Prescriptive Duct Sealing Form

All sections of this form are required. A list of eligible installers is available at www.bpa.gov/reshvac. A copy of this completed form must be promptly submitted to the utility and homeowner in accordance with utility policy. Please enter in to the PTCS online registry at www.ptcs.bpa.gov or fax to 877-848-4074. Questions? Call 800-941-3867 or email ResHVAC@bpa.gov.

Site Information *Please print clearly*

PTCS Tech #	Tech Name	Install Date	Customer Utility
Customer Name	Customer Phone	Utility Acct/ ID #	
Installation Site Address*	Site City*	State*	Zip*

**Different mailing address (#, City, St, Zip):*

Home Type (provide information for just **one type**, either a Site Built or Manufactured Home):

Site Built: ☐ Existing ☐ New Construction

Site Built Foundation Type: ☐ Crawl Space ☐ Full Basement ☐ Half Basement ☐ Slab

☐ **Manufactured Home:**

# of Sections: ☐ 1 ☐ 2 ☐ 3

Heated Sq ft: _____

Year Built: _____

Existing Heating System: ☐ Elec. Furnace ☐ Air Source Heat Pump ☐ Ground Source Heat Pump

Back up Heat: ☐ None ☐ Gas, oil, or propane ☐ Wood ☐ Other (specify): _____

Duct Sealing Eligibility Method *(select one)*:

☐ Ducts are not listed in the online registry as PTCS certified or Prescriptively sealed

☐ Ducts were pre-approved for prescriptive duct sealing

Location of Duct Work. Ducts are considered to be in unconditioned space when they are in vented crawlspaces, attics with floor insulation, and garages. Ducts in basements are considered to be in conditioned space. The bellies of manufactured homes are considered accessible. **IMPORTANT:** ***Ducts must meet at least one of the below conditions to be eligible for BPA programs.***

☐ At least 30% of the ducts in unconditioned space **and** accessible, **OR**

☐ There are high operating pressure leaks in unconditioned space.

Installation Checklist *Please print clearly. All work must be done to the Prescriptive Duct Sealing Specification at bpa.gov/reshvac.*

Duct Repair

Select ALL issues repaired: ☐ No repairs done ☐ Large gaps in sheet metal ☐ Rusted portions ☐ Missing sections

Metal Ducts: ☐ No metal duct present, **OR** ☐ All metal ducts are secured using at least 3 sheet metal screws at each connection.

Flex Ducts connections: ☐ No flex duct present, **OR** ☐ All flexible ducts are joined to a section of rigid duct of matching diameter.

Flex Duct liners: ☐ No flex duct present, **OR** ☐ Interior and exterior liners of flex duct connections are secured with tool-tightened nylon straps or steel band clamps.

Duct Support and Connections

Duct support: ☐ Ducts did not require support, **OR** ☐ Duct supports were added

Ground contact: ☐ No duct work touches ground, **OR** ☐ Closed-cell rigid insulation is under the ducts to prevent contact.

Boots are mechanically fastened to the subfloor: ☐ Y ☐ N

Duct Sealing

All accessible portions of the ducts are sealed with approved materials. This includes pulling insulation off, where opportunities exist. Examples of duct sealing opportunities: Plenum; Air-handler cabinet to plenum; Plenum-to-take-off connections; Finger/dovetail joints; Branch T's, Y's and L's; Duct-to-duct connections; and Gores on adjustable elbows. ☐ Y ☐ N

Return was (select one): ☐ Sealed, ☐ In conditioned space and not sealed, **OR** ☐ Was not accessible and not sealed

Duct Insulation *Select one:*

☐ Existing duct insulation was re-installed, ☐ Ducts were not insulated, **OR** ☐ New insulation was installed

Manufactured Homes *Select ALL that apply*:

☐ The belly was accessed ☐ Cross over repairs were made ☐ New cross-over was installed

Combustion Appliances

Are there any combustion appliances in the home? ☐ **Y** ☐ **N**	Combustion Appliance Type: ☐ Fireplace or wood stove ☐ Gas Furnace ☐ Gas water heater ☐ Other: _____
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

Technician Signature

Required Signature: 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 acknowledges that the program conducts quality inspections, and by signing agrees to resolve issues if found during inspections.	
Installation Company:	**Tech Phone #:**
Technician Signature:	**Date:**

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.