

PTCS™ Duct Sealing Certification Form

All sections must be filled out by a PTCS-certified Technician at the time of installation. A copy of the completed form must be promptly submitted to the utility and homeowner in accordance with utility policy. Please enter online at www.ptcsnw.com or fax to 877-848-4074. Questions? Call 800-941-3867 or email reshvac@bpa.gov Last updated: March 2012.

Site Information					
PTCS # []	Installation Company []		Electric Utility []		
Customer Name []			Street Address []		
Site# /Mailing Address []	City []	State []	Zip Code []	Phone Number []	
Site Built <input type="checkbox"/> Existing <input type="checkbox"/> New Construction			Manufactured Home <input type="checkbox"/> Y <input type="checkbox"/> N		
Year Built []			Sections <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3		
Energy Star? <input type="checkbox"/> Y <input type="checkbox"/> N			Energy Star? <input type="checkbox"/> Y <input type="checkbox"/> N		
Foundation: <input type="checkbox"/> Half Basement <input type="checkbox"/> Full Basement <input type="checkbox"/> Crawl Space <input type="checkbox"/> Slab			Super Good Cents? <input type="checkbox"/> Y <input type="checkbox"/> N		
Heating system: <input type="checkbox"/> Elec. Furnace <input type="checkbox"/> Heat Pump <input type="checkbox"/> Gas Furnace <input type="checkbox"/> Other []				Heated Area (sq ft.) []	
Are at least 50% of the ducts in unconditioned space? <input type="checkbox"/> Y <input type="checkbox"/> N If the majority of the ducts are in conditioned space, the home does not qualify for PTCS Duct Sealing.				# of supply registers []	# of returns []

House Pressurization Test – Required for Existing Homes with Existing Ducts and Manufactured Homes					
<input type="checkbox"/> Energy Conservatory Equipment		Is this a Test-Only? <input type="checkbox"/> Y <input type="checkbox"/> N		Blower Door House Pressurized to: <input type="checkbox"/> +50Pa <input type="checkbox"/> Other [] Pa	
<input type="checkbox"/> RetroTec Equipment					
Duct Leakage Test					
TYPICAL DUCT BLASTER CFM READING with Duct Blaster at 0Pa and Blower Door @+50Pa (DB)= Duct Blaster (BD)=Blower Door					
		New Construction	Existing Home New Ducts	Existing Homes Existing Ducts	Manufactured Home
Pre-Test	Pre Ring (Circle One)	Not Applicable	Not Applicable	<input type="checkbox"/> Open <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Open <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
	DB Fan Pressure	Not Applicable	Not Applicable	[] Pa	[] Pa
	DB CFM	Not Applicable	Not Applicable	[] CFM	[] CFM
Post-Test	Post Ring (Circle One)	<input type="checkbox"/> Open <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Open <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Open <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Open <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
	DB Fan Pressure	[] Pa	[] Pa	[] Pa	[] Pa
	DB CFM	[] CFM	[] CFM	[] CFM	[] CFM



Compliance Path (Check all that apply)	<input type="checkbox"/> 6% w/Air handler (A.H.) <input type="checkbox"/> 4% w/o A.H.	<input type="checkbox"/> 10%	Pre-Condition Leakage: <input type="checkbox"/> >250 CFM if > 1,667 Sq. Ft. or <input type="checkbox"/> >15% of floor area Reduction <input type="checkbox"/> 50% Reduction <input type="checkbox"/> 10% of Sq. Ft.	Pre-Condition Leakage: <input type="checkbox"/> Single wide > 100 CFM <input type="checkbox"/> Double wide > 150 CFM <input type="checkbox"/> Triple Wide > 225 CFM <input type="checkbox"/> 50% Reduction Was furnace to plenum connection sealed? <input type="checkbox"/> Y <input type="checkbox"/> N
Duct Blaster Location	<input type="checkbox"/> Return Grille <input type="checkbox"/> Other []	<input type="checkbox"/> Return Grille <input type="checkbox"/> Other []	<input type="checkbox"/> Return Grille <input type="checkbox"/> Other []	<input type="checkbox"/> Return Grille <input type="checkbox"/> Other []
Pressure Tap, Supply Register Location	[]	[]	[]	[]

