

RES/HTR SOP 2024 Measure Documentation Guide

Geolocation apps- Here are a few options that can be used to capture the date and location



GPS Map Camera: Geotag Photos

Add GPS stamp on camera Photos
[SUSAMP INFOTECH](#)
Designed for iPad

★★★★ 4.7 • 455 Ratings
Free · Offers In-App Purchases



GPS Stamp: Add Geotag on Photo

Geotag Pictures with GPS Stamp
[SUSAMP INFOTECH](#)
Designed for iPad

★★★★ 4.6 • 255 Ratings
Free · Offers In-App Purchases

General Rules for photographic documentation

1. Clear enough to zoom in and read fine print for photos that include text
2. Capture the entire object
3. Use lowest resolution/file size that still meets above requirements
4. Files must be less than 700 MB in size to be uploaded in P3
5. Review the project twice and submit once
6. Follow the Program Manual and TRM guidelines on what to capture
7. Only measures with all required documentation will be accepted and receive incentives

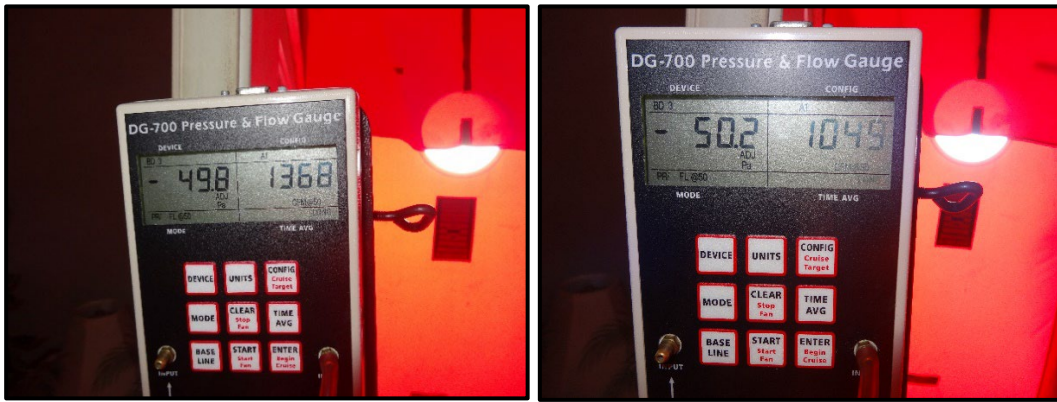
Air Infiltration

Eligible projects have a cap of 4.6 CFM₅₀ per square foot of house floor area for the pre-retrofit infiltration rate and adhere to BPI testing procedures. Homes with evidence of asbestos or mold or suspected due to the age of the home are ineligible. Homes must not be sealed beyond the applicable MVR.

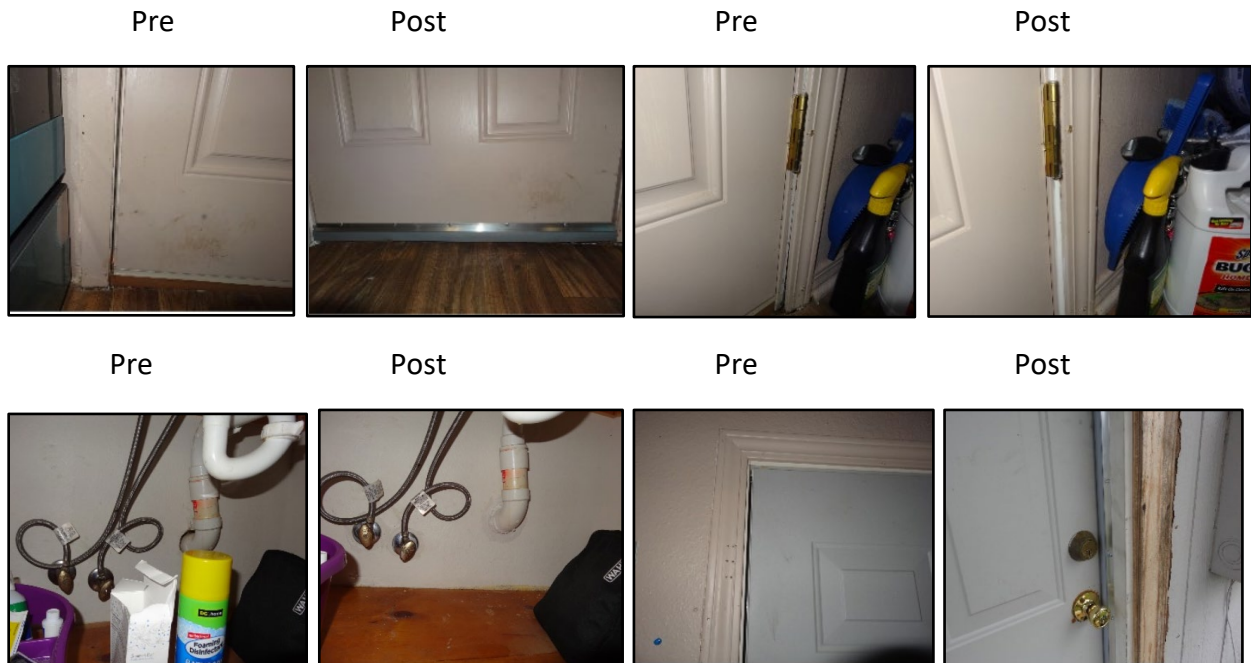
- Photos of the measurement device must show before and after work is performed including times at which the photo was taken
- Photos of the scope/type of retrofit implemented must show pre- and post-retrofit condition of the treated locations (examples may include: newly added weatherstripping, caulking around window frame, recessed lighting fixtures, etc.)

