

# *industrial* **Systems**

ASSISTANCE PROGRAM FOR ENERGY EFFICIENCY PROJECTS

## **PARTICIPANT'S GUIDE**

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### **Prescriptive Measures**

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## Overview of the Industrial Systems Program

An energy efficiency culture affects all aspects of corporate life. Supported by an overall vision, it goes beyond improving the efficiency of procedures, systems, equipment or processes. It involves a series of measures that all members of an organization are encouraged to implement, and which quickly become habit throughout the organization.

Hydro-Québec offers a number of services, including considerable financial assistance under its Industrial Systems Program, to help industrial customers make energy efficiency part of their corporate culture.

### Here is an overview of the Program's multiple components:

#### Assistance for Analysis

- **Electricity Consumption Analysis**

Customers may obtain financial assistance to perform an analysis of their electricity consumption. Eligible types of analysis include design review, analysis of electricity consumption at existing facilities, and control and process optimization.

- **Continuous Measurement and Electricity Management**

Customers may obtain financial assistance to purchase and install continuous measurement equipment and implement an electricity management plan.

#### Assistance for Investments

- **Retrofit**

Customers may obtain financial assistance for projects designed to reduce specific electricity consumption—while maintaining or increasing production volume—as part of a plant modernization or retrofit project.

- **New Plant, Expansion or Addition of Production Lines**

Customers may obtain financial assistance for projects designed to reduce specific electricity consumption when expanding a plant, adding production lines or building a new plant.

- **Technology Demonstration**

Customers may obtain financial assistance for projects to demonstrate the first-time marketing and implementation of a highly energy-efficient technology in an industry in Québec.

- **Prescriptive Measures**

Customers may obtain financial assistance for projects involving the implementation of certain predetermined energy efficiency measures relating to lighting,<sup>1</sup> variable-frequency drives (VFDs) rated between 1 and 200 hp (for ventilation systems and centrifugal fluid pumps), air compressors, water chillers with a capacity of up to 200 tons of refrigeration and industrial refrigeration units. Choosing equipment that is more energy-efficient, as opposed to standard or regulation equipment, leads to higher levels of energy efficiency. The amount of financial assistance for each eligible measure on a project is automatically calculated using tools provided by Hydro-Québec.

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<sup>1</sup> Since November 1, 2013, including LED lighting and induction lighting.

Each component has its own *Participant's Guide* that sets out its specific terms and conditions.

ASSISTANCE FOR ANALYSIS	ASSISTANCE FOR INVESTMENTS	
<p><b>ELECTRICITY CONSUMPTION ANALYSIS</b></p> <p>Examples: design review, analysis of consumption in existing facilities, and control system and process optimization</p>	<p><b>RETROFIT</b></p>	<p><b>TECHNOLOGY DEMONSTRATION</b></p>
<p><b>CONTINUOUS MEASUREMENT AND ELECTRICITY MANAGEMENT</b></p>	<p><b>NEW PLANT, EXPANSION OR ADDITION OF PRODUCTION LINES</b></p>	
	<p><b>PRESCRIPTIVE MEASURES</b></p> <p>Compressed air, lighting,<sup>2</sup> variable-frequency drives (VFDs), water chillers and industrial refrigeration</p>	

### Presentation of the project under the appropriate component

Once Hydro-Québec has provided preliminary approval for a project under a given component, participants cannot request to have their project reviewed under another Program component. Furthermore, Hydro-Québec reserves the right to determine the appropriate components for all submitted projects.

<sup>2</sup> Since November 1, 2013, including LED lighting and induction lighting.

## Industrial Systems Program – General Terms and Conditions

This section presents the general terms and conditions common to all components of the Industrial Systems Program. Each component also has its own terms and conditions, defined elsewhere in this *Participant's Guide* (see section 2).

### Hydro-Québec's exclusive rights

Under the terms of the projects carried out with business customers, Hydro-Québec reserves the exclusive right to:

- amend or terminate the Program at any time without notice;
- interpret Program terms, conditions and requirements;
- determine the eligibility of any customer, project, building or energy efficiency measure under the Program;
- reject any proposal or project if it does not meet Program criteria, or if the budget for the Program has been spent;
- request changes or clarifications to the proposal or project.

### Hydro-Québec undertakings

Hydro-Québec undertakes to pay out the amount of financial assistance stated in the *Versement de l'appui financier et des taxes* [financial assistance and tax payment] letter or approved under the Program, provided that the project presented is complete and meets all Program criteria.

Should Hydro-Québec modify or end the Industrial Systems Program, it will only review—on the date the modifications come into effect or the Program is ended—eligible projects for which:

- an initial contract to complete the work has been signed with a third party (copy of contract required);
- or
- an initial equipment order has been placed (purchase order or invoice indicating order date required).

The terms and conditions of the *Participant's Guide* in effect on the date the complete project proposal is submitted will apply.

Payment of the financial assistance is conditional on the participant's compliance with the terms of the Program.

However, Hydro-Québec cannot be held liable for:

- any damage or harm of any nature whatsoever arising from the Program;
- any error, omission or failure to achieve electricity savings as a result of carrying out the proposed project or, if applicable, using tools required under the Program.

## Participant's undertakings

### As the participant, you:

- are responsible for your entire energy efficiency project, including selecting and implementing energy efficiency measures, setting your electricity and cost savings objectives and calculating the electricity savings actually achieved;
- remain solely responsible to Hydro-Québec for the quality and results of the project, irrespective of any other parties that may have been involved;
- agree to abide by all terms and conditions stated in this *Participant's Guide*; in particular, to meet the deadlines for project completion and for any measurements required and to provide all requested deliverables within the prescribed time frames;
- are entirely responsible for keeping informed of updates to the terms and conditions of the Program, and therefore undertake to regularly check the Program Web site and sign up for the Program newsletter at [www.hydroquebec.com/industrial](http://www.hydroquebec.com/industrial);
- agree that Hydro-Québec may, at any time during regular business hours, verify that the energy efficiency project was completed in its entirety, including—depending upon the project type—implementation of energy efficiency measures, equipment installation and start-up, and the completion of any required measurements, and that it was carried out in accordance with the terms and conditions of the *Participant's Guide* and the Program;
- agree to use the money paid out by Hydro-Québec solely for project execution and to repay Hydro-Québec any amount received and not used for that purpose. You acknowledge that Hydro-Québec is entitled to verify how any amount paid as financial assistance was spent,
- agree that Hydro-Québec may obtain copies of supporting documents and general vouchers relating to the project;
- undertake to make these documents or vouchers available to an auditor appointed by Hydro-Québec, during regular business hours, on at least 24 hours' notice, for up to five years from the payment of financial assistance;
- are responsible for carrying out the project and liable for any damage of any kind, suffered by any person, resulting from the project. You agree to take up at your cost the defence of Hydro-Québec, its directors, officers, employees, subcontractors and assigns in all disputes, claims or legal proceedings pertaining directly or indirectly to this project;
- undertake to mention in any media releases or advertising concerning the project that you have received financial support from Hydro-Québec; however, at no time will you suggest or imply that Hydro-Québec recommends any product, process, or industry provider whatsoever;
- acknowledge that any false statement, whether intentional or unintentional, may:
  - result in the cancellation or adjustment of any financial assistance granted under the Program or if applicable, repayment of amounts received;
  - result in your disqualification from the Program;
- undertake to ensure that your electrical installation continues to meet the distributor's conditions of service and is used and maintained in such a way that it does not cause system disturbances. Since these disturbances (voltage and current fluctuations, flicker, harmonics, etc.) can be caused by many devices associated with energy efficiency measures (electronic ballast, variable-frequency drives), additional protection equipment must occasionally be installed as part of an energy efficiency project.

## Compensation

Hydro-Québec may deduct any amount owed to it by you or your partners, associates, shareholders and subsidiaries from the financial assistance. This compensation is effected by operation of law in favor of Hydro-Québec only.

## Financial position and operating capacity

You must guarantee the completion of the project to the satisfaction of Hydro-Québec and operate the project components for at least five years from the date of payment of the financial assistance.

If Hydro-Québec considers that your financial position or long-term capacity to operate the project components is insufficient to guarantee the completion of the project or the operation of the project components for at least five years from the date of payment of the financial assistance provided for in the contract, Hydro-Québec may, at its sole discretion:

- a) refuse to pay you any financial assistance; or,
- b) if the financial assistance has already been paid out, require repayment, prorated to the number of weeks the project components are not in operation or fail to meet Program requirements, based on a 60-month period starting on the date of payment of the financial assistance; or,
- c) if the financial assistance has not yet been paid out, require a financial guarantee equal to the total amount provided for in the contract; or,
- d) if the financial assistance has already been paid out, require a financial guarantee equal to the amount paid, prorated to the number of weeks the project components are not in operation or fail to meet Program requirements, based on a 60-month period starting on the date of payment of the financial assistance.

Where a financial guarantee is required, it shall take the form of an irrevocable and unconditional letter of credit issued by a financial institution that fully meets Hydro-Québec requirements at all times.

For these purposes, the financial institution issuing the letter of credit shall:

- be a Canadian financial institution or foreign institution with a Canadian branch;
- have at least \$10 billion in assets;
- maintain a credit rating of at least A- (S&P), A3 (Moody's) or A low (DBRS) at all times.  
Hydro-Québec will not accept a letter of credit issued by a financial institution that has been placed on credit watch with a negative outlook, even if its credit rating meets this minimum standard. If all the credit rating agencies do not grant equivalent credit ratings to the financial institution, the lowest credit rating shall be considered.

The financial guarantee shall be based on the template provided by Hydro-Québec at the time it is requested and must be approved by Hydro-Québec prior to being officially issued.

The financial guarantee shall remain in effect and be renewed, if applicable, until the end of the five-year period starting on the date of payment of the financial assistance. However, with the consent of Hydro-Québec, the amount of the guarantee may be reduced annually, prorated to the number of weeks the project components are in operation and meet Program requirements, based on a 60-month period starting on the date of payment of the financial assistance.

Hydro-Québec may exercise the financial guarantees it holds if:

- you fail to repay, within 30 days of Hydro-Québec's request, the financial assistance, prorated to the number of weeks during which the project components are not in operation or fail to meet Program requirements, based on a 60-month period starting on the date of payment of the financial assistance;
- you fail to provide or renew a financial guarantee within five business days of Hydro-Québec's request.

## Confidentiality

You agree that it is necessary to disclose to Hydro-Québec confidential information (whether in writing, verbally or visually)—including, without limiting the generality of the foregoing, data, formulas, processes, models, photographs, plans, drawings, specifications, reports, studies and ideas—and Hydro-Québec undertakes to keep such information confidential.

