ILLINOIS MASTER PLUMBER ILLINOIS ASSOCIATION OF PLUMBING • HEATING • COOLING • CONTRACTORS

Volume 103, No. 8

August 2017



PLUMBING-HEATING-COOLING CONTRACTORS ASSOCIATION Best People. Best Practices:

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- Galesburg, IL 61401 2315 Grand Ave. PH: 309-342-7000
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Heating and Cooling Products











ILLINOIS MASTER PLUMBER

ILLINOIS ASSOCIATION OF PLUMBING-HEATING-COOLING CONTRACTORS

Volume 103, No. 8

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AUGUST 2017

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The Illinois Master Plumber published monthly, is the official publication of the Illinois Plumbing-Heating-Cooling Contractors Association, only insofar as notices, bulletins, and reports are concerned.

Editorial and personalized news stories reflect the opinions of the writers, and not necessarily that of the Association. Neither the Association nor this magazine accepts responsibility for statements or claims made by advertisers for their products or services.

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> To: Illinois PHCC 821 South Grand Avenue West Springfield, Illinois 62704 Telephone (217) 522-7219 BEV @ ILPHCC.COM WWW.ILPHCC.COM

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President's Thoughts

by Jeff Brown Illinois PHCC President

Hello again,

I hope everyone has been enjoying their summer and any vacations up to now. Summer is flying by quickly as always. Hopefully the warm weather will stay for a while. With that said, the weather seems to be cooperating so everyone can get their summer work completed and their ground work in.

It was good to see that the Illinois budget problem worked out quickly for all of those with CDB projects, so that we all can get back to work on those jobs. The sad thing to all of this is the extra cost to those projects due to demobilizing and remobilizing. At least this time it was a short stoppage.

I want to remind everyone that Connect '17 (PHCC National Convention) to be held in Milwaukee is coming up October 3rd - 6th. I hope to see a big showing from the Illinois PHCC with the convention so close to home. There will be tours to Kohler, Milwaukee Tool, lots of good education, a product and technology show, networking opportunities and the final event will be held at the Harley Davidson Museum. You will want to register now to get the early bird discount.

Now is also the time to start thinking about getting your continuing education for the 2018 renewal of your plumber's license. The Illinois PHCC CEU classes start next month and a registration form is in the magazine, or you can register at www.ilphcc.com. Have a great summer. Until next month, everyone be safe and take care.





IN MEMORY

John Stanzi, 70, of Algonquin, Illinois passed away on July 12th, 2017 after a long battle with cancer. He is survived by his wife and three children

John founded Stanzi & Associates, which became Stanzi-Simms Marketing. He took pride in contributing to the greater Chicago plumbing industry and was a regular exhibitor and supporter of the Illinois PHCC. He concluded his successful career with Metropolitan Industries. His success in business can be directly attributed to his work ethic, loyalty and customer focus.

He served his country honorably as a Marine. As a veteran of the Vietnam War, he earned the Bronze Star Award for his dedication and bravery.

A Funeral Mass was celebrated July 14th at St. Margaret Mary Catholic Church in Algonquin. In lieu of flowers, donations may be made to: Wounded Warriors https://www.woundedwarriorproject.org

The Illinois PHCC wishes to express its sympathy to John's family and many friends.

PHCC

MEMBERSHIP DIRECTORY ADDITIONS

The following members joined after the publication of our annual directory. **Please add their information to your copy.**

JEN Mechanical Inc. *Phil Halliday* 2813 W. Delmar Ave. Godfrey, IL 62035 Ph: 618/466-1720 phil@Jenmechanical.com

C.K. Brush Paul Brush 715 N. Morris Bloomington, IL 61701 Ph: 309/808-3768 Fax: 309/585-2324 www.ckbrush.com grace@ckbrush.com

