STEAM TRAP SURVEY VOUCHER

NC Department of Environment and Natural Resources
State Energy Program
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VOUCHER NO._____

FACILITY RECEIVING SURVEY:_____

ADDRESS:_____**CITY:**_____**, N.C. ZIP:**_____

AUTHORIZED REPRESENTATIVE:_____ **TITLE:**_____

E-MAIL ADDRESS: _____

PHONE (__)_____ **NO. OF EMPLOYEES:**_____**APPROX. FACILITY SQ. FT.**_____

SECTION 1: STATE ENERGY PROGRAM'S FINANCIAL RESPONSIBILITIES:

The Energy Program's financial responsibilities shall be limited to:

1. Payment to the survey company in an amount calculated to be the lesser of a) 80% of the standard rate of $12.00 per steam trap for the first 500 surveyed and 50% of the standard rate of $12.00 per steam trap for the second 500 surveyed and $3.00 for steam traps located, identified and tagged, but not tested (the combination of which shall not exceed 1,000 traps) or b) the amount approved by this voucher based on the estimated number of steam traps to be surveyed. **Note: In no case shall the Energy Program's participation exceed $7,800, over a five year period per survey recipient.**
2. All costs charged by the steam trap survey company (surveyor) in excess of the amount to be paid by the Energy Program shall be the sole responsibility of the facility receiving the survey (survey recipient). Upon completion of the sections entitled "Certificate of Completion" and "Certificate of Acceptance" and approval by the Energy Program, this voucher shall serve as authorization for payment.

SECTION 2: STEAM TRAP SURVEY SURVEYOR RESPONSIBILITIES:

An authorized surveyor with a survey team will examine the facility steam traps in order to uncover failed or non-operating traps and provide the following services:

1. Locate, identify and tag the requested steam traps (recommended all steam traps) located within the facility receiving the survey.
2. Provide steam trap log including such information as operating status, model number, manufacturer, trap type, pressures and a description of trap location (trap map) if one does not exist. The surveyor(s) shall utilize a combination of testing methods including but not limited to: test valve method, listening device test, pyrometer method, and visual observation.
3. Test all steam traps wherever possible and tag those traps that are not operating properly.
4. Instruct plant maintenance personnel in proper testing methods.
5. Note specific problems such as water hammer, improper sizing of condensate return systems and poorly designed piping configurations.
6. Develop a testing schedule for maintenance personnel including a Steam Trap Maintenance Record to assist in establishing a continuing preventive maintenance program.
7. The surveyor shall submit to the survey recipient two (2) copies of the following reports within 15 days following the initial site inspection:
   A) Survey report which shall include operating status of each trap, condition of each trap, those traps needing repair or replacement, and inlet and outlet pressures. This report should include as well the findings and the recommendations.
   B) Cost summary report which shall provide a listing of the cost of steam loss due to defective traps, cost estimates of repairing or replacing defective traps and economic payback period.

C) The surveyor shall submit to the Energy Program one (1) Survey Package within 30 days of the survey completion, which shall include the following materials:
   a) one (1) copy of the completed survey report,
   b) one (1) copy of the cost summary report, and
   c) the original copy of this voucher, with all sections signed and completed.

SECTION 3: SURVEY RECIPIENT'S RESPONSIBILITIES:

By signing this voucher, the survey recipient agrees to the following:

1. Upon authorization of this voucher by the Energy Program, the survey recipient is authorized to independently secure a steam trap survey from one of the approved participating steam trap survey companies listed below:

NAME	Charlotte Valve & Fitting Company – Swagelok	**NAME**	Ameresco, Inc.
CONTACT	Devin Clontz	**CONTACT**	Bruce Gorelick
PHONE	704-608-7971	**PHONE**	704-608-4854
EMAIL	devin.clontz@swagelok.com	**EMAIL**	bgorelick@ameresco.com
REMITTANCE ADDRESS:	2817 Superior Dr. Wake Forest, NC 27587	**REMITTANCE ADDRESS:**	111 Speen Street, Suite 410 Framingham, MA 01701

