



Attachment 3:
Application Instructions
For Participation in the Texas Pilot Project on
Plant Energy-Efficiency Certification
(ver. 4/24/2008 All Participants)

The US DOE is recruiting 5 plants to participate in a pilot project on plant energy-efficiency certification. For more information on the project, see the following documents:

- *“Texas Pilot Project on Plant Energy-Efficiency Certification: Questions and Answers”*,
- *“Overview of Plant Energy-Efficiency Certification Overview”*, and
- *“Schedule of Activities in the Texas Pilot Project”*

Documents pertaining to the pilot project and the proposed certification program can be requested from Paul Scheihing, US DOE, at paul.scheihing@ee.doe.gov

Application Process

The application process is described below:

1. After you read the documents on the pilot project, contact Paul Scheihing listed at the end of this document to get your questions answered and let us know of your interest.
2. Get your management on board!
3. Send the application letter to Paul Scheihing at Paul.Scheihing@ee.doe.gov. Applications will be reviewed in the order they are received. Training begins July 15, 2008.
4. An interview will be scheduled for May/June 2008 with your plant contact and management.

Application Letter

Submit an application letter from a top manager at your company that addresses the following 7 requests for information (an example letter is shown on page 3).

1. Provide a brief description of your plant, its management structure, and relationship of energy functions in the plant to corporate functions.
2. Provide the name of the project manager within the company who will have the responsibility and authority to lead the plant certification project. Please provide a description of how the project manager intends to work with the other departments in the company in developing the energy management program. (The project manager should be available to travel to and participate in all 3 training sessions and the recognition and wrap-up meeting.)

3. Provide a brief description of your plant's energy management program as it now operates. Do you have goals, track progress, KPIs, an energy team, etc.? Briefly describe the roles and responsibilities of individuals responsible for energy management at the site. We invite the participation of plants at all stages of energy program development.
4. Provide a brief description of the plant which would be participating in the pilot project. This should include location, manufacturing activities, number of employees, approximate annual energy spend (heat and power) not including feedstocks, and the energy systems that you are interested in assessing for opportunity. The energy systems to be addressed by a proposed ANSI standard in 2008 include: steam, process heating, compressed air and pumping.
5. Provide a description of the reasons the plant wishes to participate in the pilot project and some of the benefits it hopes to realize.
6. Provide clear assurance that top management will provide the necessary visibility, staff time, and other resources necessary to successfully develop and implement the energy management system. Ongoing top management support is the most critical factor for ensuring a successful and sustainable energy management system. At the end of this document is a table showing the types of resource commitments participants can expect. .
7. Provide an indication of your site's willingness to participate in reporting on progress and developing a case study with the assistance of outside resources. Any case study on your plant's participation in the project will be approved by your site before release.

Contact the individuals below with questions:

Paul Scheihing
Industrial Technologies Program
Office of Energy Efficiency and Renewable Energy
US Department of Energy
202-586-7234
Paul.Scheihing@ee.doe.gov

or

Kathey Ferland
Texas Industries of the Future
The University of Texas at Austin
Center for Energy and Environmental Resources
512-232-4823
kferland@mail.utexas.edu

Submit your letter on company letterhead.

EXAMPLE LETTER

Date

Paul Scheihing
Industrial Technologies Program
Office of Energy Efficiency and Renewable Energy
US Department of Energy, EE-20
1000 Independence Ave., SW
Washington, DC 20585-0121

Subject: Letter of Application for participation in the pilot program for plant energy-efficiency certification

Dear Mr. Scheihing:

The XYZ Company of Atlanta, Georgia is submitting this letter of application for your consideration of our company's participation in the Superior Energy Performance (SEP) pilot program for plant certification. The following is the information requested for consideration under the Application Instructions. XYZ Company understands that the selection factors shall include top management commitment, resources and organizational support, internal and external communication of program benefits and lessons learned, and full participation in the pilot program training, energy assessments, management system implementation and reporting.

(attach requested information below)

Commitments by Pilot Project Team and Site Team

(ver. Jan 30, 2008)

Activity	Pilot Project Team (US DOE and TxIOF team) ¹	Pilot Project Site Team
3 training sessions on Energy Management Systems. 2.5 days per training.	Provide 3 training sessions on components of an Energy Management System. Provide practical strategies and tools for implementing system components.	Site Project Lead attends all training sessions. At least one other company person is strongly encouraged to attend. Participation rotates depending on training topic. Other plant energy team members also invited to the training sessions.
Implementation of Energy Management System	Provide 6 hours of coaching per month per site to assist with system implementation.	Staff implement or refine management system. Includes completion of all homework assignments from the training sessions. Plan, implement, and monitor energy projects. Quarterly reporting to pilot project team. (July 08-June 09)
Energy System Assessments (at least 2 per plant)	National energy expert to conduct on-site assessment(s) and prepare report of energy saving opportunities.	<ol style="list-style-type: none"> 1. Baseline energy system data collection in advance. 2. Coordination of onsite assessment with plant. 3. Review draft report. 4. At 6, 12 and 24 months, report on project savings.
Pre-certification Audit for Energy Management System	Team from Georgia Tech to conduct audit of energy management system and prepare report for plant management and TxIOF and DOE.	Site project lead to review report and participate in audit. (4 days in June/July 2009)
Pre-certification Audit for Energy Performance (M&V Component)	M&V company to conduct energy performance review to identify progress and gaps re: plant energy performance certification criteria.	Site project lead to review report and participate in audit (4 days June-Oct 2009)
Project Wrap-up	<ol style="list-style-type: none"> 1. In conjunction with the plants, prepare case studies on plant experiences with 	<p>October 2009</p> <ol style="list-style-type: none"> 1. Work with external Project Team on case study

¹ Includes Georgia Tech, Oak Ridge National Lab, Lawrence Berkley National Lab, and consultants who are qualified specialists and trainers on energy systems.

	<p>certification pilot project components (management systems, assessments, M&V, etc.). Plants will approve all case studies before they are finalized.</p> <p>2. National recognition from US DOE upper management at event.</p>	<p>2. Provide feedback on assessment standards, certification criteria, and monitoring and verification protocol.</p>
--	---	---