PHCC

CALENDAR OF EVENTS

SEPTEMBER 22, 2017

IL PHCC CEU Class John A. Logan College Carterville, IL

SEPTEMBER 23, 2017

IL PHCC CEU Class America's Best Value Inn Vandalia, IL

OCTOBER 4-6, 2017

PHCC Connect '17 Milwaukee, WI

OCTOBER 13, 2017

IL PHCC CEU Class Northfield Inn & Suites Springfield, IL

NOVEMBER 3, 2017

IL PHCC CEU Class Rend Lake College Marketplace Mt. Vernon, IL

NOVEMBER 10, 2017

Illinois PHCC Convention Committee Meeting Collinsville, IL

NOVEMBER 11, 2017

Illinois PHCC & Auxiliary Board Meetings Collinsville, IL

MARCH 23, 2018

Illinois PHCC Expo & Educational Day Drury Lane Conference Center Oakbrook Terrace, IL

MARCH 24, 2018

Illinois PHCC & Auxiliary Board Meetings Hilton Suites Oakbrook Terrace, IL

JUNE 7-9, 2018

Illinois PHCC Convention French Lick Resort French Lick, Indiana

PHOT

PLUMBING CONTRACTOR REGISTRATION RENEWAL TIME

All plumbing contractors registered with the Illinois Department of Public Health should receive a renewal post card in mid-August. Even though you are renewing online, you must still fax or email the insurance and bonds. **Only send those documents by ONE of these methods.** Do **NOT** email and then follow up with a fax. This only causes confusion and delays the process.

Please make sure you look at all the materials carefully and submit your renewal as soon as possible - **DON'T DELAY**. Questions on renewals may be directed to the IDPH Plumbing Program at 217-524-0791 or to dph.plumbing@illinois.gov.

Revisions to the IL Plumbers Licensing Code

Revisions to the Illinois Plumbers Licensing Code (750 Rules) became effective on June 17, 2016. They can be viewed at:

http://www.ilga.gov/commision/ jcar/admincode/068/06800750sections.html.

A printed version that can be easily inserted in to your Illinois Plumbing Code book is available from the Illinois PHCC. They can be purchased at any Illinois PHCC CEU class for \$3.00, or by mail for \$5.00. Make checks payable to the Illinois PHCC and mail to 821 South Grand Ave. West, Springfield, IL 62704.

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| FOLLOW: | @phccnatl and #PHCCconnect (TWITTER) |
| FIND US: | PHCC—National Association (LINKEDIN) |
| CALL: | 800-533-7694 |

| CONNECT 2017 REGISTRATION FORM & INFORMA | TION* | |
|--|-------------------------|-----|
| Registrant 1 | Title | |
| Company | Badge Nickname | |
| Address | | |
| City | State | Zip |
| Phone | Fax | |
| Email (For confirmation) | Special Promo Code | |
| Registrant 2 Title | Badge Nickname Email | |
| Registrant 3 Title | Badge Nickname Email | |

* PHCC Eligibility Policy: CONNECT 2017 and the Product & Technology Showcase are open to all p-h-c contractors, their employees and spouses. Associate Members/industry partners who are not exhibitors are ineligible to attend.

| REGISTRATION FEES | QTY | Through Aug. 31 | Effective Sept. 1 | | TOTAL |
|--|-----|-----------------------------|-----------------------------|---|-------|
| Full Member Registrant** | | \$500 | \$600 | = | |
| Second Registrant from same company | | \$450 | \$550 | = | |
| Third, Fourth, etc. from same company | | \$400 | \$500 | = | |
| Non-Member Contractor Registrant | | \$600 | \$700 | = | |
| PHCC Association Manager | | \$400 | \$500 | = | |
| PHCC Auxiliary Member (non-contractors) | | \$300 | \$400 | = | |
| Guest/Spouse (non-contractors) | | \$300 | \$400 | = | |
| PHCC "PAC" Event (Registration Required) | | \$150 | \$150 | = | |
| PHCC of Wisconsin CEU Course: (Oct. 5) Water Calculations, Sizing, and Distribution | | \$39 | \$79 | = | |
| QSC Program (TuesWed.) (Indicate number attending at right) | | Included in registration | Included in registration | = | |
| UAC Reception (Thurs.) | | \$125 | \$125 | = | |
| Milwaukee Tool Tour (Tues. 2:30-7:30 p.m.) (50-Person Max) | | \$45 | \$55 | = | |
| Lakefront Brewery Tour and Tasting (Tues. 7–10 p.m.) (100-Person Max) | | \$35 | \$35 | | |
| Kohler Co. Tour (Wed. 7 a.m1:30 p.m.) (50-Person Max) | | \$45 | \$55 | = | |
| | | | TOTAL | = | |