**However, the following information is not considered confidential:**

- Your name, the project cost, the amount of financial assistance granted, the energy efficiency measures and their field of application, described in general terms, and the electricity savings actually achieved;
- Any information that was in the public domain at the time it was disclosed;
- Any information that, after being disclosed, entered the public domain through no action on the part of Hydro-Québec;
- Any information that Hydro-Québec can prove it had in its possession before it was disclosed;
- Any information disclosed to Hydro-Québec without restriction by a third party legitimately entitled to disclose it.

Any disclosure to the public or to a third party of your confidential information shall be the subject of a prior written agreement.

You agree to authorize the disclosure of confidential information provided that such disclosure does not adversely affect your competitive position. Consequently, Hydro-Québec undertakes to consult you prior to disseminating any information (other than that necessary for Program follow-up) which could adversely affect your competitive position.

## Tax implications

This section sums up the main tax implications of the Program. It is included for reference only.

Payments by Hydro-Québec under the Program are normally subject to the goods and services tax (GST) and the Québec sales tax (QST), unless the participant's organization does not carry on business activities under the terms of these tax regimes. As a result, you must first produce an invoice that includes those taxes before Hydro-Québec can make a payment under the Program.

For income tax purposes, the financial assistance granted under the Program is an inducement that should, depending on your case, reduce the cost of property or capital expenditure, reduce the amount of outlay or expense, or count as income. Unless your organization is exempt from paying tax, Hydro-Québec will issue a *Relevé 27 – Paiements du gouvernement* [government payment information] slip, as required by the *Québec Taxation Act*, as a record of the financial assistance paid.



The section on invoicing of financial assistance provides further details to help ensure that all tax requirements are met.

However, you should consult a tax advisor or the tax authorities, if necessary. Determining the full extent of income and other tax implications is your sole responsibility. Hydro-Québec cannot be held responsible for any participants who incorrectly determine their tax status, as applicable taxation usually depends on the specific situation of each participant.

## **Environmental requirements**

### **As the participant, you:**

- shall comply with all laws and regulations governing environmental protection in Québec:
  - shall take all necessary measures to prevent, control or eliminate any contamination or damage to the environment and any degradation in the quality of soil, woodlands, farmlands, waterways, lakes, wetlands or the air, or any danger to wildlife (terrestrial, avian or aquatic);
  - shall obtain all permits, certificates, licences and authorizations and pay any fees required by law to implement the energy efficiency measures for which financial assistance has been provided;
- shall be responsible for the management, handling, storage, transportation and disposal of hazardous waste and materials generated, in compliance with legislation in effect:
  - shall transport hazardous waste to a site or a company authorized to receive such waste.

## Prescriptive Measures Component – Description

Hydro-Québec's Industrial Systems Program offers financial assistance to industrial customers located in Québec for projects designed to reduce their electricity consumption.

This *Participant's Guide* explains the specific objectives, services, eligibility criteria, procedures and requirements for the Program's Prescriptive Measures component.

This component is for projects involving the implementation of certain types of energy efficiency measures applicable to equipment, systems and processes in an industrial building.

More specifically, it offers a set of automated calculation forms for the different types of eligible systems:\*

- Lighting (since November 1, 2013, including LED lighting and induction lighting)
- Compressed air
- Variable-frequency drives (VFDs of 1 to 200 hp) for ventilation systems and centrifugal fluid pumps
- Water chillers (with a capacity of up to 200 tons of refrigeration)
- Industrial refrigeration

**If the measures you wish to implement are covered by the calculation tools required by this component, you must submit your project under this component (see section 3 of this guide for details on these tools).**

**Separate requests for payment of financial assistance are required for each type of system presented for a given measure.**

\*If you wish to submit measures relating to lighting, VFDs, compressed air, water chilling or industrial refrigeration that are not included in the Prescriptive Measures component, you may do so under another component of the Industrial Systems Program, assuming your project fulfills all of the eligibility criteria for that component.

**For more information about our energy efficiency programs and other services, visit [www.hydroquebec.com/business](http://www.hydroquebec.com/business).**

## Glossary

The following definitions are specific to Prescriptive Measures component of the Industrial Systems Program.

<b>additional costs</b>	Difference between baseline scenario costs and those associated with the high-efficiency scenario, which take into account the implementation of electricity-saving measures. <b>Note:</b> The term “differential costs” is also used in this guide.
<b>baseline or baseline scenario</b>	Scenario used as a baseline to calculate financial assistance (costs and eligible electricity savings). <b>Note:</b> This component uses standard efficiency or regulated efficiency currently in effect as a baseline.
<b>energy efficiency measure</b>	Measure implemented in order to improve the energy efficiency of equipment, systems or buildings and reduce their specific electricity consumption.
<b>energy-efficient</b>	Used to describe any system, equipment or building that saves energy.
<b>industrial site</b>	Site with one or more buildings, including annexes, intended for the production of goods and operated by a single business customer.
<b>Industrial Systems Program</b>	Assistance program composed of six components to assist eligible customers who wish to implement energy efficiency projects in an industrial building.* <b>Note:</b> This guide also uses the abbreviated form “Program.” *The eligibility of an industrial building is determined by its NAICS code. As a general rule, eligible buildings under the Program have a goods-producing NAICS code.
<b>participant</b>	Any eligible business customer that enrolls in the Industrial Systems Program.
<b><i>Participant’s Guide</i></b>	Document presenting the general conditions and requirements of the Industrial Systems Program, plus objectives, services, eligibility criteria, terms and requirements specific to the Prescriptive Measures component. <b>Note:</b> The terms and conditions applicable to your project are those of the <i>Participant’s Guide</i> in effect when you submit your project proposal form.
<b>prescriptive measures</b>	Measures for which the calculation of electricity savings (kWh) and eligible costs are based on predefined data (lighting fixtures, air compressors, variable-frequency drives (VFDs) and water chillers). In the case of industrial refrigeration measures, eligible costs are calculated on the basis of the total project costs provided by the participant using a rule defined in the Refrigeration application. <b>Note:</b> This guide also uses the abbreviated form “measure.”

<b>Prescriptive Measures component</b>	Prescriptive Measures portion of the Industrial Systems Program. <i>Note:</i> This guide also uses the abbreviated form “ <b>component.</b> ”
<b>prescriptive measures project</b>	Project intended to reduce an industrial company’s specific electricity consumption and completed as part of the Prescriptive Measures component of the Industrial Systems Program. <i>Note:</i> This guide also uses the abbreviated form “ <b>project.</b> ”
<b>regulated efficiency</b>	The efficiency prescribed by regulation for equipment. <i>Note:</i> May be used as a baseline or reference to calculate eligible electricity savings under this component.
<b>service contract</b>	Agreement entered into between two parties for electricity service and delivery.
<b>standard efficiency</b>	Efficiency of unregulated equipment as generally accepted by the industry. <i>Note:</i> May be used as a baseline or reference to calculate eligible electricity savings under this component.
<b>total costs</b>	All costs related to carrying out a project.

## Section 1. Prescriptive Measures Component - Eligibility

Customers who wish to obtain financial assistance for a project under the Prescriptive Measures component of the Industrial Systems Program must meet all the terms, conditions and requirements in this *Participant's Guide*.

### 1.1. Eligible customers

Any individuals or legal entities that own, operate or occupy one or more of the sites eligible under the Prescriptive Measures component (see subsection 1.2) and meet all of the other eligibility criteria described in this section are eligible for this component.

Notwithstanding the foregoing, Hydro-Québec reserves the right to reject an eligible customer's project if:

- the customer or one of its partners, associates, shareholders or subsidiaries owes any amount to Hydro-Québec; or
- the customer is unable to demonstrate to Hydro-Québec's satisfaction that its financial position or long-term operating capacity is sufficient to guarantee completion of the project or operation of the project components for a period of at least five years from the date of payment of the financial assistance provided for in the contract.\*

\* Nonetheless, Hydro-Québec may approve such a customer's project if it provides a financial guarantee equal to the amount initially requested on the project proposal form, at the start of the financial assistance procedure. Where a financial guarantee is required, it shall take the form of an irrevocable and unconditional letter of credit issued by a financial institution that fully meets Hydro-Québec's requirements at all times, as detailed in Financial position and operating capacity (see Industrial Systems Program – General Terms and Conditions).

### 1.2. Eligible buildings

The Prescriptive Measures component of the Industrial Systems Program is intended for all eligible **industrial buildings**. As a general rule, the building where the project is to be carried out must have a goods-producing NAICS code (see Appendix 1 for details and exceptions).

An eligible **building** must use electricity to manufacture, assemble or process goods or foodstuffs, extract raw materials, or handle or transport materials. Exceptionally, buildings that are used primarily for commercial or agricultural purposes may be eligible for their industrial activities.<sup>3</sup>

In addition, the facility or building where the project is to be carried out must be **located in Québec**.

#### Details for industrial buildings connected to the Hydro-Québec grid

- **Only buildings subject to an electricity rate regulated and approved by the Régie de l'énergie** (such as general rates L, M, G or G-9) are eligible.
- In calculating financial assistance, the only electricity savings and eligible costs taken into consideration are those related to equipment, systems or processes whose consumption is subject to an electricity rate regulated and approved by the Régie de l'énergie.

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<sup>3</sup> As a result, agricultural buildings subject to Rate D service contracts are eligible if they meet the Program's other eligibility criteria.

## Specific terms for off-grid and municipal systems

- Special terms and conditions apply to buildings connected to certain off-grid systems (see Appendix 2).
- The list of eligible municipal systems is given in Appendix 3.

### 1.3. Eligible projects

To qualify, a prescriptive measures project must:

- consist of eligible measures—namely, measures covered by the calculation tools (see section 3 of this *Participant's Guide*) required under the Prescriptive Measures component—that will result in:
  - financial assistance of at least \$5,000 for refrigeration measures;
  - financial assistance of at least \$4,000 for all other eligible types of measures (after submitting your project outline form [*Document d'avant-projet*]) (see step 1, subsection 4.3);
- consist of an eligible prescriptive measure or set of measures for the **same type of system**<sup>4</sup> to be **implemented in a single industrial building**, and for which no prior request for financial assistance has been submitted to Hydro-Québec;
- cover **only new** equipment:
  - whose electricity consumption is modified (increased or decreased) by the implementation of the energy efficiency measures covered by the required tool;
  - that is installed to reduce the electricity consumption of the building, processes, systems or equipment;
  - that requires capital expenditure and investment in equipment;
  - that is more energy-efficient than the predefined baseline, which exceeds the efficiency of standard or regulation equipment;
  - that has been certified or approved by recognized independent industry authorities, or is recognized by Hydro-Québec.

**Both existing and new facilities (including expansions) are eligible for the Program.** You can apply only once under the Program for a given system unless the technological aspects of the measure proposed have changed since your initial application. In such a case, the new project must not take into account the eligible costs and electricity savings already included in the calculations for the first application.