   Any additional costs associated with the steam trap surveys must be borne by the survey recipient.
2. The survey recipient agrees to pay to the surveyor all the necessary funds to support costs of services provided in excess of that agreed to by the Energy Program in this voucher.
3. To provide at least one person from the maintenance staff to work with the surveyor, both to provide assistance concerning the layout and operations of the facility and to serve as trainee on steam trap testing.
4. To have the requested steam traps located within this facility tested or tagged. This may require bringing steam traps on-line that would not ordinarily be operating at that time.
5. To provide such equipment as is necessary (i.e. ladders, etc.) to reach steam traps difficult to access.
6. To provide any reasonable data and information required for the surveyor, such as facility drawings and plans, past energy usage data, and energy cost data.
7. Upon satisfactory completion of the survey and receipt of this voucher signed under the "Certification of Completion" by the surveyor, an authorized representative of this facility shall sign the "Certificate of Acceptance" portion of this voucher certifying that the activities listed above have been conducted at the facility and that two (2) copies of the cost summary report and survey report have been received.
8. To implement all reasonable recommendations made by the surveyor that do not adversely affect day-to-day operations.
9. To provide the Energy Program within one year after the completion of the survey with the replacements and the repairs which have been implemented based on this survey recommendations.
10. Failure to provide the Energy Program with the report mentioned in point 9, will result from not being eligible to receive additional surveys in the future.

I hereby request participation in the Steam Trap Survey Program offered by the **NC Department of Environment and Natural Resources**, Energy Program and agree to comply with the terms contained within this voucher.
Estimated number of steam traps in facility: _____

_____ _____
Authorized Signature of Survey Recipient Date

[SHADED AREA FOR ENERGY PROGRAM **USE ONLY.]** **VOUCHER APPROVAL**

Based upon the formula listed in Section 1, Paragraph 1, and the estimated number of steam traps at this facility, the maximum allowable amount payable under this voucher shall not be greater than $_____. The expiration date of this voucher shall be _____. All work performed under this voucher must be completed by this date. No payment will be issued for activities performed after the expiration date or for survey completion packages received more than 30 days following the expiration date. Surveys conducted prior to the voucher approval shall not be accepted.

_____ _____
Approved by the State Energy Program Date

CERTIFICATE OF COMPLETION (to be signed by the surveyor)

I hereby certify that a steam trap survey was conducted by _____ (company's name) for the facility listed above, on _____, in accordance with the terms of this voucher and the memo of participation on file with the Division. I further certify that the required reports have been delivered to the survey recipient. The actual number of traps surveyed and tested was _____ and the actual number of traps located, identified and tagged, but not tested was _____.

_____ _____
Authorized Signature Date

CERTIFICATE OF ACCEPTANCE (to be signed by the survey recipient)

I hereby certify that a steam trap survey was conducted by _____at our facility on _____in accordance with the terms of this voucher and that the required reports have been delivered to us. The actual number of traps surveyed and tested was _____ and the actual number of traps located, identified and tagged, but not tested was _____. In certifying acceptance of this survey, I hereby request the Energy Program to issue payment consistent with the terms of this voucher.

_____ _____
Authorized Signature Date

[SHADED AREA FOR ENERGY PROGRAM USE ONLY.] APPROVAL FOR PAYMENT

Based upon the approval of this voucher as denoted by an authorized signature above, and upon receipt of a valid survey having been conducted as denoted by the receipt of the survey completion package and authorized signatures under "Certificate of Completion" and "Certificate of Acceptance" above, payment is authorized to the surveyor in the amount of $ _____

$9.60 X _____ = _____
$6.00 X _____ = _____
$3.00 X _____ = _____

Total: _____

_____ _____
Approved by the Program Manager Date

_____ _____
Approved by Business Manager Date

_____ _____
Approved by Accountant Date

Account	Center	Amount
532199020	_____	_____
532199020	_____	_____
532199020	_____	_____