**Group reservations can be made by contacting Customer Care at 800-533-7694, or customercare@naphcc.org.

| PAYMENT INFORMATION | | | | |
|--|-----------|-----------|------|--------|
| □ Check (Make payable to PHCC) Mail check to: PHCC ● P.O. Box 601804 ● Charlotte, NC 28260-1804 | Charge my | 🗆 VISA | □ MC | 🗆 AMEX |
| Card Number | | Exp. Date | CV | V Code |
| Name on Card | Signature | | | |
| Billing Address | | | | |
| City | State | | ZIP | |
| Check all that apply: 🔲 Air Conditioning 🔲 Heating 🔛 Plumbing 🔲 Radiant Heat 🔲 Solar Heat 🔲 Sewer & Drain Cleaning | | | | |

Check all that apply: Air Conditioning Heating Plumbing Radiant Heat Solar Heat Solar Heat Solar Heat Solar Heat Commercial Service & Repair/Remodel Commercial Service & Repair/Remodel Institutional Industrial

□ I am a first-time attendee □ I have accessibility or dietary restrictions. (Please attach a written description of your needs.)

By registering for CONNECT 2017, I understand that I may be contacted by Product & Technology Showcase exhibitors and that photos taken of me during the event may be used in PHCC promotional materials.

HOTEL INFORMATION: Hilton Milwaukee City Center Hotel • PHCC rate: \$179 To reserve a room, call 414-271-7250 and reference "PHCC CONNECT 2017."

CALL: (800) 533-7694 · FAX: 703-237-7442 · REGISTER ONLINE: phccweb.org/CONNECT · Email: connect@naphcc.org

All registration cancellations must be in writing. Refunds for cancellations made after September 5, 2017 will be charged a \$25 processing fee.

- Illinois PHCC Associate Members -

Several firms joined the Illinois PHCC as Associate Members following the publication of our Annual Membership Directory. Following is a new and updated list of our Associates. <u>Please add it to your Directory</u>, and remember to

SUPPORT THE COMPANIES WHO SUPPORT US!

Added Sales Co.

Tom Ronan 795 Mittel Drive Wooddale, IL 60191 Ph: 630/694-1300 Fax: 630/694-9148 www.addedsales.com tomronan@addedsales.com

Allan J. Coleman

Shane Wyant 5725 N. Ravenswood Avenue Chicago, IL 60660 Ph: 773/728-2400 Fax: 773/728-2499 www.allanjcoleman.com shane@allanjcoleman.com

American Copper & Brass

Laurie Sword P.O. Box 652 Hillsdale, MI 49242 Ph: 800/624-8296 Fax: 800/439-7752 www.acandb.com

Anvil International

Richard Redmond 7979 W. 183rd Street, Unit D Tinley Park, IL 60477 Ph: 708/557-1590 Fax: 708/534-5334 www.anvilintl.com rredmond@anvilintl.com

Arnie Yusim Leasing Inc.

Bill Adolph 650 Dundee Road Ste 158 Northbrook, IL 60062 Ph: 847/559-8300 Fax: 847/559-8371 jerryyusim@yusimleasing.com

Auburn Supply Company, Inc.

Tony Costella 19081 Old LaGrange Rd., Suite 114 Mokena, IL 60448 Ph: 708/596-9800 Fax: 708/596-0981 www.auburnsupply.com tcostella@auburnsupply.com

Beacon Technical Services

Elizabeth Rynne 2860 Plane Rest Drive Waukegan, IL 60087 Ph: 312/948-4420 Fax: 312/984-0146 erynne@emcpc.com

Bornquist, Inc.

Dave Bernholdt 7050 N. Lehigh Chicago, IL 60646 Ph: 773/774-2800 Fax: 773/763-6534 www.bornquist.com dbernholdt@Bornquist.com

Chicago Water and Fire Restoration, Inc.

