

AGENDA

USB MEETING

BPA HEADQUARTERS IN PORTLAND

March 09, 2011

8:30 a.m. to 3:30 p.m.

Room 186, bridge: 503.230.5566, pass code: 1025

Facilitator: Andrew Miller

USB Members: Ross Holter, Eugene Rosolie, Mattias Jarvegren, Lisa Atkin, Rob Currier, Steve Brown, Tom Schumacher, Eric Miller, Dan Villalobos,

TIME	TOPICS	PURPOSE	SPEAKER
8:30-8:40	Welcome		Andrew Miller
8:40-9:30	USB in the Post 2011 World	Discuss	Andrew Miller
9:30-9:45	EE Central	Update	Rasa Keanini
9:45-10:00	Break		
10:00-11:00	PTCS Users Group A. PTCS Duct Sealing Spec Impacts (see attached) B. Contractor Participation Form (see attached) C. QA Procedures D. Consideration of Charging Contractors a fee when the fail to install required CO monitor	Discuss	Sarah F. Moore
11:00-11:30	Implementation Manual	Discuss	Dan Villalobos
11:30-11:45	EE Utility Summit	Update	Maggie Bagan
11:45-1:00	Lunch		
1:00-1:30	RTF Report	Update	Danielle Gidding
1:30-1:45	Retail Allocation Methodology	Discuss	Sarah F. Moore
1:45-2:00	USB Use of Conduit	Discuss	Summer Goodwin
2:00-2:30	T8 Marketing Materials	Inform	Sarah Gabel
2:30-2:45	RBSA	Inform	Carrie Cobb
2:45-3:30	Open Forum	Discuss	All

From: Haberman,Jim M - KLJC-1
Sent: Friday, January 28, 2011 2:43 PM
To: Moore,Sarah F - KLJC-1
Cc: Johnson,Mark E - KLJC-1
Subject: Duct Sealing Specs and Differences

Duct Sealing information in the April 2009 Spec., but not in the June 2006 Spec..

4. Sealing Materials and Duct Connections Definitions

4.1.2. Take offs and slip joints shall be mechanically secured with screws and sealed with mastic.

4.2. Flexible duct connections shall have the interior and exterior liners secured and air sealed with nylon straps (Panduit or equivalent) and tightened with a manufacturer approved tensioning tool. Steel band clamps with worm drive tension adjusters also are acceptable.

5. Duct Connecting and Sealing Applicability

5.1. All accessible portions of the duct system shall be inspected for signs of leakage and soundness of materials.

5.1.1. Accessible plenum connections and take-offs shall be exposed, properly connected and sealed.

5.1.2. Accessible wyes, elbows and other duct connections shall be exposed, properly connected and sealed when they are found to show signs of leakage or poor fit.

5.1.3. Flexible duct connections that have properly secured exterior liners may be considered to have interior liners that are not accessible.

5.1.3.1.Exception: The inner liner on manufactured home crossover ducts shall be considered accessible.

6.4. Existing Manufactured Homes

6.4.5. Regardless of qualifying path, all accessible components of the duct system shall be sealed, including the crossover takeoff-to-trunk duct connections and crossover-to-crossover takeoff connections.



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PTCS Certified Technician Participation Agreement (technician)

last updated 3/2/2011

The Performance Tested Comfort Systems (PTCS) contractor participation agreement (“agreement”) is entered into between _____, the PTCS-certified technician (“technician”) and the PTCS program administrator (“Ecos”). This agreement sets out the terms and conditions under which the technician agrees to provide program-related services that are in compliance with PTCS program requirements. Signing this participation agreement confirms that the signer wishes to participate in the PTCS program, subject to the obligations included within this agreement. This voluntary agreement remains in effect for the duration of the technician’s participation in the PTCS program.

I. Certified technician obligations

PTCS certified technicians are contractors who have successfully completed PTCS training courses for PTCS duct sealing and/or heat pumps.

The technician agrees to:

1. Meet all PTCS duct sealing and/or heat pump program requirements as specified by the Regional Technical Forum and found at www.ptcsnw.com.
2. Maintain all state and locally required licenses and insurance coverage.
3. Conduct business in an ethical and professional manner.
4. Complete all PTCS work according to current program specifications, using program-required testing methods and equipment where indicated.
5. Ensure that a carbon monoxide (CO) alarm is installed if a combustion appliance is present.
6. Accurately record all jobs on the PTCS Form (hardcopy) or PTCS Web Entry Form (electronic) and submit materials to the PTCS site registry at www.ptcsnw.com in a timely manner.
7. Report all necessary job information to the local utility in accordance with the local utilities’ requirements.
8. Track the status of job submitted by using the PTCS site registry and provide to Ecos any additional required information for jobs that receive a “pending” or “rejected” status.
9. Remedy jobs that receive a “pending” or “rejected” status within 30 days of receiving notice from the utility, Ecos, or the Quality Assurance (QA) inspector.
10. Provide and maintain current technician contact information in the PTCS site registry.

