

PE Verification Checklist – ENERGY STAR Certification

Plant: _____

Date: _____

PE: _____

Review location: ____ Corporate Office ____ Site Visit

Plant Physical Characteristics and Eligibility

- ☐ The plant has established a formal certification file. Yes____ No____ If so, where?

- ☐ The plant's activities conform to the eligibility description in the EPI Instructions. Yes____ No____
 - ☐ These plant activities are described in the certification file. Yes____ No____
- ☐ Relevant calculations of plant activities (e.g., space requirements) meet specified minimums in the EPI Instructions. Yes____ No____
 - ☐ These plant calculations supporting eligibility are documented in the certification file. Yes____ No____

Plant Operating Characteristics

- ☐ All data are confirmed to belong to the plant named in the EPI and plant certification documents. Yes____ No____
- ☐ All data are confirmed to match the same 12-month time period specified on the Statement of Energy Performance. Yes____ No____
- ☐ The plant's data is current (defined as within 4 months of the Period Ending Date on the Statement of Energy Performance). Yes____ No____
- ☐ All original source data (e.g., production records) has been reviewed to assure all data were correctly transcribed into a spreadsheet, database, etc. Yes____ No____
 - ☐ If original source data are not available for review, it can be verified that appropriate internal verification procedures are applied to any company databases used for applicable data. Yes____ No____
- ☐ All calculations made using the original source data have been reviewed to assure accuracy, correct conversion of units, and use of generally accepted and uniformly applied conversion factors. Yes____ No____
- ☐ Annual totals resulting from all calculations match the values entered into the EPI. Yes____ No____
- ☐ Annual totals resulting from all calculations match the units specified in the EPI. Yes____ No____
- ☐ Inputs or calculations for other required plant physical characteristics (e.g., square footage, kilns) are consistent with source documents provided in the certification file. Yes____ No____
- ☐ All source data, calculations, and assumptions have been documented in the formal certification file. Yes____ No____
Note that referral to a company database is not adequate; the file must include a static record of data drawn from the database on the date of EPI completion (i.e., the date the EPI score and Statement of Energy Performance were produced).
- ☐ All production metrics (e.g., quantities, capacities, labor hours) follow the procedure specified in the EPI instructions. Yes____ No____
- ☐ Source data, calculations, and documentation for all other data types (e.g. HDD/CDD) have been reviewed and documented in the formal certification file. Yes____ No____

Energy Data

- ☐ All data confirmed to belong to the plant are named in the EPI and plant certification documents. Yes____ No____
- ☐ All data confirmed to match the same 12-month time period are specified on the Statement of Energy Performance. Yes____ No____

- ☐ The plant's data are current (defined as within 4 months of the Period Ending Date on the Statement of Energy Performance. Yes___ No___
- ☐ All original source data (e.g., utility invoices) have been reviewed to assure all data were correctly transcribed into a spreadsheet, database, etc. Yes___ No___
 - ☐ If original source data are not available for review, it can be verified that appropriate internal verification procedures are applied to any company databases used for applicable data. Yes___ No___
- ☐ All calculations made using the original source data have been reviewed to assure accuracy, correct conversion of units, and use of generally accepted and uniformly applied conversion factors. Yes___ No___
- ☐ Annual totals resulting from all calculations match the values entered into the EPI. Yes___ No___
- ☐ All source data, calculations, and assumptions have been documented in the formal certification file. Yes___ No___
Note that referral to a company database is not adequate; the file must include a static record of data drawn from the database on the date of EPI completion (i.e., the date the EPI score and Statement of Energy Performance were produced).
- ☐ Annual totals resulting from all calculations match the units specified in the EPI. Yes___ No___
- ☐ All energy sources used at the plant are included in the EPI. Yes___ No___
- ☐ All energy sources follow the energy accounting procedure specified in the EPI instructions. Yes___ No___
- ☐ Calculations for energy transfers (purchased steam, compressed air) have been reviewed for accuracy. Yes___ No___

ENERGY STAR Energy Performance Score

- ☐ All the required data have been entered into the EPI. Yes___ No___
- ☐ The data have been properly entered into the EPI. Yes___ No___
- ☐ The plant's EPI score is 75 or higher. Yes___ No___

PE Verification

- The PE review of the plant has been documented (e.g., site visit vs. corporate office, date, personnel met with, findings/corrections/recommendations from the review). Yes___ No___
- The PE completed the Verification Checklist for submission to EPA, and added the original document to the formal certification file. Yes___ No___
- The PE signed, stamped – indicating if embossed, and provided the required license information on the Statement of Energy Performance for submission to EPA, and added the original document to the formal certification file. Yes___ No___

Please note any company personnel involved in review:

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