**Superior Energy Performance**

Request for Approval Form 6.1

**Alternative Approach: Non-Routine Adjustments**

Use of a non-routine adjustment (s) as noted in Section 3.6.7 of the Superior Energy Performance [Measurement and Verification Protocol for Industry](http://www.superiorenergyperformance.net/pdfs/SEP_MV_Protocol.pdf) requires approval by the SEP Administrator.

Facilities ***must*** complete and submit this form to request approval. Facilities are strongly encouraged to do so prior to applying to the SEP program in order to avoid delays in the application process. The estimated time to complete the review and provide a decision on this approval request is approximately 2 weeks, or longer if additional information is needed. Based on this request, the SEP Administrator will develop evaluation criteria, which will be provided to the facility and its selected SEP Verification Body.

Please complete and send this form, or send any questions, to the SEP Administrator at superiorenergyperformance@ee.doe.gov.

**Facility Name:**  Click here to enter text.

**Contact Name:**  Click here to enter text.

**Contact Email:** Click here to enter text.

**Contact Phone Number:** Click here to enter text.

Have you already submitted your SEP Application? [ ]  Yes [ ]  No

Have you selected a SEP Verification Body? [ ]  Yes [ ]  No

 If yes, please list the SEP Verification Body’s name here: Click here to enter text.

Please provide the following information:

1. What are the dates of your baseline period and reporting period?
2. Which energy sources did you model and what relevant variables are included in the models?
3. Describe the change that occurred leading to the need for a non-routine adjustment(s).

[Definition of a non-routine adjustment: non-routine adjustments are adjustments for one-time changes between the baseline and reporting period to otherwise constant conditions or static factors within the defined boundary (section 3.6.7 Non-routine adjustments, SEP M&V Protocol for Industry)]

1. Were any of the relevant variables affected by this change? Please describe how.

1. When did the change occur? Please be as specific as possible about the time period.
2. Describe how you calculated/measured the energy consumption associated with the change in static factor.
3. What is the magnitude of the one-time adjustment?
4. Was the one-time adjustment applied to the baseline period or the reporting period and how was it applied?
5. Did you modify any data points? If so, why?
6. Do you believe the adjustment to be reasonable and/or conservative? Why?
7. Do you have complete records of the data and calculations for the non-routine adjustment?