

## PTCS® Duct Sealing Form (optional)

1) Enter all data on a mobile device or computer at [ptcs.bpa.gov](http://ptcs.bpa.gov) using the certified technician's account. This optional form can be filled out for later entry online. Issues entering data? Submit this form for entry:

- Customers of Bonneville Power Administration (BPA) utilities: email [ResHVAC@bpa.gov](mailto:ResHVAC@bpa.gov), fax to 1.877.848.4074, or call 1.800.941.3867
- Customers of PGE or Pacific Power: email [Residentialforms@energytrust.org](mailto:Residentialforms@energytrust.org) or call 1.866.365.3526

2) Submit the Registry Installation Report (found online) and additional required documents to the customer utility. Unless requested by the utility, submission of this form is not required.

### Site Information

PTCS Tech #	PTCS Tech Name	Install Date	Electric Utility	
Installation Site Address		Site City	Site State	Site Zip
Home Type: <input type="checkbox"/> Existing Site Built <input type="checkbox"/> Manufactured: # of Sections <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3			Heated Area: _____ Sq Ft	
Foundation Type (Site Built): <input type="checkbox"/> Crawlspace <input type="checkbox"/> Full Basement <input type="checkbox"/> Half Basement <input type="checkbox"/> Slab				
Existing Heating System: <input type="checkbox"/> Electric Forced Air w/out AC <input type="checkbox"/> Electric Forced Air w/ AC <input type="checkbox"/> Electric Zonal <input type="checkbox"/> Air Source Heat Pump <input type="checkbox"/> Ground Source Heat Pump <input type="checkbox"/> Natural Gas Furnace (Gas Company: _____) <input type="checkbox"/> Other Non-Electric Space Heating: _____				
Back up Heat: <input type="checkbox"/> None <input type="checkbox"/> Electric Forced Air <input type="checkbox"/> Electric Zonal <input type="checkbox"/> Natural Gas Furnace <input type="checkbox"/> Non-Electric Space Heating				
Location of Duct Work. Ducts are considered to be in unconditioned space when they are in vented crawlspaces, attics, and unheated garages. Basements are considered conditioned space. The bellies of manufactured homes are considered accessible.				
Are at least 30% of supply ducts in unconditioned space and accessible? <input type="checkbox"/> Y <input type="checkbox"/> N <span style="float: right;"><i>If no, home does not qualify for duct sealing.</i></span>				
Type of Ducts Sealed <i>Select one</i>		<input type="checkbox"/> Seal Existing Ducts <input type="checkbox"/> New Ducts	# Supply	# Returns

### House Pressurization and Duct Blaster Tests

*Work must be done to PTCS Duct Sealing Specification found at [bpa.gov/goto/reshvac](http://bpa.gov/goto/reshvac).*

Do either of these conditions apply? <input type="checkbox"/> Record Only (No duct sealing done) <input type="checkbox"/> PTCS Certification ONLY (Pre-test leakage below requirement)		Testing Equipment Used: <input type="checkbox"/> Energy Conservatory <input type="checkbox"/> RetroTec <input type="checkbox"/> Other: _____			
Duct Insulation ( <i>select one</i> ): <input type="checkbox"/> Ducts were not insulated OR <input type="checkbox"/> Existing duct insulation was re-installed OR <input type="checkbox"/> New insulation was installed					
House Pressurized (Blower Door) to: <input type="checkbox"/> +50Pa <input type="checkbox"/> Other _____ Pa	Duct Blaster Location: <input type="checkbox"/> Return Grille <input type="checkbox"/> Other: _____	Pressure Tap Supply Register Location:			
<p><u>Duct Leakage Test:</u> DUCT BLASTER CFM READING with Duct Pressure at 0Pa with respect to house and Blower Door @ +50Pa.</p> <p><u>Duct Blaster Fan Pressure:</u> It is the fan pressure, NOT the house pressure. (Ex. Ring 1, 78 Pa Fan Pressure, 364 CFM)</p> <p><i>Note:</i> CFM leakage is calculated in the online registry using the ring size and fan pressure.</p>	Pre-Test	<b>Existing Home, Site Built</b>	<b>Manufactured Home</b>		
		<b>Pre-test Ring</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Open <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Open <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	
		<b>Duct Blaster Fan Pressure</b>	Pa	Pa	
		<b>Duct Blaster CFM</b>	CFM	CFM	
		<b>Pre-leakage Requirements</b>	<input type="checkbox"/> ≥ 250 CFM (>1667 sq ft) <input type="checkbox"/> ≥ 15% of home's sq ft	<input type="checkbox"/> ≥ 100 CFM, Single Wide <input type="checkbox"/> ≥ 150 CFM, Double Wide <input type="checkbox"/> ≥ 225 CFM, Triple Wide	
		Post-Test	<b>Post-test Ring</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Open <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> Open <input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L
			<b>Duct Blaster Fan Pressure</b>	Pa	Pa
			<b>Duct Blaster CFM</b>	CFM	CFM
<b>Leakage Reduction Requirements</b>	<input type="checkbox"/> ≤ 10% of home's sq ft <input type="checkbox"/> ≥ 50% Reduction		<input type="checkbox"/> ≤ 50 CFM, Single Wide <input type="checkbox"/> ≤ 80 CFM, Double Wide <input type="checkbox"/> ≤ 110 CFM, Triple Wide <input type="checkbox"/> ≥ 50% Reduction		

**Specification Requirements**    The duct sealing at this site meets program requirements including: repairs, metal ducts secured with screws, flex duct interior and exterior liners secured with nylon straps or steel band clamps, ducts are supported and off the ground, boots are mechanically fastened to floor/ceiling, plenum, main ducts, takeoffs and boots sealed, and a good faith effort was made to remove existing duct tape and cover with mastic.         Y    N

**Combustion Appliance Zone (CAZ)**

*Check for common CAZ devices, such as fireplaces, wood stoves, gas furnaces, and gas water heaters.*

**Are there any combustion appliances in the home?**

Y    N

**Is there a UL-approved and functioning CO detector installed in the home?**    Y    N

A carbon monoxide (CO) detector installed in the home is **required** in all cases where a 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.

**Notes**