Ryan Kelly 1124 North Main Street Lombard, IL 60148 Ph: 630/829-9000 Fax: 630/749-4296 manager@chicagowaterandfire.com

Columbia Pipe & Supply Co.

Dan Arenberg 1120 W. Pershing Rd. Chicago, IL 60609 Ph: 773/927-6600 Fax: 773/927-8415 www.columbiapipe.com darenberg@columbiapipe.com

Connor Company Corporate Headquarters

Ryan Curry 2800 N.E. Adams, P.O. Box 5007 Peoria, IL 61603 Ph: 309/688-1068 Fax: 309/688-4120 www.connorco.com info@connorco.com

Evergreen Sales

Kevin Zaleski / Jeff Thomm 10901 Union Special Plaza, Suite 211 Huntley, IL 60142 Ph: 847/512-7303 Fax: 847/512-7307 www.evergreensls.com JT@evergreensls.com

Fassett Sales Co., Inc.

Peter Fassett P.O. Box 578 Bloomington, IL 61702 Ph: 309/663-8451 Fax: 309/828-7592 www.fassettsales.com peter@FassettSales.com

Federated Insurance Co.

Connor Odykirk 121 E. Park Square Owatonna, MN 55060 Ph: 989/400-7314 Fax: 507/455-7840 www.federatedinsurance.com wcodykirk@fedins.com

First Priority-DKI

Jeanette Koeller 301 N. Woodbury Street S. Elgin, IL 60177 Ph: 847/931-1600 Fax: 847/931-1796 jkoeller@firstprioritydrs.com

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Illinois Plumbing Inspectors Assn.

Tri-County Chapter 2 David Dertz 612 Stuart Dr. Carol Stream, IL 60188 Ph: 630/903-7611 daviddertz@aol.com

Illinois Plumbing Inspectors

Association/ Charter Chapter Jay DeFrates 1509 Ogden Ave. Downers Grove, IL 60515 Ph: 630/973-0271 www.ipiassoc.org jay@ipiassoc.org

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and Mechanical Officials (IAPMO) Dave Viola 18927 Hickory Creek Drive, Suite 220 Mokena, IL 60448 Ph: 708/995-3000 Fax: 708/479-6023 www.iapmo.org dave.viola@iapmo.org

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Randy Hubert 419 Purdy Lane Clarendon Hills, IL 60514 Ph: 630/789-8836 Fax: 630/789-8854 www.jmsales.net randyhubert@jmsales.net

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Brad Cornelissen 2200 Speers Road, Unit C Oakville, ON L6L2X8 Ph: 647/233-6040 Fax: 877/827-6040 www.osbplumbing.com brad@osbplumbing.com

Pargreen Water Technologies

Mark Green 1224 Capitol Drive Addison, IL 60101 Ph: 630/628-1330 Fax: 630/628-3050 www.pargreenwater.com mark.green@pargreen.com

R.C. Sales & Service, LLC

Michael Dore 2476 Wisconsin Avenue Downers Grove, IL 60515 Ph: 877/598-1233 Fax: 630/598-0906 www.rcsales.net michael@rcsales.net

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Stacie Nelson 7130 Clinton Road Loves Park, IL 61111 Ph: 815/997-3104 Fax: 815/633-0879 www.rothenberger-usa.com stacie.nelson@rothenberger.com

Test Gauge & Backflow Supply, Inc.

Richard Marvel 2587 Millenium Drive, Unit K2 Elgin, IL 60124 Ph: 866/836-8692 Fax: 847/836-9455 www.testgauge.net www.shopbackflow.com info@testgauge.net

Tramco Pump

John Obermaier 1500 W. Adams Street Chicago, IL 60607 Ph: 312/243-5800 johno@tramcopump.com

Victaulic Company

Tim Richardson 8418 Prairie Trail Bloomington, IL 61705 Ph: 309/307-7985 tim.richardson@victaulic.com

Viega, LLC

Dan Courtney 713 73rd Ct. Willowbrook, IL 60527 Ph: 630/299-6132 www.viega.us dan.courtney@viega.us

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Wolverine Brass/Plumbmaster

Steven Lockridge / Tim Snodgrass Gary Shipley 2951 E. Highway 501 Conway, SC 29526 Ph: 800/944-9292 Fax: 800/945-9292

Ziel-Carlson, Inc.

