



NJCEP Sampling Procedures

New Jersey Clean Energy Program Raters:

The following items are required to participate in the New Jersey Clean Energy Program if you are using **RESNET Sampling Standards** from Chapter 6

1. Rater will send the Program Administrator the Provider's ID and whether they are a Sampling Provider. Sampling Provider will send the Program Administrator their Operation Policies and Procedures for Sampling.
2. Each Sample Set will list which stage of construction the set is undergoing; i.e. Pre-drywall or Final.
3. When identified, we require the number and ID of individual units within a Sample Set. Each sample set will be completed within a 30 day period, and dates of each inspection will be included in the Sample Set information.
4. The first 7 consecutive, complete test/inspection results will be submitted to the Program as soon as the inspection reports are completed. For a newly started subdivision, the 3 consecutive complete test/inspection results will also be submitted to the Program at RNCNJCEP@NJCleanEnergy.com – subject line to state **“Sample Set for [Project Name and Address].”**
5. The Program will be notified of any failures in the subsequent Sampling Set, and the results of testing/inspections of the two additional tests from the Sampled Set as soon as these failures occur. Information about any and all further failures will also be sent to the Program.
6. Program Administrator reserves the right to notify Rater's Provider and/or RESNET if any failure occurs during our routine QA process
7. Root Cause Analysis report on failures shall be sent to the Program.
8. Program reserves the right to inspect or test any home in the Sample Set, regardless if the unit has been inspected or tested.

SIGNATURE

DATE