Return Form To:

Utility Name	
Address	
City/State/Zip	
Email	
Fax	

COMPANY LOGO
PUBLIC UTILITIES

GROUND SOURCE HEAT PUMP DATA COLLECTION TOOL

Unless requested by the utility, submission of this form is not required.

All fields must be completed. Work must be performed by one or more technicians with an International Ground Source Heat Pump Association (IGSHPA) certification. Multiple technicians may be employed to meet these certification requirements, but all must be present at the time of the install.

1) Enter all data into the data collection tool below. If you have any questions, please email BPA at reseeprogram@bpa.gov or contact the customer's electric utility.

2) Submit the data collection tool and any additional required documents to the customer utility.

Site Information

Company Name	**Tech Name (optional)**	**IGSHPA Tech Name**	**IGSHPA #**
Installation Site Address	**Site City**	**Site State**	**Site Zip**

Install Date | **Electric Utility**

Home Type: ☐ Existing Site Built ☐ New Construction Site Built

Heated Area: **Sq Ft** | **Foundation Type (Site Built):** ☐ Crawlspace ☐ Full Basement ☐ Half Basement ☐ Slab

Existing Primary Heating System Being Replaced *(If new home, indicate heating system installed)*:

☐ Electric Forced Air w/out AC ☐ Electric Forced Air w/ AC ☐ Electric Zonal ☐ Air Source Heat Pump ☐ Ground Source Heat Pump

☐ Natural Gas Furnace (Gas Company: _____) ☐ Other Non-Electric Space Heating: _____

Back up Heat: ☐ None ☐ Electric Forced Air ☐ Electric Zonal ☐ Natural Gas Furnace ☐ Non-Electric Space Heating _____

New Heat Pump Equipment Data

***BPA requires GSHPs to be Energy Star qualified. Visit www.energystar.gov/products/geothermal_heat_pumps*

***Equipment is Energy Star** [check box] Y N	**AHRI#**	☐ Closed Loop ☐ Open Loop ☐ Pond	☐ Vertical Loop ☐ Horizontal Loop	☐ Water-Water ☐ Water-Air

Heat Pump Make | **Capacity (tons)**

Heat Pump Model # | With Desuperheater? No ☐ Yes ☐

For Closed Loop Systems Total external loop length: _____ft	***For Horizontal ground loop*** Average in-ground loop depth: _____ft.	***For Vertical Loop*** No. _____ and depth _____ ft. of boreholes

For Open Loop Systems Supply side depth (elevation difference between water source and heat pump): _____ft.

Return water: Re-injected into ground. Re-injection depth (elevation difference between heat pump and re-injection point): _____ ft.

Discharged onto the surface. Specify surface:

Auxiliary Heating System

Auxiliary (strip) heat lockout does not engage at outdoor temperatures above 30 deg: ☐ Yes ☐ No ☐ Other (specify):

Notes

Updated July 2023