

**MSU-IAC**  
**Pre-Assessment Questionnaire**

Company Name:

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Address:

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Phone:

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Contacts:

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Number of employees: \_\_\_\_\_

**Products Produced:**

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**Raw Materials:**

Name:

Annual Quantity:

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**Plant Operations:** Please include information on hours of operation as indicated below.

Shift	Shift Start	Shift End	Hours per shift	# of employees	Days per year	Weeks per year
Shift 1						
Shift 2						
Shift 3						
Office						

Note down any special shutdowns, overtimes, holidays, and different operating hours in different areas of the plant. This information will affect the operating time calculations:

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Annual Sales: \$ \_\_\_\_\_ million

Plant and Office Area: \_\_\_\_\_ ft<sup>2</sup>

*Please provide a drawing or sketch of your plant layout indicating major processes and equipment etc. to IAC director.*

**Energy Bills:**

*Please provide electricity and natural gas bills for the last 12 months to IAC director to help us develop an understanding of your typical yearly electricity consumption and its' variation with season.*

**Electricity Consumption:**

Power company: \_\_\_\_\_

Number of meters: \_\_\_\_\_

Approximate annual cost: \_\_\_\_\_

Are you aware of any power factor issues? \_\_\_\_\_

Additional information: \_\_\_\_\_

**Fossil Fuel Consumption:**

Supplier(s): \_\_\_\_\_

Types of fuels used (e.g., natural gas, propane, fuel oil, other): \_\_\_\_\_

Volume of fuel used: \_\_\_\_\_

Cost of fuel: \_\_\_\_\_

Are fossil fuels used in your process(es)? \_\_\_\_\_

Processes in which fossil fuels are used:  
\_\_\_\_\_

Internal:

Were energy bills sent to IAC director: YES / NO

If 'YES', were they complete: YES / NO

**Building Construction:**

Wall Material:  
\_\_\_\_\_

Insulation on wall: YES / NO

If 'YES', name of insulation material:  
\_\_\_\_\_

Insulation thickness: \_\_\_\_\_ inches

Roof material:  
\_\_\_\_\_

Insulation on roof: YES / NO

If 'YES', name of insulation material:  
\_\_\_\_\_

Insulation thickness: \_\_\_\_\_ inches

**Main Energy Consuming Equipment:**

Please provide information on the equipment and processes which are responsible for consuming the major portions of energy in your plant.

Office cooling: (Tonnage, when and where used, temperature of cooled areas)

Name / category / type	Capacity/Size	# of units	Additional information

Plant cooling: (Tonnage, when and where used, temperature of cooled areas)

Name / category / type	Capacity/Size	# of units	Additional information

Office heating: (Tonnage, when and where used, temperature of heated areas)

Name / category / type	Capacity/Size	# of units	Additional information

Plant Heating: (Tonnage, when and where used, temperature of heated areas)

Name / category / type	Capacity/Size	# of units	Additional information

Heating Setback Temperature: \_\_\_\_\_ °F

Cooling Setback Temperature: \_\_\_\_\_ °F

**Boilers: (Size, fuel, steam or hot water, service factor - time and application of use)**

Name / category / type	Capacity/Size	# of units	Additional information

**Furnaces/Ovens: (KW or BTU, application, service factor)**

Name / category / type	Capacity/Size	# of units	Additional information

**Air Compressors: (Size and number, HP, type, pressure, service factor, synthetic or hydrocarbon lubricants)**

Name / category / type	Capacity/Size	# of units	Additional information

**Chiller/Refrigerators/Cooling Towers: (KW, tonnage, coolant temperature, service factor etc.)**

Name / category / type	Capacity/Size	# of units	Additional information

**Pumps: (Size and number, HP, type, pressure)**

Name / category / type	Capacity/Size	# of units	Additional information

**Large Motor Drives (HP, VFD), where used:**

Name / category / type	Capacity/Size	# of units	Additional information

**Any other energy intensive equipment: (#, function, type, Btu or KW, average load)**

Name / category / type	Capacity/Size	# of units	Additional information

**Brief Description of Manufacturing Process:**

In order to develop a good understanding of your process(es) and operations, and thus be able to better accomplish our task of developing suggestions for your consideration, it would be helpful to review a schematic or flow chart of the processes from raw material receipt through product manufacture and final product packaging and shipping. If you have drawings of your processes which will help us accomplish this task, please attach them to these forms; or if unavailable please sketch them below and on any attached sheets that might be necessary.

**Waste Generation Information (specifically waste oil and lubricants):**

Waste Material	Source	Pounds per year	Current Disposal or Treatment Methods	Costs

Do you have a current Pollution Prevention Plan:                      Yes                      No

If Yes, please attach a copy of the report with this form.

If No, please list issues with which you would like our assistance:

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**Water Consumption and Treatment:**

Water sources, volumes, and costs: \_\_\_\_\_

Is water treated in-house? \_\_\_\_\_ Is water recycled in-house? \_\_\_\_\_

Describe in-house water treatment facilities if any (filtration, RO, pH, flow rates etc.):

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Sewage volume and associated costs:

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**Final considerations:**

Safety Needs/Issues/PPI etc.

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Are there any particular problems areas with respect to pollution prevention, waste products, or energy consumption that you would like the team to pay special attention to?

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Additional Comments:

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May we take photographs in your plant? (circle one)                      YES                      NO                      Some Areas