

Appendix 6: PE Verification Checklist

Site name and address: _____

Date: _____

Name of PE completing this form: _____

Review location: Corporate Office ___ Site Visit ___

Site Physical Characteristics and Eligibility

- The site has established a formal site file. Yes___ No___
 - Location of the formal site file: _____
- The site meets the definition of an industrial site defined in the site requirements. Yes___ No___
- The site's physical characteristics and any other site-specific information required on the Statement of Energy Improvement (e.g., site name, location, parent company information, and contact names) match that of the site applying for the ENERGY STAR Challenge for Industry recognition. Yes___ No___

Site Operating Characteristics

- The site's registered baseline and energy intensity metric were approved by U.S. EPA. Yes___ No___
- The data used to track the energy performance of the site is from the site named on the Statement of Energy Improvement. Yes___ No___
- All information supporting the non-energy operating characteristics used to calculate the site's energy intensity metric is documented. Yes___ No___
- An Energy Tracking Plan or existing data management procedures were in place during the duration of the site's participation in the ENERGY STAR Challenge for Industry. Yes___ No___
- All data was tracked consistently throughout the duration of participating in the ENERGY STAR Challenge for Industry. Yes___ No___
- For production-based energy metrics, the production units used for calculating the energy intensity metric are consistent with the numbers from the official company production records. Yes___ No___
- For building-based energy metrics, the gross square footage of the site used for calculating the energy intensity metric are consistent with company records. Yes___ No___
- For complex energy metrics, the approach was applied consistently during the tracking period and the data used matches the origin of the original normalized/multivariate data used to develop the metrics. Yes___ No___
- The production, gross square footage and/or normalized data used to calculate the energy intensity match the data found in the site's energy tracking system. Yes___ No___
- All data used reflects the whole facility and not a single process or individual part of the site. Yes___ No___

Site Energy Consumption

- All energy consumption for each energy source used to operate the facility and manufacturing processes (including purchased and generated) was accounted for and reported in the Statement of Energy Improvement. Yes___ No___
- All information supporting the energy consumption used to calculate the site's energy intensity metric is documented. Yes___ No___
- All information supporting the energy consumption used to calculate the site's energy intensity metric is treated consistently across the baseline and tracking periods, especially for energy sources that may be invoiced at irregular (non-monthly) intervals. Yes___ No___
- If site exports electricity or steam, these exports have been subtracted from the site's total energy use. Yes___ No___ N/A, site does not export._____
- All forms of energy purchased and used on site were properly converted to BTUs, summed and reported on the Statement of Energy Improvement as site energy. Yes___ No___
- All energy was properly converted from "site" to "source" energy, summed and reported on the Statement of Energy Improvement as source energy. Yes___ No___
- All data used reflects the whole facility and not a single process or individual part of the site. Yes___ No___

Site Energy Intensity Improvement

- The baseline data entered into the Statement of Energy Improvement matches the baseline approved by U.S. EPA when the site registered to participate in the ENERGY STAR Challenge for Industry. Yes___ No___
If no, an explanation for the difference must be noted in this checklist (below), accompanied by any necessary supporting documentation.
- The site reduced its energy intensity by at least 10 percent within 5 years of the conclusion of the baseline period, and all data was accurately recorded in the Statement of Energy Improvement. Yes___ No___
- The period during which the energy intensity reduction was achieved ends no earlier than 12 months, nor later than 60 months, from the conclusion of the baseline period. The 10 percent energy intensity reduction is calculated against the baseline period for the final 12 months of the tracking period. Yes___ No___
- The tracking period begins immediately following the end of the baseline period and continues through the end of the period for which the 10 percent reduction is achieved. Yes___ No___

Site Annual Carbon Dioxide Emissions Avoided (Optional)

- If site has reported the avoided carbon dioxide equivalent (CO₂e), the emission estimates that are linked with the energy intensity reduction were calculated correctly using proper emission factors. Yes___ No___ N/A, site has not reported CO₂e._____

Completion of Formal Site File

- All documentation/calculations supporting all the statements above are located in the formal site file. Yes___ No___

PE Verification

- The PE completed the PE Verification Checklist for submission to U.S. EPA, and added the original document to the formal site file. Yes___ No___
- The PE validated the Statement of Energy Improvement (includes: signing, stamping – indicating if embossed, and providing the required license information) for submission to U.S. EPA, and added the original document to the formal site file. Yes___ No___

Please note any company personnel involved in review:_____

Please note any findings, corrections, or recommendations from the review:

The public reporting and recordkeeping burden for this collection of information is estimated to average 25 minutes per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.