

## INSULATION CERTIFICATE GUIDANCE

In accordance with the guidance that can be found in NREL's SWS *Section 4: Insulation*, and as required by 16CFR 460.17, *Labeling and advertising of home insulation - What installers must tell their customers*, and Chapter 11, N1101.5 *Building thermal envelope insulation* of the Residential Code of NYS, a dated receipt (insulation certificate) is required to be completed for all NYS Weatherization Assistance Program single family (1 – 4 units) projects that involve insulation measures.

Fill out the form completely for each area of the project where insulation was installed. Include the type (Fiberglass batt, cellulose, etc.), brand name, the number of inches added, the R-value of the amount of insulation added and the new, total thermal resistance (R-value) for the insulated area. Arrive at the new total thermal resistance (R-Value) by "combining" the two different R-values that may now exist in the area. For example, R-38 added to an R-11 results in R-49.

*Do not* add up the coverage areas or R-values for different parts of the house. *Do not* multiply the R-value for one inch by the number of inches you installed.

For Ceilings and Exterior walls be certain to indicate the method employed, dense pack or loose fill.

Additionally, for ceilings you must include the 'Manufacturer's installed weight per square foot' necessary to achieve the recorded total thermal resistance (R-Value) and for exterior walls, indicate the frame type of the wall insulated; 2" x 4" or 2" x 6".

The crew leader (or post inspector) must print their name in the space provided for certification that the project was insulated as represented on the insulation certificate.

The installer(s) must indicate at the bottom of the certificate the 'Item #' found above (ex. #2, [ceiling insulation measure]; #4, [floor insulation measure]) which corresponds to the insulation work that installer performed, sign and date, and then print their name. If the Weatherization crew performed any insulation work, the crew leader should fill out this portion as well, sign and enter the date and WAP agency name.

Agencies that subcontract insulation work must receive the completed, signed form from their contractor as part of verifying the work attested to and to present the final, completed version to the customer.

At the conclusion of the project, agencies must provide the certificate to the owner, along with any / all warranties or other required documentation, and advise all these documents be kept together in a secure place for future reference as well as to supply insulation information for any future work they may have done on their home.

Review the content of the form, explaining to the owner of the property how the certificate provides them with valuable information on the insulation type(s), amount and thermal resistance value in their property as a result of your weatherization insulation efforts.