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PHECE

ATTENTION EXHIBITORS – GET YOUR BOOTHS NOW FOR THE ILLINOIS PHCC EXPO

The Illinois PHCC has scheduled **Friday, March 23, 2018** as the date for our annual trade show. The EXPO will once again be held at the **Drury Lane Conference Center** in Oakbrook Terrace, Illinois.

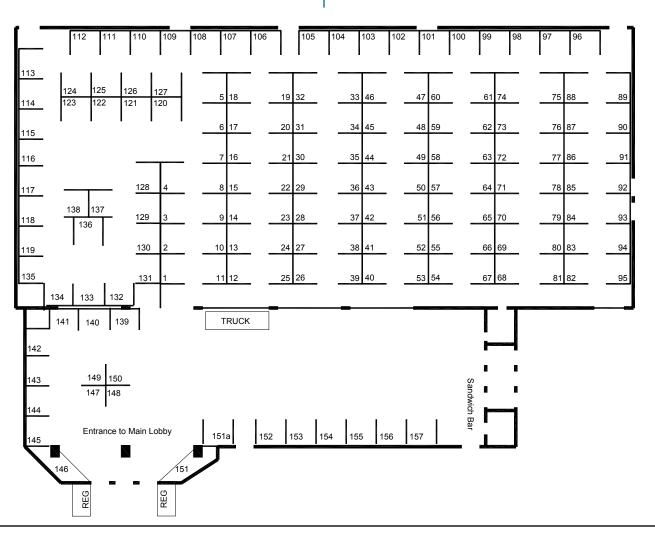
The March 23rd date will be a day for educational opportunities and attending the EXPO. A 4-hour continuing education program will be offered on Friday morning. This will be held in the theatre and will allow us to provide up to 900 people with their CEU credit. Exhibitors and attendees are both invited to the after-EXPO party. Free beer, wine and food will be provided by the Illinois PHCC.

Last year's show proved to be a great success and we plan a repeat performance for 2018. Attendance

was steady throughout the show and the quality of the attendees was superb. We constantly work to upgrade our mailing lists to include **every facet of the p-h-c industry.** We will be offering our exhibitors **free links** to their web sites from the Illinois PHCC site and a discount on advertising in the show issue of the Illinois Master Plumber magazine

Many booths have already been sold, so act now to reserve your space for the event of the year. Please visit our website at www.ilphcc.com/expo to pay online by credit card or you can mail in the contract with a check. Please feel free to contact the Illinois PHCC office with any questions.

PHCC





2018 Exposition Application & Contract March 23, 2018

| Company Name: | mpany Name as it is to appear on Printed Material |
|---|---|
| Type or Print Co | npany Name as it is to appear on Printed Material |
| Booth Preference: | Indicate Booth Preference as Shown on Floor Plan. |
| # of Booths | Choices 1 2 3 4 |
| Booth Costs: One to three booths cost \$7 | 750 each. Four or more booths cost \$725 each. |
| Discount price for Illinois PHCC Assoc One to three booths cost \$ | ciate Members: 650 each. Four or more booths cost \$625 each. |
| 5% discount if full am | per booth must accompany application form. nount of booth cost is paid prior to December 31, 2017. E PAID NO LATER THAN FEBRUARY 15, 2018. |
| Make check payable to: Illinoi | s PHCC, 821 South Grand Ave. West, Springfield, IL 62704 |
| Company | |
| | |
| City / State / Zip | |
| Contact | |
| Phone Number | Fax Number |
| E-mail | Website |
| Signature | |
| The following products or services will | Il be displayed: |
| consent of the applicant and the Illinois PHCC canceled prior to January 1, 2018 a full refund without deposit will be made available as space goods or damage to the Drury Lane Conference <i>In compliance with the Americans with Disa</i> . | sis. Please furnish all information requested. Cancellation must be by mutual C. A copy of the accepted contract will be mailed to you. If the contract is a will be made. No refunds after February 1, 2018. Booth space contracted be is needed. Illinois PHCC will <u>not</u> be responsible for lost, stolen or damaged be Center. bilities Act of 1990, the Illinois PHCC Association will make all reasonable ties at its meetings. Please call 800-795-7422 with any special requests. |
| Booth Assignment(s) | |
| Date <u>/ /</u> Signed: | Ilinois PHCC Executive Director/Show Manager |



