

PTCS® Duct Sealing Form

Check with utility if needing pre-approval prior to starting work. All fields must be completed by a PTCS 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)

PTCS Tech #	PTCS 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. 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 <i>If no, home does not qualify for duct sealing.</i>			

House Pressurization and Duct Blaster Tests

Work must be done to PTCS Duct Sealing Specification found at 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 (select one): <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>Note: CFM leakage is calculated in the online registry using the ring size and fan pressure.</p>	Pre-Test	Existing Home, Site Built	Manufactured Home	
		Pre-test Ring	<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
		Duct Blaster Fan Pressure	Pa	Pa
		Duct Blaster CFM	CFM	CFM
		Pre-leakage Requirements	<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 Ring	<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
		Duct Blaster Fan Pressure	Pa	Pa
		Duct Blaster CFM	CFM	CFM
Leakage Reduction Requirements	<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? <input type="checkbox"/> Y <input type="checkbox"/> N	Is there a UL-approved and functioning CO detector installed in the home? <input type="checkbox"/> Y <input type="checkbox"/> 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 # () -
-----------------------------	-------------	--

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.