

Prescriptive Duct Sealing Form

Check with utility if needing pre-approval prior to starting work. All fields must be completed by a Prescriptive Duct Sealing Certified Technician.

1) Enter this information online at ptcs.bpa.gov or fax it to 1-877-848-4074 for entry.

2) Submit this form to customer's utility with additional documentation required by utility.

Have questions? Visit www.bpa.gov/goto/reshvac, call 1-800-941-3867, or email ResHVAC@bpa.gov.

Site Information (Please print clearly)

Certified Tech #	Certified Tech Name	Install Date	Electric Utility
Customer Name		Installation Site Address*	
Site City*	Site State*	Site Zip*	Customer Phone # () -
*Mailing address if different (#, City, St, 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			# Supply # Returns
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. Bellies of manufactured homes are considered accessible.			
Qualifying Characteristic Select one: <input type="checkbox"/> At least 30% of the supply ducts are in unconditioned space and accessible, OR <input type="checkbox"/> There are high operating pressure leaks in unconditioned space (i.e. plenum).			

Installation Checklist

All work must be completed to the Prescriptive Duct Sealing Specification found at bpa.gov/goto/reshvac.

Duct Repair
Select all issues that apply: <input type="checkbox"/> No repairs done <input type="checkbox"/> Large gaps in sheet metal <input type="checkbox"/> Rusted portions <input type="checkbox"/> Missing sections Metal Ducts connections: <input type="checkbox"/> No metal ducts present OR <input type="checkbox"/> All are fastened (e.g. 3 metal screws at each connection where required) Flex Ducts connections: <input type="checkbox"/> No flex ducts present OR <input type="checkbox"/> All flex ducts are joined to a section of rigid duct of matching diameter Flex Duct liners: <input type="checkbox"/> No flex ducts present OR <input type="checkbox"/> Interior and exterior liners of flex duct connections are secured
Duct Support and Connections
Duct support: <input type="checkbox"/> Ducts did not require support OR <input type="checkbox"/> Duct supports were added Ground contact: <input type="checkbox"/> Ducts do not contact ground OR <input type="checkbox"/> Closed-cell rigid insulation is under the ducts to prevent contact Boots are mechanically fastened to the subfloor or respective surface: <input type="checkbox"/> Y <input type="checkbox"/> N <i>If no, status will result in a rejection.</i>
Duct Sealing
All accessible portions of the duct which require sealing are sealed with approved materials. This includes pulling insulation off where opportunities exist. Examples of 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. <input type="checkbox"/> Y <input type="checkbox"/> N Return was (select one): <input type="checkbox"/> Sealed OR <input type="checkbox"/> In conditioned space and not sealed OR <input type="checkbox"/> Not accessible and not sealed OR <input type="checkbox"/> Was not sealed but is accessible

Duct Insulation

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

Manufactured Homes *Select all that apply:*

Belly was accessed Cross over repairs were made New cross-over was installed End caps installed and sealed

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

Required 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

Account #

Account Holder

Name

Account Holder

Signature

Date

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

Installation

Company

Technician

Signature

Date

Tech Phone #

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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.