2017-2018 Continuing Education for Illinois Licensed Plumbers

| Date/Time | <u>Location</u> | Fee | |
|---|---|-------------------|--|
| □**September 22, 2017 – 1:00 pm-5:00 pm | John A. Logan College, Carterville, IL | \$50.00 | |
| □**September 23, 2017 – 8:00 am-12:00 pm | America's Best Value Inn, Vandalia, IL | \$50.00 | |
| □**October 13, 2017 – 1:00 pm-5:00 pm | Northfield Inn and Suites, Springfield, IL | \$50.00 | |
| □ **November 3, 2017 – 1:00 pm-5:00 pm | Rend Lake College Marketplace, Mt. Vernon, IL | \$50.00 | |
| □**January 12, 2018 – 1:00 pm-5:00 pm | *Heartland College, Bloomington/Normal, IL | \$50.00 | |
| □**February 23, 2018 – 1:00 pm-5:00pm | *Heartland College, Bloomington/Normal, IL | \$50.00 | |
| □**March 23, 2018 - 9:00 am -1:00pm | Drury Lane, Oakbrook Terrace, IL | \$35.00 | |
| No Walkins – No Exceptions. All Registr | ations for the March 23 class must be received befo | ore March 1, 2018 | |
| □ **April 6, 2018 – 1:00 pm-5:00 pm | Rend Lake College Marketplace, Mt. Vernon, IL | \$50.00 | |
| □**April 20, 2018 - 1:00 pm-5:00 pm | *Heartland College, Bloomington/Normal, IL | \$75.00 | |
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| complete the registration process. Directions are | u to the program. Please arrive no later than 30 mi available on our website at <u>www.ilphcc.com</u> to cancel a course due to insufficient enrollment. If | - | |

you will be notified and your pre-registration will be refunded to you or you may transfer to another location. There is no refund for any registration not cancelled (10) working days prior to the class. Cancellations made prior to (10) working days will be charged a \$15.00 cancellation fee. There will be a \$50.00 service charge for any checks returned due to insufficient funds.

In compliance with the Americans with Disabilities Act of 1990, the Illinois PHCC Association will make all reasonable efforts to accommodate persons with disabilities at its meetings. Please call 217-522-7219 with any special requests.



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CDA Launches How-to Videos for Working with Copper Threaded Adapters and Flanges

The Copper Development Association's (CDA) newest "Do It Proper with Copper" educational videos demonstrate how to properly create strong, leak-free connections in some common but more difficult to join piping components, an issue raised by plumbers, technicians and installers working on medical gas, HVAC and refrigeration systems.

The first video, *How to Braze Threaded Copper Adapters*, provides tips for preventing leaks when making a high-quality brazed joint with a threaded copper adapter, and the second video, *Soldering and Brazing Copper Alloy Flanges*, highlights the necessary steps to properly join copper tubes and copper alloy flanges.

"As with all our videos in the Do It Proper with Copper series, CDA is always looking to take the guess work out and offer the right way to solder, braze or otherwise join copper tube, fittings and piping components," said Andrew G. Kireta, vice president of CDA. "It is our goal to mitigate the number of issues we see in the field and provide plumbers with the necessary educational resources to do their job properly and effectively."

CDA chose to highlight the proper method for brazing female copper adapters because too often technicians were experiencing leaks at the threads. Often these fittings are damaged by overheating the threads, which allows annealing to occur. In the video, CDA project manager Harold Moret demonstrates how using a heat sink can prevent the threads from becoming soft, which can cause the joint to fail.

In the flanges video, Moret shows the recommended soldering and brazing techniques, including the proper amount of flux, filler metals and the amount of heat used to ensure a leak-free joint.