Here are a few examples of eligible types of projects:

- Retrofit, with production volume maintained or increased
- New plant, expansion of existing plant, or added production lines
- Replacement of existing equipment with more efficient equipment
- Installation of new equipment with the aim of reducing the specific electricity consumption of existing processes
- Replacement of equipment with high-efficiency models for maintenance purposes

Several projects carried out over an extended period of time on a single system may be grouped together on the same form in the calculation tool specified under this component (see section 3 of this guide) so as to reach the required minimum. However, these projects must be carried out at the same address (except in the cases described in subsection 1.5) and must satisfy all Program conditions (including the requirement that they be submitted to Hydro-Québec only after completion).

See Appendix 4 of this guide for the specific terms and conditions for each prescriptive measure.

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<sup>4</sup> Exceptionally, pumping and ventilation systems are considered a single system type and consequently may be presented as a single project.

## 1.4. Ineligible projects

The following types of prescriptive measures projects are not eligible:

- Energy source conversions or substitutions
- Power generation projects
- Projects carried out for the sole purpose of achieving compliance with Québec or Canadian laws, regulations or standards
- Projects that may have a negative impact on health, safety or the environment
- Projects involving equipment that is less efficient than generally recognized or industry standards
- Projects or subprojects not involving any equipment purchase or installation costs related to energy efficiency measures
- Projects or subprojects involving auxiliary equipment that is associated with a measure in the Prescriptive Measures calculation tools but that is not taken into account by those tools (see section 3). For example, sequencers are not eligible, even if they are connected to one or more air compressors rated 300 hp or less.

## 1.5. Special requirements for drinking-water treatment plants, wastewater treatment plants and pumping stations operated by the same municipality

For the purposes of the Program, **drinking-water and wastewater treatment plants and pumping stations** operated by the same municipality are considered to be a single facility.

Therefore, for a given measure, systems of the same type in more than one facility may be presented as a single project.

In such a case, you must enter the addresses of all relevant facilities in section 2 (page 4) of your project outline form (*Document d'avant-projet*, see subsection 4.3, step 1) under the “*Description de projet*” heading, since the “*Coordonnées de lieu de réalisation du projet*” section on page 3 contains only one address field.

When submitting your request for financial assistance (see step 2 of the step-by-step procedure for obtaining financial assistance, described in detail in subsection 4.3), you must also enter these addresses in the Project description section on the Project tab of the required calculation tool (see section 3 of this guide for details regarding this tool).

## **1.6. Eligible electricity savings**

Eligible savings are estimated on the basis of predefined data in the required calculation tool. The eligible electricity savings attributable to the measures are based on predetermined baseline scenarios—more specifically, on average adjusted consumption data previously established by Hydro-Québec using standard or regulation equipment.

## **1.7. Eligible costs**

Eligible costs are estimated on the basis of predefined data in the required calculation tool (see subsection 3.2 for details regarding this tool). For new facilities,<sup>5</sup> these costs are generally equivalent to the average additional (differential) costs of highly energy-efficient equipment compared to the costs of standard equipment or those prescribed by regulation. For replacements, eligible costs are generally equivalent to total purchase and installation costs.

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<sup>5</sup> Exceptionally, eligible costs for industrial refrigeration measures are calculated based on the total project costs provided by the participant using a rule defined in the Refrigeration application.



## **Section 2. Prescriptive Measures Component – Conditions and Undertakings**

### **2.1. Hydro-Québec's conditions and undertakings**

#### **Hydro-Québec:**

- reserves the exclusive right to verify whether the anticipated electricity savings from a project that received financial assistance are still being achieved or whether the components implemented as part of energy efficiency measures are still in operation. If the electricity savings are no longer being achieved, or if the components are no longer in operation in the five years following payment of the financial assistance, Hydro-Québec may request repayment of the financial assistance, prorated to the number of weeks the electricity savings are not achieved or project components are not in operation, based on a 60-month period starting on the date of payment of the financial assistance.

### **2.2. Participant's conditions and undertakings**

#### **As the participant, you:**

- have the obligation and responsibility to remain informed of the terms and conditions that apply to your project and, consequently, to visit the Program Web site to verify if any changes have been made to the Prescriptive Measures component;
- acknowledge that Hydro-Québec can modify, without notice, the *Participant's Guide* and calculation tools;
- may not submit the same energy efficiency measure under a different component of the Industrial Systems Program or another Hydro-Québec program in order to obtain further financial assistance for its implementation;
- must declare to Hydro-Québec all sources of financial assistance and all amounts you have either received or requested for your submitted prescriptive measures project;
- must maintain the project components in good working order for a period of five years from the date of payment of the financial assistance.

Hydro-Québec reserves the right to decrease the amount of financial assistance granted to a project under the Program if other organizations introduce new programs similar to Hydro-Québec's from which you benefit for the same prescriptive measures project.

**All equipment or systems must be commissioned and in operation before the financial assistance is paid.**

**No work may be undertaken (see paragraph 1.1, subsection 4.3) before you submit the electronic project outline form (*Document d'avant-projet*).**

**If you fail to respect all of the requirements specified in this guide, Hydro-Québec may terminate the financial assistance for the project and demand repayment of the financial assistance you have already received.**

## 2.3. Specific conditions of financial assistance

Submitting the project outline form (*Document d'avant-projet*) is not the equivalent of submitting a prescriptive measures project and does not create any sort of binding commitment between you and Hydro-Québec. Hydro-Québec is therefore under no obligation to grant financial assistance to a participant who simply submits a project outline form.

Financial assistance is granted when:

- the prescriptive measures project is completed in accordance with Program terms;
- you submit the financial assistance payment request in accordance with Program requirements, accompanied by all required supporting documents;
- the Program budget is not exhausted.

The terms and conditions applicable to your project are those of the *Participant's Guide* in effect when Hydro-Québec receives your request for payment of financial assistance for a completed prescriptive measures project. You must also always use the most recent version of the calculation tool required, that is, the one in effect when you submit your request to Hydro-Québec.

The total financial assistance received under previous programs\* and from any investment assistance components of the Industrial Systems Program\*\* may not exceed \$8 million per industrial site or service contract for projects submitted since 2003.

\* The total includes any financial assistance granted as part of the Industrial Initiatives Program—Major Customers, the Technology Demonstration component of the Industrial Analysis and Demonstration Program—Major Customers, and the Empower Program for Industrial Systems.

\*\* Retrofit, New Plant, Expansion or Addition of Production Lines, Technology Demonstration, Prescriptive Measures and any other component or investment assistance program offered.

## 2.4. Cessation of activities

Should you partially or completely cease business activities in the buildings targeted by the project, Hydro-Québec may:

- if the financial assistance has not yet been paid out, refuse to pay it; or,
- if the financial assistance has already been paid out, require repayment, prorated to the number of weeks the project components are not in operation or fail to meet Program requirements, based on a 60-month period starting on the date of payment of the financial assistance.

## **Section 3. Prescriptive Measures Component – Financial Assistance**

### **3.1. Principles**

Our financial assistance is designed to support you when you take the **extra step** of opting for industrial equipment, systems and processes that provide **superior electrical energy efficiency**; in other words, when you:

**install high-efficiency electrical equipment, systems or processes, or replace standard or regulation electrical equipment, systems or processes with more energy-efficient versions.**

The goal is to achieve **better energy efficiency than with standard or regulation equipment**.

Since the Industrial Systems Program budget is limited, Hydro-Québec will allocate the financial assistance amount at the time proposals are received on a first-come, first-served basis.

### **3.2. Tools for calculating electricity savings and financial assistance**

This subsection presents the calculation tools required by Hydro-Québec for each eligible type of measure or system.

When submitting a new application, you must use the most recent versions of the tools. They can be downloaded from [www.hydroquebec.com/business/energy-efficiency](http://www.hydroquebec.com/business/energy-efficiency).

#### **3.2.1. Industrial systems application (PROSI)**

The **industrial systems application (PROSI)** is required by Hydro-Québec for calculating financial assistance and eligible electricity savings for eligible projects involving the following types of systems:

- Lighting (except for projects involving LED and induction lighting, for which another calculation tool is used; see subsection 3.2.3)
- Compressed air
- Water chillers (with a capacity of up to 200 tons of refrigeration)
- Variable-frequency drives (VFDs of 1 to 200 hp) for ventilation systems and centrifugal fluid pumps.

PROSI includes four calculation forms—one for each of these system types.

It also features an online help system.

You must use the specific form for the system type you are considering if the measure you plan to implement is included in this tool.

If your project involves more than one type of system, each must be submitted as a separate project. Hence, once you have chosen a system type, the others are no longer available for that project.

### 3.2.2. Refrigeration application

The Refrigeration application is required by Hydro-Québec for calculating financial assistance and eligible electricity savings for industrial refrigeration projects.

It has a step-by-step user's guide, which can also be downloaded from [www.hydroquebec.com/business/energy-efficiency](http://www.hydroquebec.com/business/energy-efficiency).

### 3.2.3. Streamlined LED and induction lighting form

In the case of projects involving LED and induction lighting, Hydro-Québec requires the streamlined LED and induction lighting form (*Formulaire simplifié – Éclairage à DEL et à induction*) to be used to calculate financial assistance and eligible electricity savings.

This type of project—formerly eligible under the Retrofit and New Plant, Expansion or Addition of Production Lines components—must now be submitted using this tool under the Prescriptive Measures component.

To learn more about eligible measures and these tools, see Appendix 4, **Terms and conditions for use of required tools**.

## 3.3. Calculating financial assistance

### 3.3.1. Eligible savings and costs calculation rule

**The following calculation rule applies to all prescriptive measures projects submitted to Hydro-Québec. It is built into Hydro-Québec's required calculation tools.**

Financial assistance is calculated automatically based on the data you enter and is equivalent to the lower of the following amounts:

- Eligible savings in kWh x 15¢/kWh
- Percentage of eligible costs (varies according to the prescriptive measure)

### 3.3.2. Financial assistance thresholds by system type

Each project must entitle you to the minimum financial assistance threshold for the system type. The current thresholds are given in section 1.3 of this guide.

### 3.3.3. Maximum amount of financial assistance per project

The maximum financial assistance for a project submitted using the Refrigeration application is \$500,000. The maximum financial assistance for all projects (lighting, compressed air, water chillers and VFDs) at a single site submitted using PROSI and the streamlined LED and induction lighting form is \$500,000. These terms and conditions apply to all projects submitted since November 5, 2012.

## ***Section 4. Prescriptive Measures Component – Procedure***

The Program consists of five main steps (a detailed description follows).

