



Ground Source Heat Pump Project Installation Form

All fields must be completed. Work must be performed by one or more technicians with an International Ground Source Heat Pump Association (IGSHPA) certification. Multiple technicians may be employed to meet these certification requirements, but all must be present at the time of the installation.

DOCUMENTATION REQUIREMENTS

Use this checklist to help compile documents for submission. For all projects, provide a detailed invoice plus any project specific back-up documentation listed below.

Equipment or contractor invoice showing	☐	Documentation of manufacturer and heat pump model number
	☐	Purchase or installation date
	☐	Installation cost

MEMBER - Information

Member/Homeowner Name		Account Number	
Email		Phone	
Site Address		City, State, Zip	
Mailing Address (if different)		City, State, Zip (if different)	
Home Type	☐ Existing Single Family ☐ New Construction Single Family		
Existing Heating System Being Replaced (If new home, indicate heating system installed):	☐ Electric/Propane Forced Air Furnace ☐ Ductless Heat Pump ☐ Air Source Heat Pump ☐ Ground Source Heat Pump ☐ Electric Zonal¹ ☐ Non-Electric Space Heating (wood/oil/propane/gas) ☐ None		

¹ Zonal heating includes electric, non-ducted: Ceiling cable, wall, baseboard, plug-in space heaters, and an electric boiler/water heater attached to a hydronic floor heating system.

Rebate offer(s) may be changed or discontinued at any time. All warranties are offered by manufacturer not the utility, whether expressed or implied, regarding the product(s) listed above for any materials or labor associated with installation, maintenance, repair, or energy savings associated with use. Rebate offer(s) apply to new product(s) only. Utility reserves the right to inspect installed product(s). Product(s) must meet all program criteria to qualify for rebate(s).

CONTRACTOR - Installation Information

Install Date		Company Name	
IGSHPA Tech Name		IGSHPA #	
Equipment is Energy Star	☐ Yes ☐ No	AHRI #	
Heat Pump Make		Capacity (Tons)	
Heat Pump Model #		With Desuperheater?	☐ Yes ☐ No
☐ Closed Loop ☐ Open Loop ☐ Pond		☐ Vertical Loop ☐ Horizontal Loop	☐ Water - Water ☐ Water - Air
For Closed Loop Systems Total external loop length: ft.		For Horizontal Ground Loop Average in-ground loop depth: ft.	For Vertical Loop No. and depth ft. of boreholes
For Open Loop Systems: Supply side depth (elevation difference between water source and heat pump): ft.			
Return water: Re-injection into ground. Re-injection depth (elevation difference between heat pump and re-injection point): ft.			
Discharged onto the surface. Specify Surface:			
Auxiliary (strip) heat lockout does not engage at outdoor temperatures above 30 deg: ☐ Yes ☐ No ☐ Other (specify):			

Installer Name:		Installer Signature:
Date:	Phone:	Email:

The undersigned Lincoln Electric Cooperative member requests and authorizes Lincoln Electric Cooperative to release billing and usage information for the account listed below to the Bonneville Power Administration (BPA) or its agent. With this authorization, BPA may request billing information for up to two years prior to installation and two years following installation.

The selection, purchase, and installation of the energy efficiency measures (EEM) are the sole responsibility of the Owner(s). The Owner(s) must rely on the Approved Installer regarding any representations or promises about the EEM, including materials, labor, cost, or potential energy savings. Lincoln Electric Cooperative's evaluation of the EEM is conducted only to determine eligibility for its rebate program.

All maintenance, repairs, or replacements of the EEM remain the sole responsibility and expense of the Owner(s). The Owner(s) further understands that Lincoln Electric Cooperative disclaims any and all implied or express warranties, including but not limited to warranties of merchantability or fitness for a particular purpose.

Homeowner Signature:	Date:
Account Holder Signature (if different):	Date:
Return form to: Lincoln Electric Cooperative, Inc. 312 Osloski Rd Eureka, MT 59917 Or email to: memberservices@lincolnelectric.coop	