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Are there any combustion appliances in the home? <input type="checkbox"/> Y <input type="checkbox"/> N		Combustion Appliance Type: <input type="checkbox"/> Fireplace or wood stove <input type="checkbox"/> Gas Furnace <input type="checkbox"/> Gas water heater <input type="checkbox"/> Other []		
Is there a UL-approved and functioning CO detector installed in the home? <input type="checkbox"/> Y <input type="checkbox"/> N	A carbon monoxide (CO) detector installed in the home is required in all cases where sealed or non-sealed combustion appliance is located in a conditioned space or attached structure i.e. garage. RECOMMENDED CO detector specifications: UL 2034/CSA 6.19-01, digital display, peak CO memory and recall			
Is a Combustion Air Zone (CAZ) test required by the electric utility <input type="checkbox"/> Y <input type="checkbox"/> N				
Complete the following CAZ test if required by the utility				
Baseline Pressure with reference to outside (all exhaust devices and air handler fan off) [] Pa			Weather conditions on day of test: <input type="checkbox"/> Calm <input type="checkbox"/> Windy	
With air handler fan ON, record gauge Readings (Pa) below		Interior doors open		Interior doors closed
Zone Description	Reading (Pa)	Net (Pa)	Reading (Pa)	Net (Pa)
Zone1	[]	[]	[]	[]
Zone2	[]	[]	[]	[]
Zone3	[]	[]	[]	[]
<p>Net Depressurization= Net (Pa) = All fans off Reading (Pa) (minus) Air Handler Fan on Reading (Pa)</p> <p>Example: Baseline reading with all fans off = 1 Pa</p> <p>Reading with air handler fan on = -2Pa</p> <p>Net Depressurization = 1 - (-2) = 3 Net Depressurization</p> <p>“Net” equals how much the pressure goes down when the air handler is turned ON (compared to the fan off baseline pressure)</p>				
For system to qualify for duct sealing, the air handler must cause no more than a 3 Pa net depressurization in any zone. Does this system qualify <input type="checkbox"/> Y <input type="checkbox"/> N				
Notes				

Required Customer and Technician Signatures

To be filled out by the electrical utility account holder. This form must be signed by the person whose name appears on the electric utility account. ENERGY INFORMATION RELEASE: The undersigned utility customer requests and authorizes the specified utility to release billing and usage information for the account listed below to the PTCS program. With this authorization, the PTCS program can request billing information for up to two years pre-installation and two years post-installation. The utility customer also hereby releases the utility company from any and all liability arising from or connected with providing this information.

Electric Utility: [REDACTED]	Account #: [REDACTED]
Account holder name: [REDACTED]	
Account holder signature: [REDACTED]	Date: [REDACTED]
By signing below, technician certifies that this form and any accompanying documentation are complete and accurate, and that all measures associated with this project were completed as of the signature date below.	
Technician name: [REDACTED]	
Technician signature: [REDACTED]	Date: [REDACTED]

PRIVACY ACT STATEMENT

Basic authority for collecting this information is authorized by 16 U.S.C. §§ 832 et. seq., and 838 et. seq., pursuant to Bonneville Power Administration's Conservation Program system of records established in 46 FR 31700.

This information is primarily intended to further, but is incidental to the performance of, BPA's overall Energy Efficiency Program, the objective of which is to acquire energy resources through energy efficiency, to determine what cost-effective conservation and direct application renewable resources measures should be installed or adopted under different circumstances, and to provide incentives for the installation of such measures.

Other routine issues of this information include: aggregation into a public database on energy efficiency; furnished to authorized personnel for installation/repair of equipment; aggregated into a database for program publicity; and in some instances information regarding buildings will be made available to subsequent purchasers of the buildings. Your disclosure of the requested information is voluntary, however failure to provide requested information means that it will not be possible for you to participate in this BPA Energy Efficiency program.