**Step 1 – Submit project outline form**

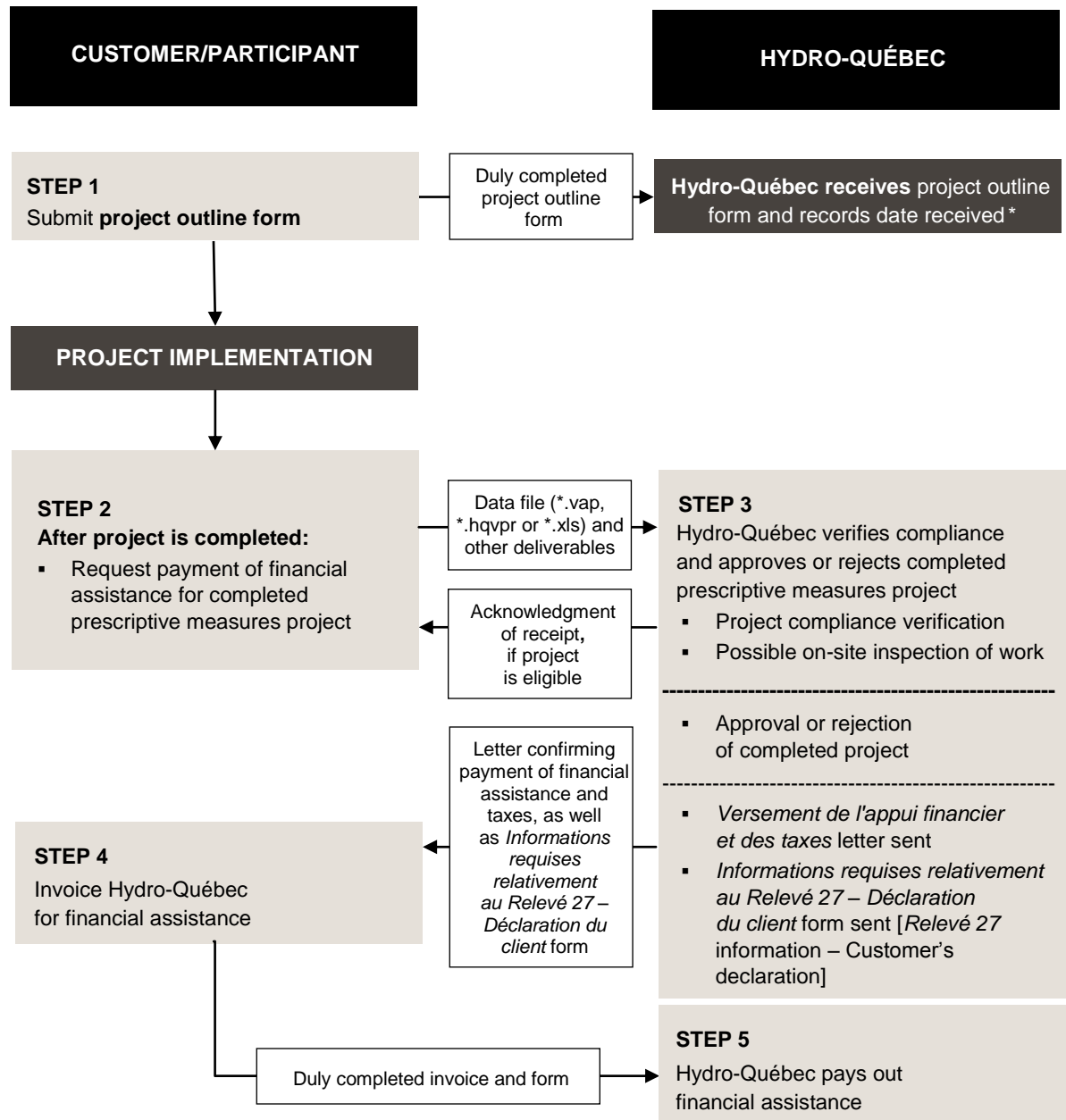
**Step 2 – Request payment of financial assistance for completed prescriptive measures project**

**Step 3 – Hydro-Québec verifies compliance and approves or rejects completed prescriptive measures project**

**Step 4 – Invoice Hydro-Québec for financial assistance**

**Step 5 – Hydro-Québec pays out financial assistance**

#### 4.1. Step-by-step procedure for obtaining financial assistance



\*Hydro-Québec reserves the right to request revisions.

## 4.2. General instructions

### Application processing times

A Hydro-Québec representative may contact you at any time during the application process to request further details about your proposal. Hydro-Québec reserves the right to stop processing your application and close the file if it does not receive a satisfactory response to its request within two months. In such a case, Hydro-Québec will notify you in writing of its intention prior to closing your file.

The time required to process your application, and consequently to pay out the financial assistance, depends on the complexity, completeness and quality of the proposal submitted, as well as how quickly you provide all the required deliverables.

### ***Participant's Guide* – Applicable terms and conditions**

The terms and conditions applicable to your project are those of the *Participant's Guide* in effect when Hydro-Québec receives your request for payment of financial assistance for a completed prescriptive measures project. You must also always use the most recent version of the calculation tool required, that is, the one in effect when you submit your request to Hydro-Québec.

## 4.3. Step-by-step procedure for obtaining financial assistance

### Step 1 – Submit project outline form (*Document d'avant-projet*)

#### Essential step before starting work\*

#### Documents required at step 1

All prescriptive measures project types	Notes
Electronic project outline form	You must submit an electronic project outline form to Hydro-Québec <b>before</b> submitting a prescriptive measures project.

#### 1.1 Special requirements for the project outline form

- Before starting to work on the project,\* you must fill out the electronic project outline form (*Document d'avant-projet*)—available through the file transfer module (see subsection 1.2 below)—in order to submit your prescriptive measures project under this component.

#### **\*The start date of a prescriptive measures project is either one of the following:**

- The date the equipment is first ordered (purchase order or invoice showing date ordered) for eligible energy efficiency measures
- or**
- The date the first contract was signed with a third party respecting work on eligible energy efficiency measures

- The electronic project outline form briefly describes the prescriptive measures project for which you will be requesting financial assistance.
- A separate electronic project outline form must be completed for each system type, and must be submitted before any work is done on the project.
- If measures are added or dropped during the project, the form remains valid, assuming the system type remains unchanged. A new form is therefore not required.

## 1.2 Hydro-Québec receives the electronic project outline form

- The project outline form and the file transfer module used to submit it can be downloaded from the Program Web site. When you submit the duly completed form, the file transfer module will:
  1. record the date of submission; and
  2. automatically assign your prescriptive measures project a reference number [**numéro de dossier**] to be used when you officially submit your prescriptive measures project and in all future correspondence related to the project.

The reference number is specific to a single project and therefore cannot be used for more than one project. It is linked to a user code that Hydro-Québec assigns to you on completion of the *Demande d'un code d'utilisateur et d'un mot de passe* [request for a user code and password] available on the Program's Web site. Allow three business days to receive the code and password. Once a code and password have been issued, only the holder of the user code may submit documents related to that project.

Failure to comply with the requirements in effect (for instance, if the project start date precedes the date on which the project outline form is received) will result in rejection of the project.

- Submitting the project outline form does not create a commitment of any kind and is not the equivalent of submitting a project. Hydro-Québec is under no obligation to grant financial assistance for a project presented in a project outline form. You are not considered to have submitted a project until you provide Hydro-Québec with the duly completed data file from PROSI (\*.vap), the Refrigeration application (\*.hqvpr) or the streamlined LED and induction lighting form (*Formulaire simplifié – Éclairage à DEL et à induction, \*.xls*).

## 1.3 Hydro-Québec receives the project outline form

**Hydro-Québec records the date on which it received your project outline form via the file transfer module.** You can then begin the work and prepare your documents for the eligible energy efficiency measures.

# Step 2 – Request payment of financial assistance for completed prescriptive measures project

## 2.1 Preparing the request for payment

Once the work has been completed, you must submit a request for payment of financial assistance, including the final version of the data file from PROSI (\*.vap), the Refrigeration application (\*.hqvpr) or the streamlined LED and induction lighting form (\*.xls) and all other required files and documents, according to the terms and conditions in effect at the time you submit your project. At that time, you become a Program participant.



The actual project start and equipment/system start-up dates must be entered on the “*Préparation d’une soumission*” [prepare file for submission] tab (Tab IV in PROSI, Tab III in the Refrigeration application or under the “*Données administratives*” [administrative data] tab on the streamlined LED and induction lighting form).

To facilitate the processing of your project, be sure to use the latest version of PROSI, the Refrigeration application or the streamlined LED and induction lighting form.

The tables on the following pages outline the main deliverables you must submit by type of measure.

Failure to submit any of the required documents or files could cause a delay in the processing of the project by Hydro-Québec. Hydro-Québec reserves the right to refuse any nonprobative supporting document.

You must meet all Program requirements. **In addition to the documents described in section 2.2 (below), Hydro-Québec may request any other deliverables it deems necessary.**

## 2.2 Deliverables required for payment of financial assistance

For all projects presented	
<b>Data file from PROSI (*.vap), the Refrigeration application (*.hqvpr) or the streamlined LED and induction lighting form (*.xls)</b>	<p><b>Notes:</b> Draft working files, which have an .iap (PROSI) or .hqjpr (Refrigeration application) file extension, are not accepted.</p> <p>You must submit all other required documents, along with the final version of the data file from PROSI (*.vap), the Refrigeration application (*.hqvpr) or the streamlined LED and induction lighting form (*.xls).</p>
<b>Purchase invoices for each component of a proposed measure</b>	<p>For each purchased component, if applicable,<sup>6</sup> the invoice must show the following information:</p> <ul style="list-style-type: none"> <li>▪ Model number</li> <li>▪ Number of components purchased</li> <li>▪ Invoice or PO date</li> <li>▪ Reference to the project, including participant’s name and delivery location</li> </ul> <p><b>Note:</b> If the project includes optimization measures, the invoice must list all reflectors and occupancy sensors separately.</p>

<sup>6</sup> For refrigeration projects, purchase invoices are generally all-inclusive and rarely detail or break down individual components. As a result, the concepts of components and individual invoices for components have little or no relevance.

