



Lehigh University Industrial Assessment Center
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IAC Policies on the Use of Plant Data

Please complete and return this sheet with your Plant Background Information data form and the copies of your utility bills for the past 12 months

The Lehigh University Industrial Assessment Center understands that the information you provide is important and that you would want us to exercise care in its use. We take steps with each client to ensure that information is kept safe and confidential. We do not associate your company's name with your data outside our offices, not even in discussions with utility representatives or vendors, unless we request and you give us permission to do so.

Your company's name will not appear in the report; every document related to your assessment will be designated by a code (e.g., LE0100). The only organizations that will know which code corresponds to a particular client are our local office at Lehigh University and our field office, located at Rutgers University. A copy of your report will be kept on file for internal use and will not be made available to any third party without your permission.

Some data is entered into a national database available for public access on the Internet at <http://caes.rutgers.edu>. This database is a valuable tool for manufacturers and researchers who want to know the savings for various types of projects. Plant names and addresses are entered into the database but are *not* available for public access.

Additionally, since implementation of cost saving recommendations is the most important part of this program, we will request a survey to be completed by you about six months after receipt of our report.

If there is any action you would like us to take beyond our current position on confidentiality, we will do whatever we can to work with you to achieve a relationship that accommodates our mutual needs.

As an acknowledgement of having reviewed the policies described above, please sign below on behalf of your company and return with your completed Plant Background Information Data Form and copies of your utility bills (gas, electric, oil) for the past 12 months.

Signature

Printed Name

Position

Company

The Lehigh University IAC homepage is at <http://www.lehigh.edu/~inluiaac> and the IAC field manager's web page is <http://caes.rutgers.edu>. The US Department of Energy has a homepage dealing with the IAC program and other programs at <http://www.oit.doe.gov/>. Please visit these sites to learn more about the IAC program.