



Department of Energy

Bonneville Power Administration
P.O. Box 3621
Portland, Oregon 97208-3621

ENERGY EFFICIENCY

September 19, 2006

In reply refer to: PNH-1

Dear PTCS™ Participant:

BPA and its PTCS Service Provider, Ecos Consulting, are now prepared to receive PTCS documentation. This letter describes what to do with the PTCS forms and certificates associated with Conservation Rate Credit (CRC) or Conservation Acquisition Agreement (CAA) measures installed in the past and in the future.

For PTCS Measures Completed Before October 1, 2006

If your utility has already installed heat pump and/or duct sealing measures under BPA's CAA and/or CRC programs, follow this process to complete the documentation for these PTCS certifications:

1. Retain a copy of any completed forms and/or certificates for utility records,
2. Enter the measure into the PTR (unless already done), and
3. Mail a copy of each completed form and/or certificate to:
Ottie Nabors, Mail Stop PNH-1
Bonneville Power Administration
P. O. Box 3621
Portland, OR 97208-3621

For PTCS Measures completed after September 30, 2006

For **Duct Sealing** and **Non-CheckMe!® Heat Pump** measures:

1. Technicians submit completed copies of the PTCS Duct Sealing and/or PTCS Heat Pump Commissioning forms available at www.bpa.gov/ptcs to the sponsoring utility and fax a copy to Ecos whose fax number is on the form.
2. The utility enters the measure into the PTR and retains a copy of the form for its records.

For **CheckMe! Heat Pump** measures:

1. Technician's fill out sections A and B of the PTCS Heat Pump Commissioning form submit to the local utility and fax a copy to Ecos.
2. The utility enters the measure into the PTR and retains a copy of the forms for its records.

The forms and/or certificates, on file at the utility, serve as the PTCS certification documents required by BPA.

For more information on PTCS, please go to www.bpa.gov/ptcs. There is a detailed description of the certification process, including the quality control and quality assurance aspects of the program, as well as a link to the database of Certified Technicians and their Technician Certification Number (Tech ID).

Please educate your local Certified Technicians on where to find the new forms, where to send them, and where to find their new Technician Certification Number. Also, please have your Certified Technicians review their contact information posted on the Certified Technician database.

Utilities have until October 1, 2006, to make this transition, but are encouraged to implement the new process as soon as possible.

If any of the information in the Certified Technician database is inaccurate or missing, please contact Ecos via the e-mail link on the Certified Technician page. If the material on the website doesn't answer your questions, please contact me at (503) 230-4002, e-mail ofnabors@bpa.gov.

Sincerely,

/s/ Ottie Nabors

Ottie Nabors
PTCS Project Manager