<p><b>Invoices or other proof of installation of each component of a proposed measure</b></p>	<p>For each installed component, if applicable,<sup>7</sup> the invoice or proof of installation must show the following information:</p> <ul style="list-style-type: none"> <li>▪ Model number</li> <li>▪ Number of components installed</li> <li>▪ Reference to the project, including participant’s name and installation location</li> </ul> <p>In addition to invoices, the start-up report, final acceptance of work and inspection report are acceptable as proof of installation, provided they contain all required information.</p> <p><b>Eligible costs of in-house labor</b></p> <ul style="list-style-type: none"> <li>▪ A document signed by you and showing the name and hourly rate of every employee, as well as the number of hours each employee spent on the prescriptive measures project</li> <li>▪ If this document is not signed, copy of payroll or any other document showing hours worked and hourly rates</li> </ul>					
<p><b>By type of measure submitted</b></p>						
<p><b>Technical requirements</b></p>	<p><b>Lighting</b></p> <ul style="list-style-type: none"> <li>▪ Data sheets for the main components</li> </ul> <table border="1" data-bbox="641 993 1442 1423"> <thead> <tr> <th data-bbox="641 993 1040 1050">Lighting fixture data sheets</th> <th data-bbox="1040 993 1442 1050">Ballast data sheets</th> </tr> </thead> <tbody> <tr> <td data-bbox="641 1050 1040 1423"> <ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Model number</li> <li>▪ Number of lamps</li> <li>▪ Ballast model number and manufacturer</li> <li>▪ Total power</li> <li>▪ Reflectors, if any</li> <li>▪ Reflectance index of reflectors</li> </ul> </td> <td data-bbox="1040 1050 1442 1423"> <ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Model number</li> <li>▪ Number of lamps</li> <li>▪ Power factor</li> <li>▪ Total harmonic distortion</li> <li>▪ Ballast factor</li> <li>▪ Total power</li> </ul> </td> </tr> </tbody> </table> <p><b>Note:</b> See Appendix 4 for the specific technical requirements of LED and induction lighting projects.</p>		Lighting fixture data sheets	Ballast data sheets	<ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Model number</li> <li>▪ Number of lamps</li> <li>▪ Ballast model number and manufacturer</li> <li>▪ Total power</li> <li>▪ Reflectors, if any</li> <li>▪ Reflectance index of reflectors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manufacturer</li> <li>▪ Model number</li> <li>▪ Number of lamps</li> <li>▪ Power factor</li> <li>▪ Total harmonic distortion</li> <li>▪ Ballast factor</li> <li>▪ Total power</li> </ul>
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<sup>7</sup> For refrigeration projects, installation invoices are generally all-inclusive and rarely detail or break down individual components. As a result, the concepts of components and individual invoices for components have little or no relevance.

	<p><b>Compressed air</b></p> <ul style="list-style-type: none"> <li>For all compressor systems: data sheets for the main components, including efficiency data or selection worksheets</li> </ul> <p><b>Note:</b> Data sheets must include all data shown in the data sheet templates produced by the Compressed Air &amp; Gas Institute (CAGI). These templates can be downloaded from <a href="http://www.cagi.org/performance-verification/data-sheets.aspx">www.cagi.org/performance-verification/data-sheets.aspx</a>.</p> <ul style="list-style-type: none"> <li>For compressor systems rated between 75 and 200 hp: compressed-air system verification report (air audit)</li> </ul>
	<p><b>Variable-frequency drives (VFDs)</b></p> <ul style="list-style-type: none"> <li>Data sheets for the main components, including efficiency data or selection worksheets</li> </ul>
	<p><b>Water chillers</b></p> <ul style="list-style-type: none"> <li>Data sheets for the main components, including efficiency data or selection worksheets</li> </ul>
	<p><b>Industrial refrigeration</b></p> <ul style="list-style-type: none"> <li>See section 5 of the <i>Guide méthodologique et technique pour la préparation de projets en réfrigération à basse et à moyenne température</i> [procedural and technical guide to preparing low- and medium-temperature refrigeration projects], downloadable from <a href="http://www.hydroquebec.com/business/energy-efficiency">www.hydroquebec.com/business/energy-efficiency</a>.</li> </ul>

### 2.3 Submitting the request for payment

You must follow the instructions below when submitting your request for payment. **You must provide all required project-related documents and information.**

General instructions – All documents	Exceptions – When digital documents cannot be produced
<p>You must use the file transfer module to submit required documents.</p> <p>From the list of active projects in the module, you must select the reference number assigned to this project in step 1 and confirmed by Hydro-Québec when you submitted your electronic project outline form (see subsection 1.2, step 1).</p> <p>This reference number will be used in all future correspondence concerning the project.</p>	<p>Printed documents must be faxed to <b>1 866 303-5562</b>.</p> <p>All faxed documents must be identified with the <b>reference number assigned to your prescriptive measures project</b>.</p>

### Step 3 – Hydro-Québec verifies compliance and approves or rejects completed prescriptive measures project

Once Hydro-Québec has received your request for payment of financial assistance, it will input your prescriptive measures project into its systems, send you an acknowledgement of receipt, verify the compliance of the project and submitted documents, and approve the project if accepted.

Hydro-Québec may visit the site at which the measures have been implemented to inspect the project and make sure the work was carried out as specified. In such a case, you would receive two business days' notice.

Hydro-Québec reserves the right to adjust or cancel the financial assistance granted to the project if it finds that the work has not been carried out as specified in the request for payment.

### Step 4 – Invoice Hydro-Québec for financial assistance

#### Documents required at step 4 (for Hydro-Québec to pay financial assistance)

All prescriptive measures projects	Note
<ul style="list-style-type: none"><li>Your invoice for financial assistance and taxes</li><li>Duly completed and signed <i>Informations requises relativement au Relevé 27 – Déclaration du client</i> form [Relevé 27 information – Customer's declaration], previously provided by Hydro-Québec</li></ul>	You must send your invoice with the duly completed and signed form <b>within 30 days</b> of receiving the <i>Versement de l'appui financier et des taxes</i> [financial assistance and tax payment] letter.

Financial assistance provided under the Program is subject to the goods and services tax (GST) and Québec sales tax (QST) except in specific cases. You must first issue an **original** invoice indicating the amounts of each of these taxes. The invoice must be submitted to Hydro-Québec.

The invoice must also provide all the information stipulated by tax regulations, including GST and QST registration numbers, if applicable.

To help you produce the invoice, Hydro-Québec will send you a letter specifying the information required under the Program and the amount of the financial assistance. Once you have put together all the required information, you must issue an invoice through your accounting system.

If you do not need to collect GST and QST, you must indicate "Taxes not applicable" on your invoice.

Along with the letter specifying the amount of the invoice for financial assistance and taxes, Hydro-Québec will provide you with a partially filled-in *Informations requises relativement au Relevé 27 – Déclaration du client* [Relevé 27 information – Customer's declaration] form. You must complete and sign this form and send it to Hydro-Québec with your invoice. By signing this document where indicated, you certify that the information provided in all the documents submitted for the Program is true and complete.

You must send your invoice with the duly completed and signed *Informations requises relativement au Relevé 27 – Déclaration du client* [Relevé 27 information – Customer's declaration] form **within 30 days of being informed of the payment amount**.

## **Step 5 – Hydro-Québec pays out financial assistance**

Upon receipt of your **original** invoice, the *Informations requises relativement au Relevé 27 – Déclaration du client* [Relevé 27 information – Customer's declaration] form, and other required supporting documents, Hydro-Québec will pay out the approved amount.

Hydro-Québec will issue payment within 45 days of receiving your supporting documents (provided they meet the requirements).

Hydro-Québec reserves the right to refuse to pay out the financial assistance, in whole or in part, should your prescriptive measures project fail to meet Program requirements.

# Appendix 1 Eligible North American Industry Classification System Codes

## Guidelines

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Statistics Canada uses the **North American Industry Classification System (NAICS)** to classify Canadian industries according to economic sector. Every business has its own **NAICS code** based on the economic activity in its building.

Hydro-Québec uses this code to determine whether projects submitted to the Industrial Systems Program and Buildings Program for business customers (commercial, institutional and industrial) are eligible.

Hydro-Québec's energy efficiency programs are intended for customers in the service-providing and goods-producing categories.

## General rules for the allocation of projects submitted to Hydro-Québec under the Industrial Systems Program

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**In the vast majority of cases, in order to be eligible for all of the components of the Industrial Systems Program, the building where the project will be implemented must have a NAICS code in one of the following goods-producing economic sectors.** An eligible building must use electricity to manufacture, assemble or process goods or foodstuffs, extract raw materials, or handle or transport materials. Exceptionally, buildings that are used primarily for commercial or agricultural purposes may be eligible for their industrial activities (see examples of exceptions below).

### GOODS-PRODUCING INDUSTRIES

11 – Agriculture, Forestry, Fishing and Hunting

21 – Mining and Oil and Gas Extraction

31 – Manufacturing; 32 – Manufacturing; 33 – Manufacturing

## Exceptions

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The table below lists examples of the most common exceptions. It is not an exhaustive list. If you are unsure about the eligibility of your project, please contact your Hydro-Québec representative or Soutien aux clients et aux partenaires [customer and partner support centre] at **1 877 817-1433**.

## Examples

<p>Projects involving buildings used to produce goods with the following NAICS codes <u>are not eligible</u> for the Industrial Systems Program.<sup>8</sup></p>	<p>Projects involving buildings used to provide services with the following NAICS codes <u>must be submitted</u> under the Industrial Systems Program.<sup>9</sup></p>
<p><b>115 – Support Activities for Agriculture and Forestry</b> All projects in this subsector.</p>	<p><b>71392 – Skiing Facilities</b> Only projects involving the following:</p> <ul style="list-style-type: none"> <li>▪ Snow-making equipment</li> <li>▪ Ski lifts</li> </ul>
<p><b>213 – Support Activities for Mining and Oil and Gas Extraction</b> All projects in this subsector</p>	<p><b>Industrial applications</b> specific to these subsectors:</p> <p>221310 – Canal, Irrigation 221320 – Sewage Treatment Facilities 486000 – Pipeline Transportation 562000 – Waste Management and Remediation Services</p> <p><b>Note:</b> All other subsectors beginning with 22 – Utilities, 48 – Transportation and Warehousing, and 56 – Administrative and Support, Waste Management and Remediation Services, are eligible for Hydro-Québec's Buildings Program.<sup>10</sup></p>

<sup>8</sup> These buildings may qualify for the Buildings Program if they meet its conditions. For details, see [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program).

<sup>9</sup> In most cases, a building project submitted by a customer with a NAICS code in one of the service sectors is eligible for Hydro-Québec's Buildings Program. For more information, see [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program).

<sup>10</sup> To learn more about service-providing NAICS codes eligible for Hydro-Québec's Buildings Program, see the Participant's Guides at [www.hydroquebec.com/business/energy-efficiency/programs/buildings-program](http://www.hydroquebec.com/business/energy-efficiency/programs/buildings-program).

<p><b>Projects involving buildings used to produce goods with the following NAICS codes <u>are not eligible</u> for the Industrial Systems Program.<sup>8</sup></b></p>	<p><b>Projects involving buildings used to provide services with the following NAICS codes <u>must be submitted</u> under the Industrial Systems Program.<sup>9</sup></b></p>
	<p><b>Customer involved in multiple activities</b></p> <p>In the case of an administrative or other space with a service-providing NAICS code located in the same building as an industrial space with a goods-producing NAICS code, the following rule applies:</p> <ul style="list-style-type: none"> <li>All projects involving this type of building must be submitted under the Industrial Systems Program, unless they include one or more energy efficiency measures to be implemented <b>exclusively</b> in the administrative space (or another space with a service-producing NAICS code).</li> </ul> <p>However, if the administrative space (or another space with a service-providing NAICS code) is located in a separate building from the plant, all projects involving this building must be submitted under the Buildings Program, even if the building in question is connected by a walkway to the plant or if the two buildings are located on the same site.</p> <p><b>Note:</b> If your project involves a multiple-use building, please contact <b>Hydro-Québec</b> to ensure that you are submitting your project to the appropriate program.</p>

## Obtaining a NAICS code

To obtain the official NAICS code of the building where your project will be carried out, you must send an official request to Statistics Canada and submit a formal letter (on company letterhead) with the following information: company number, name and full address, and signature of an authorized person (owner, president or chief executive officer).