"Although soldering and brazing are the most common methods of joining copper tube and fittings, they are often the least understood," added Kireta. "It is this lack of understanding that can cause poor installation procedures and lead to faulty joints."

To check out CDA's newest copper piping videos, visit CDA's YouTube Channel or download the Copper Tube Handbook app on your mobile device from the Apple App store or Google Play store. For more information about copper and copper alloys, visit www.copper.org.



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OSHA LAUNCHES APPLICATION ON AUGUST 1

The Occupational Safety and Health Administration launched on Aug. 1, 2017, the Injury Tracking Application (ITA). The Web-based form allows employers to electronically submit required injury and illness data from their completed 2016 OSHA Form 300A. The application will be accessible from the ITA webpage.

Last month, OSHA published a notice of proposed rulemaking to extend the deadline for submitting 2016 Form 300A to Dec. 1, 2017, to allow affected entities sufficient time to familiarize themselves with the electronic reporting system, and to provide the new administration an opportunity to review the new electronic reporting requirements prior to their implementation.

The data submission process involves four steps: (1) Creating an establishment; (2) adding 300A summary data; (3) submitting data to OSHA; and (4) reviewing the confirmation email. The secure website offers three options for data submission. One option will enable users to manually enter data into a web form. Another option will give users the ability to upload a CSV file to process single or multiple establishments at the same time. A third option will allow users of automated recordkeeping systems to transmit data electronically via an application programming interface.

The ITA webpage also includes information on reporting requirements, a list of frequently asked questions and a link to request assistance with completing the form.

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit www.osha.gov.



RISK MANAGEMENT CORNER



It's nearly impossible these days for businesses to operate without the help of Internet-connected devices, which exposes them to cybercrime. It's the small- to medium-sized businesses, however, that are especially vulnerable: half are victims of cybercrime and nearly two-thirds of those victims go out of business.¹ Hackers increasingly target small businesses because there is a low risk they will be caught and a high probability they will be successful.

Maintaining personally identifying information (PII) on a computer connected to the Internet creates a nearly unavoidable risk. More than likely, names, addresses, and employees' employment information are stored. If PII is acquired by someone without the authority to do so, in most states that is a security breach (data breach).

Banking, credit, and vendor account information is also vulnerable. Even if that valuable information is not stored on an Internet-connected computer, employees who have access to it can be duped into handing it over to criminal actors.

Best Practices and Security Tips

Tip 1: Train Employees in Information Technology Security. Training should be offered especially to those who are responsible for accounts payable, human resources records, and wire transfers. Training for all employees should be reinforced periodically.

Employees should be instructed to refrain from clicking links or attachments in e-mails, and not to pay an invoice until it's confirmed that the sender actually sent it. Even if the e-mail appears to be from a trusted source, employees should learn to always copy and paste links or type URLs into a browser to see if the address is valid.

Tip 2: Funds Transfers. Put a policy in place to have an in-person or telephone conversation to confirm e-mail requests for funds or personal information. It can greatly reduce the likelihood of fraudulent transfers or information sharing.

Tip 3: E-mail Authentication. Phishing can be substantially reduced by verifying that the e-mail originated from the domain it is associated with. If your domain is hosted, it's worth taking some time to look at how your e-mail is set up to ensure proper authentication schemes are used.²

Tip 4: Change default passwords on your router and other Internet-connected devices.

Tip 5: Use a trusted VPN service when using WiFi.

Tip 6: Back up your data regularly both to the Cloud and to a removable device.

Tip 7: Update firmware and software regularly.

Security professionals used to strive for perfect security, but today they accept that goal is unachievable. Instead, they strive for optimal security by combining best practices with a risk management program that considers purchasing data compromise and cyber coverage through a knowledgeable insurance provider.

Cyber ShieldSM from Federated Insurance is a two-part coverage program designed to help provide essential protection against many of the critical cyber and privacy exposures businesses face. Data Compromise Coverage and Cyber Coverage can help your company recover from intentional or accidental breaches. Visit <u>federatedinsurance.com</u> for more information or to find your <u>local Federated representative</u>.

