.

### **Part 2 Revisions to Manuals of Procedures (MOP)**

H2.1 Revisions to this MOP must be approved by this committee and by Technology Council or designated council subcommittee.