For more information, visit the Statistics Canada Web site at [www.statcan.gc.ca](http://www.statcan.gc.ca), e-mail [infostats@statcan.gc.ca](mailto:infostats@statcan.gc.ca) or call **1 800 263-1136**.

Hydro-Québec reserves the right to ask you to produce the official document you received from the Business Register Division.



## **Appendix 2 Specific Terms and Conditions for Certain Off-Grid Systems**

This appendix describes the specific terms and conditions that apply to some off-grid systems. Projects involving off-grid systems must also comply with the general terms and conditions of the component.

### **Villages connected to off-grid systems**

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#### **Côte-Nord (Lac-Robertson generating station)**

- Blanc-Sablon, Chevery, Harrington Harbour, La Tabatière, Lourdes-de-Blanc-Sablon, Middle Bay, Mutton Bay, Rivière-Saint-Paul, Tête-à-la-Baleine, Côte-Nord-du-Golfe-Saint-Laurent, Gros-Mécatina, Bonne-Espérance and Pakuashipi

#### **Côte-Nord (Menihék generating station)**

- Schefferville, Matimekossh, Lac-John, La Romaine

#### **Gaspésie-Îles-de-la-Madeleine**

- Les Îles-de-la-Madeleine (Fatima, Grande-Entrée, Grosse-Île, Havre-aux-Maisons, Havre-Aubert, Étang-du-Nord, Cap-aux-Meules and L'île-d'Entrée)

#### **Nunavik**

- Akulivik, Aupaluk, Inukjuak, Ivujivik, Kangiqsualujjuaq, Kangiqsujuaq, Kangirsuk, Kuujjuaq, Kuujuarapik, Whapmagoostui, Puvirnituq, Quaqtaq, Salluit, Tasiujaq and Umiujaq

#### **Haute-Mauricie**

- Obedjiwan and Clova

#### **Île d'Anticosti**

- Port-Menier

### **Specific conditions**

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Any measure that helps reduce oil consumption in a building or process connected to an off-grid system is recognized in calculating financial assistance and the eligible energy savings. Oil consumption savings will be expressed in equivalent kilowatthours (ekWh) according to the equipment's output on the date you submit the project proposal form. In this context, 1 ekWh has the same value as 1 kWh.

### **Ineligible measures**

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Any conversion from one source of energy to another is excluded.

### **Calculating financial assistance**

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Here are the conversion factors for litres of oil to equivalent kilowatthours:

- **Projects for existing buildings:** 7.5118 ekWh/L, the equivalent of an oil heating system operating at 70% efficiency
- **Projects for new buildings:** 8.5849 ekWh/L, the equivalent of an oil heating system operating at 80% efficiency

## **Appendix 3 Municipal and Cooperative Systems**

### **Coopérative régionale d'électricité de Saint-Jean-Baptiste-de-Rouville**

3113, rue Principale, Saint-Jean-Baptiste-de-Rouville (Québec) J0L 2B0

[www.coopsjb.com](http://www.coopsjb.com)

### **Hydro Westmount**

995, rue Glen, Westmount (Québec) H3Z 2L8

[www.hydrowestmount.ca](http://www.hydrowestmount.ca)

### **Service électrique de la Ville d'Alma**

900, avenue Bombardier Nord, Alma (Québec) G8B 7A1

[www.ville.alma.qc.ca](http://www.ville.alma.qc.ca)

### **Division de l'électricité de la Ville d'Amos**

182, 1<sup>re</sup> Rue Est, Amos (Québec) J9T 2G1

[www.ville.amos.qc.ca](http://www.ville.amos.qc.ca)

### **Service électrique de la Ville de Baie-Comeau**

Service à la clientèle, 5, avenue William-Dobell, Baie-Comeau (Québec) G4Z 1T6

[www.ville.baie-comeau.qc.ca](http://www.ville.baie-comeau.qc.ca)

### **Hydro-Coaticook**

77, avenue de la Gravière, Coaticook (Québec) J1A 3E5

[www.ville.coaticook.qc.ca](http://www.ville.coaticook.qc.ca)

### **Hydro-Joliette**

Édifice Maurice-Lévesque (garage municipal), 85, rue P.-H.-Desrosiers, Joliette (Québec) J6E 6H2

[www.ville.joliette.qc.ca](http://www.ville.joliette.qc.ca)

### **Hydro-Magog**

520, rue Saint-Luc, Magog (Québec) J1X 2X1

[www.ville.magog.qc.ca](http://www.ville.magog.qc.ca)

### **Hydro-Jonquière (Ville de Saguenay)**

1710, rue Sainte-Famille, C. P. 2000, Jonquière (Québec) G7X 7W7

[www.ville.saguenay.qc.ca](http://www.ville.saguenay.qc.ca)

### **Hydro-Sherbrooke**

1800, rue Roy, C. P. 610, Sherbrooke (Québec) J1K 1B6

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## **Appendix 4 Terms and Conditions for Use of Required Tools**

This appendix describes the terms and conditions for system types covered by the Prescriptive Measures component:

- Compressed air
- Lighting
- Variable-frequency drives (VFDs)
- Water chillers
- Industrial refrigeration

Projects submitted using tools required by the Prescriptive Measures component must comply with all of its other terms and conditions.

- Energy efficiency measures for lighting (other than measures involving LED and induction lighting), variable-frequency drives, compressed air and water chilling are submitted using **PROSI** (the industrial systems application). For more information on how to complete PROSI forms, refer to the accompanying online help.
- Energy efficiency measures for industrial refrigeration are submitted using the **Refrigeration application**. For more information about how to use it, refer to *Guide méthodologique et technique pour la préparation de projets en réfrigération à basse et à moyenne température* [procedural and technical guide to preparing low- and medium-temperature refrigeration projects].
- As of November 1, 2013, energy efficiency measures involving LED and induction lighting must be submitted using the **streamlined LED and induction lighting form** (*Formulaire simplifié – Éclairage à DEL et à induction*). Such measures may no longer be submitted under the Retrofit component or the New Plant, Expansion or Addition of Production Lines component.

These tools, along with the methodology guide, can be downloaded from [www.hydroquebec.com/business/energy-efficiency](http://www.hydroquebec.com/business/energy-efficiency).

## 4.1 Energy efficiency measures in PROSI

### Compressed air

#### Eligible measures

- The six eligible measures are as follows:
  1. Replacement of one or more compressors with a variable-speed compressor rated more than 75 hp and no more than 200 hp\*
  2. Replacement of one or more compressors with a variable-speed compressor rated 75 hp or less\*
 

\*If the compressor is combined with one or more fixed-speed compressors (any rating), this measure remains eligible; however, only the electricity savings produced by the variable-speed compressor are considered in the financial assistance calculations.

If the compressor rating exceeds 200 hp, your project may be eligible for the Retrofit component or the New Plant, Expansion or Addition of Production Lines component.
  3. Replacement of one or more dryers with a more efficient refrigerated air dryer (cycling or with a variable-speed or thermal mass refrigeration compressor)
  4. Replacement of one or more dryers with a more efficient desiccant air dryer (equipped with a heating element or blower purge)
  5. Replacement of solenoid drain valves with zero-air-loss drain valves
  6. Increased compressed-air storage capacity

### Lighting (measures not involving LED and induction lighting)

#### Eligible measures

##### a) Efficient lighting systems

Existing facilities	New facilities (including expansions)
<ul style="list-style-type: none"> <li>▪ T5HO fluorescent fixtures with electronic ballast</li> <li>▪ High-bay T8 fluorescent light fixtures with electronic ballast</li> <li>▪ High-pressure sodium fixtures</li> <li>▪ Pulse-start metal halide light fixtures</li> </ul>	<ul style="list-style-type: none"> <li>▪ T5HO fluorescent fixtures</li> <li>▪ High-bay T8 fluorescent light fixtures with electronic ballast</li> </ul>

##### b) Lighting system optimization

Existing facilities	New facilities (including expansions)
<ul style="list-style-type: none"> <li>▪ Use of more efficient reflectors</li> <li>▪ Installation of one or more occupancy sensors</li> <li>▪ Use of a centralized control system with or without occupancy sensors</li> <li>▪ Use of a two-level lighting system</li> <li>▪ Use of low- and high-factor ballasts to maintain initial lighting level</li> <li>▪ Lowering of lighting fixture installation height</li> </ul>	<ul style="list-style-type: none"> <li>▪ Installation of one or more occupancy sensors</li> <li>▪ Use of a centralized control system with or without occupancy sensors</li> </ul>

## Ineligible measures

The following lighting system optimization measures are not eligible:

- Use of dimmers
- Installation of light sensors
- Manual lighting controls
- Individual timers

## T8 fluorescent high-bay lighting with efficient ballasts

If the efficient lighting system you select for installation includes T8 fluorescent high-bay fixtures with efficient ballasts, it must meet the following performance criteria:

- Total harmonic distortion (THD)  $\leq 20\%$
- Power factor (PF)  $\geq 90\%$
- Minimum rated efficacy as per the table below:

Lamp type	Start type	Min. rated efficacy (lm/W)
F32T8 lamp	Instant start (IS)	81.5
F96T8 lamp		84.8

- The fixtures must be equipped with
  - high-factor ballasts  $\geq 1.1$  and
  - specular reflectors.

**Calculation of the rated efficacy of lamp/ballast combinations is based on the following standardized luminous fluxes:**

Reference lamp	Mean light output (lm)
F32T8 841	2,715
F96T8 841	5,490

**Efficacy is calculated with the following formula:**

$$\text{Nom. efficacy} = \frac{\text{mean.light.output} \times \text{lamps} \times \text{ballast factor}}{\text{sys.power}}$$

Example

- Ballast factor: 1.18
- Start type: Instant start (IS)
- Number of lamps: 4
- Power: 140 W
- Efficacy =  $(2,715 \times 4 \times 1.18) / 140 = 91.5 \text{ lm/W} \geq 81.5 \Rightarrow \text{OK}$

## High-efficiency reflectors

If you are implementing the optimization measure using high-efficiency reflectors, the reflectors must meet the following requirements:

- Specular reflector (mirror finish)
- Total reflectance  $\geq 90\%$
- Diffuse reflectance  $< 15\%$

## Rules for calculating eligible savings and financial assistance

Eligible energy savings are based on maintaining the lighting level. The amount of financial assistance depends on the eligible energy savings calculated using the tool and cost benchmarks.