¹⁴ The Impact of Cybercrime on Small Business," Course 10, Tutorial 1, Quoting Dr. Jane LeClair, Chief Operating Officer National Cybersecurity Institute. Online at https://www.sbir.gov/sites/all/themes/sbir/dawnbreaker/img/documents/Course10-Tutorial1.pdf .

²The leading e-mail authentication protocols are SPF (Sender Policy Framework), DKIM (Domain Keys Identified Mail) and DMARC (Domain-based Message Authentication, Reporting & Conformance); best practice is to utilize the three protocols together.

This article is intended to provide general information and recommendations regarding risk prevention only and should not be considered legal advice. Following these guidelines does not guarantee reduced losses or elimination of any risks. This information may be subject to regulations and restrictions in your state. Qualified counsel should be sought regarding questions specific to your circumstances and applicable state or federal laws. © 2017 Federated Mutual Insurance Company. All rights reserved.



REMIND YOUR EMPLOYEES TO SLOW DOWN: BACK TO SCHOOL MEANS SHARING THE ROAD From the National Safety Council

School days bring congestion: Yellow school buses are picking up their charges, kids on bikes are hurrying to get to school before the bell rings, harried parents are trying to drop their kids off before work.

It's never more important for drivers to slow down and pay attention than when kids are present – especially before and after school.

If You're Dropping Off

Schools often have very specific drop-off procedures for the school year. Make sure you know them for the safety of all kids. More children are hit by cars near schools than at any other location, according to the National Safe Routes to School program. The following apply to all school zones:

- Don't double park; it blocks visibility for other children and vehicles
- Don't load or unload children across the street from the school
- Carpool to reduce the number of vehicles at the school

Sharing the Road with Young Pedestrians

According to research by the National Safety Council, most of the children who lose their lives in bus-related incidents are 4 to 7 years old, and they're walking. They are hit by the bus, or by a motorist illegally passing a stopped bus. A few precautions go a long way toward keeping children safe:

- Don't block the crosswalk when stopped at a red light or waiting to make a turn, forcing pedestrians to go around you; this could put them in the path of moving traffic
- In a school zone when flashers are blinking, stop and yield to pedestrians crossing the crosswalk or intersection
- Always stop for a school patrol officer or crossing guard holding up a stop sign
- Take extra care to look out for children in school zones, near playgrounds and parks, and in all residential areas
- Don't honk or rev your engine to scare a pedestrian,



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REMIND YOUR EMPLOYEES TO SLOW DOWN

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even if you have the right of way

- Never pass a vehicle stopped for pedestrians
- Always use extreme caution to avoid striking pedestrians wherever they may be, no matter who has the right of way

Sharing the Road with School Buses

If you're driving behind a bus, allow a greater following distance than if you were driving behind a car. It will give you more time to stop once the yellow lights start flashing. It is illegal in all 50 states to pass a school bus that is stopped to load or unload children.

- Never pass a bus from behind or from either direction if you're on an undivided road – if it is stopped to load or unload children
- If the yellow or red lights are flashing and the stop arm is extended, traffic must stop
- The area 10 feet around a school bus is the most dangerous for children; stop far enough back to allow them space to safely enter and exit the bus
- Be alert; children often are unpredictable, and they tend to ignore hazards and take risks Sharing the Road with Bicyclists

On most roads, bicyclists have the same rights and

responsibilities as vehicles, but bikes can be hard to see. Children riding bikes create special problems for drivers because usually they are not able to properly determine traffic conditions. The most common cause of collision is a driver turning left in front of a bicyclist.

- When passing a bicyclist, proceed in the same direction slowly, and leave 3 feet between your car and the cyclist
- When turning left and a bicyclist is approaching in the opposite direction, wait for the rider to pass
- If you're turning right and a bicyclists is approaching from behind on the right, let the rider go through the intersection first, and always use your turn signals
- Watch for bike riders turning in front of you without looking or signaling; children especially have a tendency to do this
- Be extra vigilant in school zones and residential neighborhoods
- Watch for bikes coming from driveways or behind parked cars
- Check side mirrors before opening your door By exercising a little extra care and caution, drivers and pedestrians can co-exist safely in school zones.

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