II. PTCS program administrator obligations

The PTCS program administrator (Ecos) is charged with providing PTCS certified technicians with technical support in accordance to the Regional Technical Forum’s PTCS service provider standards. The role of the program administrator is to provide training; review, accept or reject jobs entered in the PTCS site registry; provide technical assistance to technicians and utilities; maintain regular communication with technicians and utilities; and coordinate quality assurance oversight.

The PTCS program administrator agrees to:

1. Provide support for PTCS program training and certification and provide a PTCS technician number for all technicians who successfully complete PTCS required training.
2. Provide continual access to current PTCS forms and specifications.
3. Provide continual access to data of jobs entered in the PTCS site registry www.ptcsnw.com.
4. Send notification of any pending or rejected jobs within five (5) working days of receiving incomplete or out-of-compliance forms.
5. Provide access to live technical support on program specifications and data requirements Monday-Friday 8:30 a.m. – 5:00 p.m. PST via a toll-free hotline and email.
6. Maintain a listing of PTCS certified technicians’ contact information on the PTCS Web site.
7. Communicate program updates and provide additional training opportunities as needed.
8. Coordinate quality assurance oversight.

III. Quality assurance inspector obligations

The PTCS quality assurance process ensures that PTCS duct sealing and/or heat pump jobs are meeting the specifications required by the PTCS program. All jobs submitted to the PTCS registry are subject to quality assurance inspection. The Quality Assurance inspector has the authority to reject any PTCS duct sealing and/or heat pump job that fails to meet PTCS specifications.

The PTCS quality assurance inspector agrees to:

1. Follow the PTCS specifications consistently and objectively.
2. Accurately record all quality assurance observations on the QA inspection form.
3. Conduct business in an ethical and professional manner.

4. Provide quality assurance oversight for 10% of jobs submitted to the registry (5% selected randomly by the program administrator, 5% at utility discretion) and submit QA inspection reports.
5. Exercise quality assurance oversight for new PTCS technicians on the first jobs they complete with the program.
6. Ensure that a carbon monoxide (CO) alarm is installed if a combustion appliance is present.
7. Provide the serving utility and the responsible technician a minimum notice of five (5) business days of the intent to inspect.
8. Notify both the serving utility and the responsible technician of any rejected jobs within two (2) weeks of inspection/ and provide both with the inspection report.

IV. Terms of corrective action

The program administrator (Ecos) has the authority to implement corrective action and/or initiate a process for decertification for any of the following:

- Repeated failure to meet PTCS specification requirements
- Repeated failure to remedy missing information or to make corrections to "rejected" jobs within 30 days
- Falsifying reported data
- Failure to provide Ecos with current contact information
- Inactivity for 12 consecutive months
- Failure to comply with requirements set forth by the program administrator in a Corrective Action Plan, (i.e. re-training, ride-along inspections, Webinar attendance)
- At the request of the PTCS certified technician

Corrective Action Plan process

Correction action may require any or all of the following:

1. Written notification to technician (and Company) with reasons for corrective action.
2. Technician (or Company) to respond within two (2) weeks to notice of corrective action and 60-day probationary period.
3. Additional required training (classroom, ride-alongs, Webinar).

De-certified technicians may, at the discretion of the PTCS program administrator, be re-certified upon passing re-certification requirements.

V. Signature

I have read, understand, and agree to comply with all of the terms of this Agreement. I have been provided with a copy of the PTCS specifications and understand that it is my responsibility to request technical assistance if needed to apply the specifications to my work. I understand that the program administrator (Ecos) reserves the right to modify the terms of this Agreement and may do so my providing notice in writing with a minimum of 60 days notice.

By signing below, I acknowledge that I have read and understand the conditions of this Agreement. Failure to return a signed copy of this agreement within 30 days may result in a Corrective Action.

Signature _____ date _____

Name (printed) _____ email _____

Company _____ phone (_____) _____

Address _____ City/ST/ZIP _____

Certifications	Training location	Date of training	Instructors name (if known)
Duct sealing – New Construction			
Duct sealing - Retrofit, New Con. Manuf.			
Heat Pump			
Ground Source Heat Pump			