## LED and induction lighting

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### Eligible measures

1) Installing or replacing light fixtures with new LED or induction fixtures

Only LED fixtures that meet all the following requirements are eligible for financial assistance:

- Complete new fixture
- On DesignLights Consortium (DLC) list downloadable from [www.designlights.org/QPL](http://www.designlights.org/QPL).

In the case of induction lighting fixtures, the detailed technical data sheets must be included with the application for assistance. The data sheets must include the following information and meet all stated criteria:

- Ballast power factor ( $> 0.90$ )
- Total harmonic current distortion ( $< 30\%$ )
- Total power demand (W)
- Initial lighting level of lamps (lm)
- Mean lighting level of lamps (lm)

2) Installation of occupancy sensors

3) Installation centralized control system

4) Installation of adaptive controls

### Ineligible measures

- Installation of replacement lamps without replacement of fixture
- Installation of retrofit kits
- Installation of timers
- Installation of manual dimmers

## Rules for calculating eligible savings and financial assistance

Eligible energy savings are based on maintaining the lighting level. The amount of financial assistance depends on the eligible energy savings calculated using the tool and cost benchmarks.

## Variable-frequency drives (VFDs)

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### Eligible projects and measures

- The form applies solely to:
  - VFDs rated 1 to 200 hp
  - measures applied to ventilation systems and centrifugal fluid pumps (water, glycol, etc.)
- Your project may include several VFDs with different power ratings.
- Projects involving the installation of a new VFD or the replacement of an existing VFD are eligible, provided they meet the following requirements:
  - **New facility** (*including expansion*): Installation of a VFD on a system not currently controlled by a VFD
  - **Replacement**: Installation of a VFD on a system already controlled by a VFD
- The VFD must run for at least 2,000 hours a year, offer sufficient load variability to generate electricity savings, and allow for remote control by an automated system so that motor operation can be modulated. The number of operating hours in excess of the 2,000-hour minimum will have no bearing on the amount of financial assistance granted.

### Ineligible measures

Measures involving the following are not eligible:

- A VFD used as a starter or to correct the power factor of a piece of equipment
- A VFD installed as backup equipment or kept in the company's inventory
- Replacement of a DC (direct-current) VFD by an AC (alternating-current) VFD

### Calculating financial assistance

- Financial assistance is calculated according to a predefined scale based on the VFD rating level (in hp and kW).
- If the exact power rating of a VFD is not indicated on the form and does not exceed 200 hp, select the next lower level. If it does exceed 200 hp, your project may be eligible under the Retrofit component or the New Plant, Expansion or Addition of Production Lines component.

- Use the lesser of the two power ratings, either for the VFD or for the motor that it controls.

Power	Financial assistance	
	New facility (including expansions)	Replacement
1 hp (0.75 kW)	\$455	\$373
1.5 hp (1.1 kW)	\$485	\$400
2 hp (1.5 kW)	\$514	\$425
3 hp (2.2 kW)	\$570	\$478
5 hp (4 kW)	\$680	\$585
7.5 hp (5.5 kW)	\$820	\$715
10 hp (7.5 kW)	\$955	\$850
15 hp (11 kW)	\$1,230	\$1,110
20 hp (15 kW)	\$1,510	\$1,375
25 hp (18.5 kW)	\$1,785	\$1,640
30 hp (22 kW)	\$2,060	\$1,900
40 hp (30 kW)	\$2,615	\$2,430
50 hp (37 kW)	\$3,170	\$2,960
60 hp (45 kW)	\$3,720	\$3,485
75 hp (55 kW)	\$4,550	\$4,275
100 hp (75 kW)	\$5,930	\$5,590
125 hp (90 kW)	\$7,320	\$6,910
150 hp (110 kW)	\$8,700	\$8,230
200 hp (150 kW)	\$11,470	\$10,870

## Water chillers

### Eligible projects and measures

- The form is designed for self-contained water chillers with a maximum capacity of 200 tons of refrigeration.
- It applies only to measures relating to water-cooled chillers designed for constant-load applications.
- Your project may include several chillers with different power ratings.
- Projects to install or replace a water-cooled chiller are eligible:
  - **New facility** (*including expansion*): Adding a new water-cooled chiller with or without natural cooling, or a variable-frequency drive (VFD) on the cooling-tower fan
  - **Replacement**: Replacement of an existing water-cooled chiller with or without natural cooling, or the VFD on the cooling-tower fan
- The efficiency of new self-contained water chillers must comply with the minimum requirements of CSA Standard C743-02.



## Ineligible measures

Measures involving the following are not eligible:

- Variable-load applications, such as air-conditioning or cold-storage rooms
- Replacement equipment using CFCs (R11 and R12) or HCFCs (R22)
- Chiller installed as backup equipment or kept in the company's inventory
- Replacement or installation of air coolers or absorption coolers

## Calculating financial assistance

Financial assistance is calculated according to a predefined operating model based on the different parameters.

## 4.2 Energy efficiency measures in the Refrigeration application

### Industrial refrigeration

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#### Eligible measures

The 14 eligible measures are as follows:

- Measure 1: Replace liquid injection cooling with a thermosiphon
- Measure 2: Increase intake temperature
- Measure 3: Decrease nominal condensation temperature
- Measure 4: Convert a hydrofluorocarbon (HFC) system to ammonia
- Measure 5: Install a more efficient compressor
- Measure 6: Implement subcooling or add an economizer
- Measure 8: Implement floating head pressure
- Measure 10: Replace thermostatic expansion valves with electronic valves on direct expansion (DX) systems
- Measure 11: Reduce defrosting time with sensors or other devices
- Measure 13: Add speed controls to condenser fan motors
- Measure 14: Add any type of load-based evaporator fan control
- Measure 20: Install efficient lighting to reduce refrigeration load
- Measure 21: Other measures resulting in a reduced refrigeration load
- Measure 22: Install a VFD on secondary circuit pumps

#### Ineligible measures (not covered by Refrigeration application)

The following measures are **not covered** by the Refrigeration application:

- Natural chilling chamber or process cooling
- Heat recovery from refrigeration systems

Refrigeration measures not found in the Refrigeration application may be eligible for a project under the Retrofit component or the New Plant, Expansion or Addition of Production Lines component.

## **Calculating financial assistance**

- The Refrigeration application calculates eligible consumption and electricity savings based on refrigeration loads (amount of heat required in refrigeration tons) of proposed efficient chilling chambers, processes and equipment.
- Eligible electricity savings correspond to the difference in consumption of an efficient refrigeration system in comparison to a standard-efficiency refrigeration system, as defined by pre-established parameters found in Hydro-Québec's baseline scenario. These baseline scenario parameters are integrated into the Refrigeration application.

## **Appendix 5 Prescriptive Measures Component of the Industrial Systems Program – Revision List**

This version history is provided for reference only.

<b>Modified item</b>	<b>Effective date</b>	<b>Type</b>	<b>Description</b>
<i>Participant's Guide</i> January 2011 Vol. 1, No. 1	Jan. 4, 2011	N/A	<b><u>Initial release of the terms and conditions for the six Industrial Systems Program components, subject to Régie de l'énergie approval.</u></b>
PROSI, version 2	Feb. 25, 2011	Tool updates	<ul style="list-style-type: none"> <li>▪ Adjustments to calculation parameters for T5HO lighting measure in version 2 of the industrial systems software (PROSI)</li> </ul>
<i>Participant's Guide</i> May 2011 Vol. 1, No. 2	May 10, 2011	Program modifications  Clarification and correction of existing terms and conditions	<ul style="list-style-type: none"> <li>▪ Following the Régie de l'énergie ruling on the 2011 budget for the new Industrial Systems Program, the following components were ended, retroactive to January 1, 2011:               <ul style="list-style-type: none"> <li>– Retrofit</li> <li>– Technology Demonstration</li> <li>– Continuous Measurement and Electricity Management</li> </ul> </li> <li>▪ <b>Centrifugal chillers</b> were included.</li> </ul>
<i>Participant's Guide</i> November 2011 Vol. 1, No. 2	Nov. 28, 2011	Clarification and correction of existing terms and conditions	<ul style="list-style-type: none"> <li>▪ Participants may transfer their rights and obligations under the Program to a third party by signing a <b>proxy</b> for the implementation of their energy efficiency project (see Industrial Systems Program – General Terms and Conditions).</li> <li>▪ Participants agree to make available to Hydro-Québec all supporting documents and any other elements relating to the completion of the project, for up to <b>five years</b> (not two years as stated in the previous version of the <i>Participant's Guide</i>) from the end of the contract or completion of the project, as applicable (see Industrial Systems Program – General Terms and Conditions).</li> <li>▪ Participants agree to ensure that their electrical installation continues to meet the distributor's conditions of service and does not cause system disturbances (see Industrial Systems Program – General Terms and Conditions).</li> <li>▪ The <b>definitions</b> of a number of terms were clarified (see the Glossary).</li> <li>▪ <b>Exceptionally, buildings subject to Rate D contracts are eligible</b> if they meet the eligibility criteria described in this <i>Participant's Guide</i>. This particularly affects sites that are primarily agricultural (see subsection 1.2).</li> <li>▪ Only <b>new</b> equipment is eligible under this component (see subsection 1.3).</li> <li>▪ To qualify, the project must result in:               <ul style="list-style-type: none"> <li>– Financial assistance of at least <b>\$2,000, for lighting measures</b> (replaces the minimum of 10,000 eligible kWh per year)</li> </ul> </li> </ul>

Modified item	Effective date	Type	Description
			<ul style="list-style-type: none"> <li>– Financial assistance of at least <b>\$5,000, for each of the other types of eligible measures</b> (replaces the minimum of 25,000 eligible kWh per year). (See subsection 1.3.)</li> <li>▪ As a general rule, projects must include measures implemented in the same building. Exceptionally, <b>drinking-water and wastewater treatment plants and pumping stations operated by the same municipality</b> are considered to be a single facility (see subsection 1.5).</li> <li>▪ Clarifications to the <b>prerequisites for the deliverables</b> required when requesting payment (heading 2.2, step 2 of subsection 4.3 of this <i>Participant's Guide</i>).</li> <li>▪ Revisions to how projects submitted under the Program are allocated according to the North American Industry Classification System (<b>NAICS codes</b>) (see Appendix 1 of this <i>Participant's Guide</i>).</li> <li>▪ Clarification of requirements for eligible measures for the <b>off-grid systems</b> listed in Appendix 2 of this <i>Participant's Guide</i>.</li> <li>▪ The <b>terms and conditions applicable to the use of the forms included in the industrial systems software (PROSI)</b>—Compressed Air, Lighting, Variable-Frequency Drives (VFDs) and Water Chillers—were specified in Appendix 4 of this <i>Participant's Guide</i>.</li> </ul>
Program Web site	Dec. 9, 2011	New tool	<ul style="list-style-type: none"> <li>▪ A new calculation tool, <i>Formulaire – Niches à porcelets</i> [Piglet nursery form], was put online for agricultural customers.</li> </ul>
<i>Participant's Guide</i> April 2012 Vol. 2, No. 1	April 2, 2012	Program modifications  Clarification and correction of existing terms and conditions	<ul style="list-style-type: none"> <li>▪ <b>Following the Régie de l'énergie ruling on the 2012 budget, the Retrofit, Technology Demonstration and Continuous Measurement and Electricity Management components were reinstated.</b></li> <li>▪ The general terms and conditions of the Industrial Systems Program were modified, along with those for this component.</li> <li>▪ Clarifications regarding industrial buildings connected to the Hydro-Québec grid (see subsection 1.2).</li> <li>▪ Before the work is started, participant must present a separate project outline form (<i>Document d'avant-projet</i>) for each system type submitted under this component (see paragraph 1.1 of subsection 4.3).</li> </ul>

