**How To: PTCS Test for a Ducted Air Source Heat Pump**

1. Run unit for at least 15 minutes in compressor-only mode
2. Take Readings
3. Enter data in PTCS registry

4. Measure Plate Pressure
5. Perform Refrigerant Charge Check. Run in heating mode if outdoor temperature is <65°F and run in cooling mode if >65°F.
6. Enter Raw Flow CFM; refer to plate pressure and plate size (based on H2O or Pascal) on Flow Conversion table to locate Raw Flow
7. Calculate Corrected Flow (CFM=Correction Factor x Raw Flow CFM)
8. Calculate CFM/ton (CFM/unit tonnage)
9. Enter data in PTCS registry

Instructions continued on next page...

Enter all data onto mobile device or computer at ptc.bpa.gov using the certified technician’s account.

Submit the Registry Installation Report and additional required documents to the customer utility. Check with utility if the PTCS Air Source Heat Pump Form is required.

Verify Control Settings;
Strip Heat = 35º, Thermostat Make/Model, multiple capacity compressor (Y/N) and enter data in PTCS Registry.

Contact PTCS at ResHVAC@bpa.gov or 1.800.941.3867
Perform TrueFlow Test

1. Measure Normal System Operating Pressure (NSOP)
2. Check TrueFlow Plate Size and Location
3. Measure True Flow System Operating Pressure (TFSOP)
4. Calculate Correction Factor (from table or the $\sqrt{\text{NSOP}/\text{TFSOP}}$)

Install the Heat Pump

Enter Site Information and Heat Pump Equipment Data at ptcs.bpa.gov using the certified account login while performing the tests.

Perform External Static Pressure Test*

1. Measure Return Static Pressure (after the filter)
2. Measure Supply Plenum Static Pressure
3. Calculate External Static Pressure (Return Static Pressure + Supply Static Pressure)
4. Enter data in PTCS registry

*Refer to the registry entry screen or installation form for detailed instructions. See program specifications for variable speed systems.