

STEAM TRAP SURVEY VOUCHER

NC DEPARTMENT OF COMMERCE
STATE ENERGY OFFICE
1340 MAIL SERVICE CENTER
RALEIGH, NC 27699
ATTENTION: MRS. ENASS WAHBY
TELEPHONE: 919-733-1919

VOUCHER NO. _____

FACILITY RECEIVING SURVEY:
ADDRESS: _____ CITY: _____, N.C. ZIP: _____
AUTHORIZED REPRESENTATIVE: _____ TITLE: _____
PHONE (____) _____ NO. OF EMPLOYEES: _____ APPROX. FACILITY SQ. FT. _____

SECTION 1: STATE ENERGY OFFICE'S FINANCIAL RESPONSIBILITIES:

The Energy Office'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 \$10.00 per steam trap for the first 500 steam traps surveyed and 50% of the standard rate of \$10.00 per steam trap for the second 500 steam traps surveyed and \$2.00 for steam traps located, identified and tagged, but not tested...
2. All costs charged by the steam trap survey company in excess of the amount to be paid by the Energy Office shall be the sole responsibility of the facility receiving the survey.

SECTION 2: STEAM TRAP SURVEY COMPANY'S RESPONSIBILITIES:

A competent 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 all the steam traps located within your facility.
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.
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. Provide report of surveyed traps, including operating status, condition of each trap, those traps needing repair or replacement, and inlet and outlet pressures.
7. Develop a testing schedule for maintenance personnel including a Steam Trap Maintenance Record to assist in establishing a continuing Preventive Maintenance Program.
8. The surveyor shall submit two (2) copies each of a written Survey Report of the findings and recommendations and a Cost Summary Report which will 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 within 14 days following the initial site inspection.

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 Office, the survey recipient is authorized to independently secure a steam trap survey from any one of the approved participating steam trap survey companies listed below:

Table with 4 columns: NAME, CONTACT, PHONE, EMAIL for Enercheck Systems, Inc.; Applied Energy Management; Charlotte Valve & Fitting Company; and Flowserve Gestra.

Any additional costs associated with the steam trap surveys must be borne by the facility receiving the survey.

- 2. The survey recipient agrees to issue a Purchase Order to the survey company and provide all funds necessary to support costs of services provided in excess of that agreed to by the Energy Office 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 all of the steam traps located within this facility tested. 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 survey, 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 provide the Energy Office, within 30 days of the completion of activities described by Section 3, Paragraph 6, one (1) Survey Completion Package, which shall include the following materials:
 - a) one (1) copy of the completed Cost Summary Report,
 - b) one (1) copy of the Survey Report,
 - c) the original copy of this voucher, with the "Certificate of Acceptance" section signed, and
 - d) one (1) copy of the Purchase Order issued to the survey company by the survey recipient providing funding to support costs of services in excess of payments to be made by the Energy Office.
9. To implement all reasonable recommendations made by the surveyor that do not adversely affect day-to-day operations.
10. To notify the Energy Office of recommendations that have been implemented within one year after the completion of the survey.

I hereby request participation in the Steam Trap Survey Program offered by the NC Department of Commerce, State Energy Office 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 OFFICE 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 Office Date

CERTIFICATE OF COMPLETION (to be signed by the Surveyor)

I hereby certify that a steam trap survey was conducted as the facility listed above, 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 was _____.

Authorized Signature Date _____

CERTIFICATE OF COMPLETION (to be signed by the Survey Recipient)

I hereby certify that a steam trap survey was conducted at our facility in accordance with the terms of this Voucher and that the required reports have been delivered to us. The actual number of traps surveyed was _____. In certifying acceptance of this survey, I hereby request the Energy Office issue payment consistent with the terms of this Voucher directly to _____.

(Survey Firm)

Authorized Signature Date _____

[SHADED AREA FOR ENERGY OFFICE 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 survey company in the amount of \$ _____ from 2466-4663-30 (Stripper Well) or 2466-4668-30 (Amoco).

_____	_____	STATE ENERGY OFFICE NC DEPT OF COMMERCE 1340 MAIL SERVICE CENTER RALEIGH, NC 27699
Approved by the Project Mgr.	Date	
_____	_____	
State Energy Office Payment Authorization	Date	

[SHADED AREA FOR ENERGY OFFICE USE ONLY.] PROCESSING PAYMENT

Requisition # _____ Date: _____

Account # 532199

Center & Fund Source, please circle one of the following:

Center & Fund Source 2466-4663-30 Stripper Well

Center & Fund Source 2466-4668-30 Amoco

Purchase Order # _____ Date: _____