### PRE-VISIT QUESTIONNAIRE

**(Energy Efficiency)**

Date:

Company Name: Web Site:

Facility Address:

Mailing Address (if different):

Company contact: Title:

Email: Phone: Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate contact: Title:

Email: Phone: Mobile\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Standard Industrial Code (SIC): NAICS Code:

Number of Employees:

Check each box that applies if your facility files any of the following:

**□**Form R (EPA) **□**Form S (DEP) **□**Tier II (EPA)

How did you learn of OTA? (What prompted this recent contact?)

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

According to the Massachusetts Toxics Use Reduction Act (Chapter 21I, Section 7, Part H) which is available at <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter21I/Section7>:

Any information or record, in document or electronic format, received by the office in the course of providing technical assistance to a toxics user shall be kept confidential and not considered to be a public record pursuant to section 10 of chapter 66, unless:

* The toxics user agrees in writing that such information may be made available to the department.
* The office determines at its discretion, the information pertains to an [imminent threat](https://www.mass.gov/files/imminent_threat_final_draft._august_2017.pdf) to public health or safety, or to the environment
* Disclosure to the department is required by law.

A copy of OTA’s Confidentiality Policy is available here: <https://www.mass.gov/service-details/the-ota-confidentiality-policy>.

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1. Briefly describe the products you manufacture or the service your company provides. Please attach any product literature relevant to this visit.
2. What unit operations/production processes are performed at your facility?
3. Please list your primary energy related issues and/or goals.
4. For what specific unit operation(s)/production process(es) would you like OTA’s assistance with energy efficiency?
5. Are process flow diagramsand/or plant floor plansavailable to view on site?
6. Do operations vary seasonally or periodically? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify:

Describe use:

Hrs/Day Days/Wk Wks/Yr

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

1. Who are the energy service providers for your organization?

Electricity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of meters \_\_\_\_\_\_

Natural gas \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of meters \_\_\_\_\_\_

Oil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If applicable, when was your last energy audit?

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, when was your last engineering study related to energy use/savings? No

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you implemented any energy conservation/efficiency measures or practices?

\_\_ Maintenance changes \_\_ Building insulation

\_\_ HVAC changes \_\_ Window improvements

\_\_ Scheduling changes \_\_ Lighting changes

\_\_ Heat recovery \_\_ Variable speed drives

\_\_ Combined heat and power (cogeneration)

\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What type of fuel or energy is used for heating the building and/or process system(s)? Please enter B for building or P for process. Also indicate if there is more than one type of fuel or energy used by typing 1 for primary or 2 for secondary.

\_\_\_\_\_\_\_\_\_ Electric \_\_\_\_\_\_\_\_\_ Natural gas

\_\_\_\_\_\_\_\_\_ Oil \_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. HVAC Systems and Controls
   1. Heating

\_\_\_\_\_\_\_\_ Boiler \_\_\_\_\_\_\_\_ Heat pump

\_\_\_\_\_\_\_\_ Furnace \_\_\_\_\_\_\_\_ Unit heaters

\_\_\_\_\_\_\_\_ Not sure \_\_\_\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Air conditioning?

\_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_\_\_No

If yes, please indicate type:

\_\_\_ Rooftop Unit \_\_\_\_\_\_ Chiller \_\_\_\_\_ Window/wall units

\_\_\_\_ Not Sure \_\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Controls

\_\_\_\_\_\_\_ Manual \_\_\_\_\_\_\_\_\_ Automatic

1. Do you operate one or more process cooling and/or refrigeration systems?

\_\_\_Yes \_\_\_\_No

If yes, what is the capacity of the largest system: \_\_\_\_ Tons

1. If applicable, how many cooling towers do you operate?

N/A \_\_\_ Number\_\_\_\_\_ What capacity? \_\_\_ Tons \_\_\_\_ Tons \_\_\_\_Tons \_\_\_ Tons

1. What other equipment is used in your business? (Estimated quantity of each and horsepower of largest motors)

\_\_\_\_ Data center \_\_\_\_ Pumps \_\_\_\_ Motors

\_\_\_\_ Compressors \_\_\_\_ Conveyor systems \_\_\_\_ Fans

\_\_\_\_ Forklifts \_\_\_\_ Furnaces \_\_\_\_ Steam system

\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you track electricity/gas/oil costs? \_\_\_\_\_ No \_\_\_\_ Yes (No. of years on record: \_\_\_\_\_yrs.)

Who monitors the costs?

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How are energy costs tracked?

For entire plant \_\_\_\_\_\_\_\_ By process area \_\_\_\_\_\_\_\_

Amount of last year’s energy bills?

Under $50,000 \_\_\_ $50,000 - $150,000 \_\_\_ $150,000 - $500,000 \_\_\_

1. Have you installed any renewable energy systems at your facility?

\_\_\_Yes \_\_\_No

If yes, which type?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If no, are you interested in including any of the following in our evaluation?

\_\_\_ Solar thermal \_\_\_\_ Solar photovoltaic

\_\_\_ Wind turbine \_\_\_\_ Biomass (such as wood chips/pellet fired furnace/boiler)

\_\_\_ Hydroelectric \_\_\_\_ Other

1. Are you planning on major changes which may either increase or decrease your energy usage?
2. Is there anything else we should know about your energy conservation/reduction plans?
3. Name, title, phone number and email of person completing this questionnaire.

ENVIRONMENTAL JUSTICE STATEMENT:

The Massachusetts Office of Technical Assistance (OTA) is a division under the Massachusetts Executive Office of Energy and Environmental Affairs (EEA). EEA prioritizes the principles of [Environmental Justice](https://www.mass.gov/environmental-justice) to address the disproportionate burden of environmental pollution experienced by lower-income, non-English speaking, and/or communities of color.

[EEA’s Environmental Justice policy](https://www.mass.gov/doc/environmental-justice-policy6242021-update/download) defines environmental justice as “the principle that all people have a right to be protected from environmental hazards and to live in and enjoy a clean and healthful environment regardless of race, color, national origin, income, or English language proficiency.” EEA promotes meaningful involvement of environmental justice populations in planning and decision-making to improve environmental quality, minimize health impacts through pollution prevention, and invest in parks and green spaces in environmental justice neighborhoods to increase access to natural resources and open spaces.

As part of [EEA’s Environmental Justice Strategy](https://www.mass.gov/doc/february-2024-environmental-justice-strategy-english/download), OTA has an ongoing commitment to key agency actions that incorporate the principles of Environmental Justice throughout our work. To find out if your company is located in or near an environmental justice neighborhood, you can type your facility address into [EEA’s Environmental Justice mapping tool](https://mass-eoeea.maps.arcgis.com/apps/MapSeries/index.html?appid=535e4419dc0545be980545a0eeaf9b53). Through site visits and technical assistance, OTA can help facilities in or near environmental justice neighborhoods identify opportunities to reduce the use, manufacturing, and processing of hazardous chemicals, evaluate safer processes and chemistries, address potential safety risks and enhance compliance with environmental regulations, maintain practices to conserve the use of energy, water, and other materials, and use toxics use reduction strategies to lessen the risk of severe weather-related industrial accidents in the event of natural hazards in climate-vulnerable areas.

If your company has questions about environmental justice or related questions about community engagement and meaningful community involvement, please let OTA staff know. [OTA](https://www.mass.gov/service-details/otas-team) is available as a resource to provide companies with additional information on the relationship between toxics use reduction and environmental justice and will frame recommendations to companies in the context of environmental justice.