Blower Door Pre-Work Photo

Blower Door Post Work Photo



Scope of Work

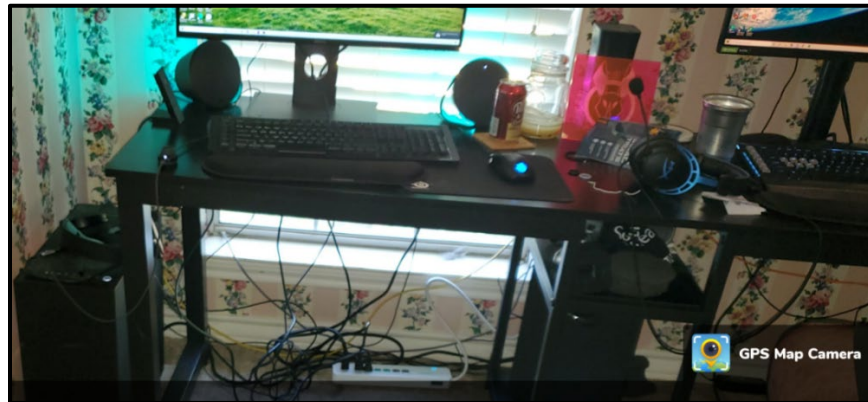


Advanced Power Strips

The Advanced Power Strips must be plugged in with the correct device plugged in to the master and 2 peripheral devices plugged into the correct outlets. Only 3 APSs may be installed in a home. Only devices found on the list of peripheral devices in the TRM can be used. Devices plugged into the 'Always On' outlets do not qualify. Invoice with date of purchase and quantity or photo is eligible.

- Proof of purchase

Home Office



Ceiling Insulation

Insulation can only be installed above conditioned spaces and must be reported accurately throughout the attic.

- Attic areas with R 4 or less of pre-existing insulation: 2 photos before insulation is installed, 1 showing a representative area of the attic including the ruler and the other, a close-up of the same ruler. 2 photos after insulation is installed of the same area. (4 photos total)

Pre-install Representative Area



Pre-install Representative Area



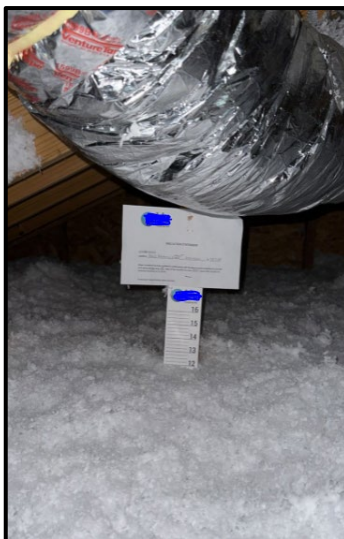
Pre-install Ruler



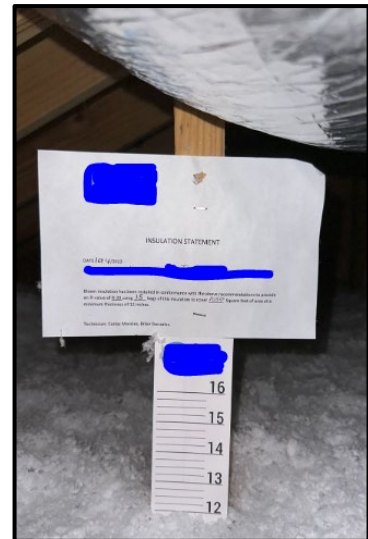
Post-Install Representative Area



Post-Install Ruler



Post-Install Ruler



CLAIMING ELECTRIC RESISTANCE HEATING

- Outdoor unit: Photo nameplate showing make and model. If nameplate is illegible, a photo must be provided proving this is the case
 - Nameplates showing the make and model are sometimes hidden in the back of the unit at the bottom, to help ensure they stay legible for an extended period
 - If the outdoor unit's nameplate is unreadable a photo of the thermostat showing, there is no emergency heat may help
- Indoor unit: photo of air handler and heating element showing that no gas vent is present