Modified item	Effective date	Type	Description
<p><i>Participant's Guide</i> April 2012 Vol. 2, No. 2</p>	<p>June 18, 2012</p>	<p>Clarifications and corrections of existing terms and conditions</p> <p>Tool updates</p>	<ul style="list-style-type: none"> <li>▪ If the measures to be implemented are included in PROSI, the project must be submitted under the Prescriptive Measures component, even if they are part of a set of interdependent energy efficiency measures, some of which would be eligible under another component of the Industrial Systems Program.</li> <li>▪ A new version of the PROSI calculation tool, version 2.0.2., includes modifications for projects submitted under the Prescriptive Measures component of the Industrial Systems Program after June 18, 2012. These include an update to some of its reference parameters: <ul style="list-style-type: none"> <li>– <b>Water chillers:</b> For installation of new chillers, the minimum performance coefficients in CSA standard C743-02 (2002) apply, and not the values in CSA C743-09 (2009).</li> <li>– <b>Compressed air:</b> For the measure to replace one or more compressors with a variable-speed compressor, the rating is now limited to 200 hp (previously 300 hp).</li> <li>– <b>Variable-frequency drives (VFDs):</b> The new cost references are taken into consideration in the new version of PROSI.</li> </ul> </li> </ul>
<p><i>Participant's Guide</i> November 2012 Vol. 2, No. 3</p>	<p>Nov. 5, 2012</p>	<p>Clarification and correction of existing terms and conditions</p> <p>New tool</p> <p>Tool updates</p>	<ul style="list-style-type: none"> <li>▪ Specified the end-of-program terms.</li> <li>▪ Some general terms and conditions were reviewed, including those on compensation and the participant's financial position and operating capacity. In addition, the section regarding power of attorney was removed.</li> <li>▪ Projects or parts of projects that include auxiliary equipment that is associated with a measure in the calculation tools but is not taken into account by those tools are not eligible.</li> <li>▪ To be eligible, a project that includes compressed air measures must be entitled to financial assistance of at least \$4,000 (and not more than \$5,000).</li> <li>▪ Financial assistance cannot exceed \$500,000 per project. This maximum is cumulative from November 5, 2012, to December 31, 2015.</li> <li>▪ Details were added regarding deliverables required for the request for payment.</li> <li>▪ A participant must send an invoice with the duly completed and signed <i>Informations requises relativement au Relevé 27 – Déclaration du client</i> [information required for <i>Relevé 27 – Customer declaration</i>] form at most 30 days after receiving the <i>Versement de l'appui financier et des taxes</i> [financial assistance and tax payment] letter.</li> <li>▪ A new calculation tool, the Refrigeration application (version 2.0), was made available for industrial refrigeration projects.</li> <li>▪ The new version of PROSI 2.0.3 was put online. To better reflect market trends, some of the tool's reference parameters were updated.</li> </ul>

Modified item	Effective date	Type	Description
<p><i>Participant's Guide</i> April 2013 Vol. 3, No. 1</p>	<p>April 22, 2013</p>	<p>Clarification and correction of existing terms and conditions</p>	<ul style="list-style-type: none"> <li>▪ From this point forward, infrared piglet warmer control projects must be submitted under the Efficient Farming Products Program. Consult the Program Web site at <a href="http://www.hydroquebec.com/business/energy-efficiency/programs/efficient-farming-products-program">www.hydroquebec.com/business/energy-efficiency/programs/efficient-farming-products-program</a>.</li> <li>▪ Clarifications were made in the <b>End of Industrial Systems Program</b> section.</li> <li>▪ Two conditions and undertakings specific to the participant were added to section 2.2. As the participant, you: <ul style="list-style-type: none"> <li>– have the obligation and responsibility to stay informed about all terms related to your project and undertake to consult the Industrial Systems Program Web site on a regular basis to verify whether there have been any changes to the Prescriptive Measures component;</li> <li>– recognize that Hydro-Québec may modify the <i>Participant's Guide</i> and calculation tools without notice.</li> </ul> </li> <li>▪ Clarifications regarding the conditions of financial assistance were made in section 2.3.</li> <li>▪ Appendix 1 (Activity Sectors Eligible for the Industrial Systems Program According to the North American Industry Classification System (NAICS codes)): The rule for an administrative or other space associated with a service-providing NAICS code located in the same building as a plant was modified.</li> <li>▪ Clarification to Appendix 4: Refrigeration measures not found in the Refrigeration application may be eligible for a project under the Retrofit component or the New Plant, Expansion or Addition of Production Lines component, provided the project meets the eligibility requirements of the component in question.</li> </ul>
<p><i>Participant's Guide</i> July 2013 Vol. 3, No. 2</p>	<p>June 21, 2013</p>	<p>Clarification and correction of existing terms and conditions</p>	<ul style="list-style-type: none"> <li>▪ The terms respecting the maximum amount of financial assistance per project were updated as follows: <ul style="list-style-type: none"> <li>– The maximum financial assistance for a project submitted using the Refrigeration application is \$500,000.</li> <li>– The maximum amount of financial assistance for all projects (lighting, compressed air, water chillers and variable-speed drives) submitted using PROSI for a given site is \$500,000.</li> <li>– These changes apply to all projects submitted since November 5, 2012.</li> </ul> </li> </ul>
<p><i>Participant's Guide</i> November 2013 Vol. 3, No. 3</p>	<p>Nov. 1, 2013</p>	<p>Clarification and correction of existing terms and conditions</p>	<ul style="list-style-type: none"> <li>▪ Hydro-Québec may require a financial guarantee equal to the amount initially requested on the project proposal form, at the start of the financial assistance procedure (subsection 1.1).</li> <li>▪ The financial assistance thresholds by system type are all set to \$4,000, with the exception of the threshold for refrigeration measures, which is still \$5,000 (subsection 1.3).</li> <li>▪ The amount per eligible kilowatt-hour saved was reduced from 20¢ to 15¢ for all prescriptive measures projects (subsection 3.3.1).</li> </ul>

Modified item	Effective date	Type	Description
		<p>New tool</p>     <p>Tools updated</p>	<ul style="list-style-type: none"> <li>▪ A new tool—the <b>streamlined LED and induction lighting form</b> (1.0)—is required to submit LED and induction lighting projects. This type of project—formerly eligible under the Retrofit and New Plant, Expansion or Addition of Production Lines components—must now be submitted using this tool under the Prescriptive Measures component (subsection 3.2.3).</li> <li>▪ A new version (2.0.4) of the PROSI calculation tool includes adjustments applying to projects submitted using this tool starting November 1, 2013. These are some of the adjustments: <ul style="list-style-type: none"> <li>– The amount per eligible kilowatthour saved was reduced from 20¢ to 15¢;</li> <li>– The following measures no longer qualify for the Program: <ul style="list-style-type: none"> <li>▫ Replacement of T-12 light fixtures with T-8 or T-5 fixtures*;</li> <li>▫ LED exit signs</li> </ul> </li> </ul> <p><i>*Except for some optimization measures (such as control systems)</i></p> <ul style="list-style-type: none"> <li>– The benchmark costs of T5HO fixtures were reviewed.</li> </ul> </li> <li>▪ A new version (2.1) of the Refrigeration application became available as of November 1, 2013. It takes into account the reduction from 20¢ to 15¢ of the amount per eligible kilowatthour saved.</li> </ul>
<p><i>Participant's Guide</i> September 2014 Vol. 4 No. 1</p>	<p>September 15, 2014</p>	<p>Clarification and correction of existing terms and conditions</p>	<ul style="list-style-type: none"> <li>▪ Once Hydro-Québec has provided preliminary approval for a project under a given component, participants cannot request to have their project reviewed under another component in the Program. Moreover, Hydro-Québec reserves the right to determine the appropriate component under which a project should be presented.</li> <li>▪ The End of Industrial Systems Program section was removed, since the Program has been extended beyond December 31, 2015.</li> <li>▪ Should Hydro-Québec modify or end the Industrial Systems Program, it will only review—on the date the modifications come into effect or the Program is ended—eligible projects for which: <ul style="list-style-type: none"> <li>– an initial contract to complete the work has been signed with a third party (copy of contract required);</li> <li>or</li> <li>– an initial equipment order has been placed (purchase order or invoice indicating order date required).</li> </ul> <p>The terms and conditions of the <i>Participant's Guide</i> in effect on the date the complete project proposal is submitted will apply.</p> </li> <li>▪ Participants are entirely responsible for remaining informed of updates to the terms and conditions of the Program, and therefore undertake to regularly check the Program Web site and sign up for the Program newsletter at <a href="http://www.hydroquebec.com/industrial">www.hydroquebec.com/industrial</a> (see Industrial Systems Program – General Terms and Conditions).</li> </ul>

## Appendix 6 To Reach Us

Should you have any questions regarding terms and conditions that are not covered in this *Participant's Guide* or on the Program's Web site ([www.hydroquebec.com/business/energy-efficiency](http://www.hydroquebec.com/business/energy-efficiency)), please contact **your Hydro-Québec representative or:**

### For further information or help on the following subjects:

- Eligibility
- Program terms and conditions
- Confirmation of the eligibility of a measure or a calculation method
- Project follow-up and financial assistance
- Eligible costs
- Preparing the project
- User code requests – Prescriptive Measures component
- File number requests
- Using and understanding the calculation tools required for the Prescriptive Measures component
- Other

Soutien aux clients et partenaires  
[customer and partner support]

**1 877 817-1433**

### For online technical support

- Downloading and installing the calculation tools required for the Prescriptive Measures component
- Finding your file number
- Project report transmission procedures

Soutien technique Internet –  
Clientèle d'affaires [online technical  
support – business customers]

**1 888 858-7927**