Outdoor unit nameplate unreadable



Outdoor unit nameplate



Indoor unit (electric resistance)



Indoor unit (electric resistance)



Indoor Unit (Gas)



Duct Sealing (Alternate Approach)

Photos and documentation characterizing the work required including number of leaks, location, and severity of leaks. The Duct Sealing Overview educational document is a required leave-behind.

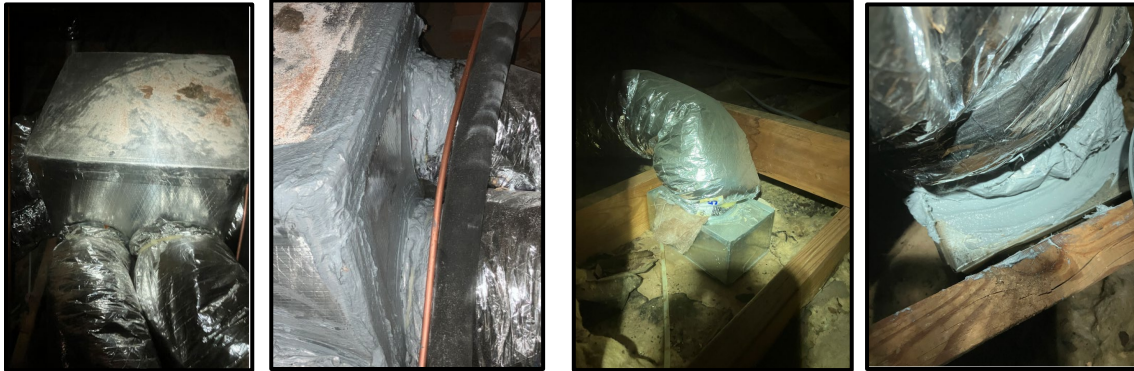
- Representative photos of leakage areas pre and post sealing

Return Air Plenum before and after



Supply air plenum before and after

Sealed supply register in attic and in home



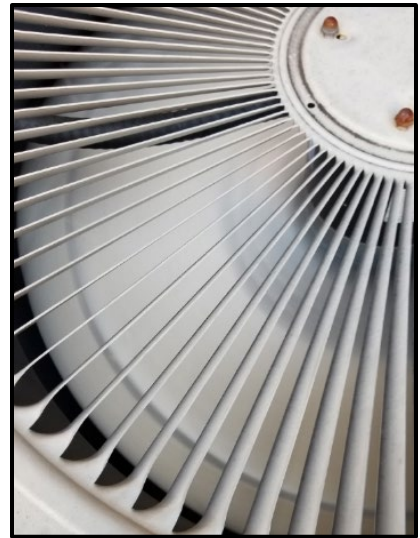
Supply register in home before and after



HVAC System Replacement

- Photo of installed system
 - Alternative: Invoice of new unit with date of purchase, installation address, name of the customer, and the model and serial number of replaced units (condenser, air handler, and furnace).
- If claiming early retirement: A photo of the outdoor unit's fan spinning.
- If claiming early retirement, rightsizing, or electric resistance baseline: Photo of retired unit nameplate (even if illegible)

Functional outdoor unit



Outdoor unit nameplate unreadable



Outdoor unit nameplate



Outdoor Unit



General Service LED Light Bulbs

Installed LEDs must replace incandescent bulbs, no halogen, fluorescents, or other types. Bulbs installed in the attic, garage, or outdoors are allowed.

- Proof of purchase showing date and number of units
- Photo of removed incandescent bulbs

Incandescent light bulb



Smart (Connected) Thermostats

New smart thermostats must replace a standard or programable thermostat with an ENERGY STAR® connected thermostat.

- Proof of purchase or photo of installed unit
 - Alternative if part of an HVAC replacement:
Invoice of the new unit including model and serial number, date of purchase, address of the installation, name of the customer

New Smart Thermostat

