

Closed-Loop/Geothermal Heat Pump Systems

Design and Installation Standards

2008 Edition

Edited By
Allan Skouby

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CONTENTS

Acknowledgements	iv
Forward	v
Section 1 Closed-Loop Ground Heat Exchangers	1-1
Installation Personnel and Training Required	1-1
Design Methods and Compliance	1-1
Ground Heat Exchanger Materials	1-3
Pipe and Joining Methods	1-5
Flushing, Purging, Pressure and Flow Testing	1-6
Section 2 Pipe Placement and Backfilling	2-1
Horizontal Piping Systems	2-1
Boreholes	2-1
Pond and Lake Loop Systems	2-2
Section 3 Indoor Piping and Circulation System	3-1
Circulator Sizing and System and Components	3-1
Antifreeze Selection and Use	3-2
Antifreeze Standards for Geothermal Heat Pump Systems	3-2
Section 4 Geothermal Heat Pumps	4-1
Geothermal Heat Pumps	4-1
Section 5 Site Planning, Records, and Restoration	5-1
Planning	5-1
Records	5-1
Restoration	5-1
Section 6 Standards Change Procedures	6-1
Purpose	6-1
Initiation and Processing of Standard Changes	6-1
Processing	6-1
Meetings	6-1
Standard Committee Recommendations and Report	6-2
Advisory Council Action	6-2

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Errors in the manuscript may have occurred in spite of our best efforts. Any suggested corrections and/or comments should be made in writing to:

International Ground Source
Heat Pump Association
Oklahoma State University
374 Cordell South
Stillwater, OK 74078-8018
Fax: (405) 744-5283

FORWARD

The Closed-Loop/Geothermal Heat Pump Systems Design and Installation Standards manual is intended as a source of precise standards and guidelines for the design and installation of Closed-Loop/Geothermal Heat Pump Systems. It is a necessary tool for product developers and manufacturers, contractors, architects, engineers, utility representatives, and anyone else concerned with proper and efficient design and installation. It was designed to be an important part of the complete set of guides and manuals available through the International Ground Source Heat Pump Association, including the *Closed-Loop/Ground-Source Heat Pump Systems Installation Guide*, *Soil and Rock Classification for the Design of Ground-Coupled Heat Pump Systems Field Guide*, *Grouting Procedures for Ground-Source Heat Pump Systems*, and the *Closed-Loop/Geothermal Heat Pump Systems SLINKY™ Installation Guide*.

This manual was developed with funds from members of the International Ground Source Heat Pump Association. Through the strength of its membership, which now numbers over 1,200, IGSHPA has consistently played a vital leadership role in the GHP industry.

The principle reasons for the existence of these standards have always been to ensure quality products and installations, as well as the safety of the consumer. They are generated by IGSHPA's Standard Committee, which consists of representatives from throughout the industry. The standards are subject to peer review for accuracy and completeness. Changes and adaptations to these standards can be made by contacting the Standards Committee through IGSHPA at 1 (800) 626-4747 and following the guidelines in Section 6. This manual is updated periodically to be as current as possible.



Closed-Loop Ground Heat Exchangers

1A. (1996) INSTALLATION PERSONNEL AND TRAINING REQUIRED

- 1A.1 (2000) The Loop contractor, or contractor designate, must have a current IGSHPA accreditation, having completed an IGSHPA training course in the fundamentals of design, installation, and operation of geothermal systems, and having passed the IGSHPA accreditation examination and pipe fusion tests.
- 1A.2 (2005) Ground heat exchanger fabricators must attend an IGSHPA approved heat fusion training in which each participant has performed heat fusion procedures under direct supervision of a qualified IGSHPA heat fusion technician. The fusion technician must be thoroughly familiar with heat fusion procedures, and have had formal training and testing at an IGSHPA approved heat fusion training session under direct supervision of an IGSHPA approved Instructor.
 - 1A.2.1 (2005) Pipe fusion technicians must attend a retraining session every three years. A single failure of a fusion joint will require that the technician attend an additional training session and be retested in order to demonstrate satisfactory performance.
- 1A.3 (1996) Local and state laws and ordinances as they pertain to buried pipe systems shall be strictly followed or a variance obtained.

1B. (1996) DESIGN METHODS AND COMPLIANCE

- 1B.1 (1996) The manufacturer's design procedures must follow a recognized methodology as presented in the most recent editions of:
 - a. (1996) Closed-Loop/Ground-Source Heat Pump Systems: Installation Guide, IGSHPA Publications, Oklahoma State University
 - b. (1996) Data Design Manual for Closed-Loop/Ground-Source Heat Pump Systems, ASHRAE;
 - c. (1997) IGSHPA's Slinky Installation Guide.
- 1B.2 (1996) The ground heat exchanger design must be clearly documented in order to determine compliance with the heat pump manufacturer's and / or utility's specification.

1

1B.3 (2003) Soil thermal values shall be used in calculating loop length. For horizontal ground heat exchanger applications, determination of the soil's thermal properties with a conductivity test is unnecessary. Refer to IGSHPA Soil and Rock Classification Manual, and Soil Conservation Service Survey for county/parish data, which can be obtained from the local SCS office.

(2004) For larger, commercial projects in which the heat exchanger will be installed vertically, the thermal properties of the soil/rock formation shall be determined by performing a thermal conductivity (in-situ) test.

1B.3.1 (2007) Method as developed and recommended by ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.) and which can be found in the 2007 ASHRAE Handbook on HVAC Applications, Chapter 32.

1B.3.1.1 (2004) Test durations shall be a minimum of 36 hours.

1B.3.1.2 (2003) The collected data shall be analyzed using the line source method.

1B.3.1.3 (2004) Acceptable power:

1B.3.1.3.1 (2004) The standard deviation of the power shall be less than or equal to 1.5% of the average power.

1B.3.1.3.2 (2004) The maximum variation (spikes) in power shall be less than or equal to 10%.

1B.3.1.3.3 (2004) If 1B.3.1.3.1 or 1B.3.1.3.2 are not met, acceptable results can still be obtained if the maximum deviation of the u-bend loop temperature is less than or equal to 0.5°F (0.28°C) when compared to a trend line of the full data set.

1B.3.1.3.4 (2004) The heat rate supplied to the u-bend loop shall be between 15 and 25 Watts per bore foot (49.2 and 82.0 Watts per bore meter).

1B.3.1.4 (2004) The undisturbed formation temperature shall be measured by observing the temperature of the water as it returns from the u-bend loop to the test equipment at startup. An acceptable alternate method is to directly measure the loop temperature at various depths with a thermocouple probe.

1B.3.1.5 (2003) A minimum delay of five days shall be observed between loop grouting and test startup.

1B.3.1.6 (2004) Minimum test equipment specifications:

1B.3.1.6.1 (2004) Entering/leaving water temperatures shall be measured with $\pm 0.5^\circ\text{F}$ ($\pm 0.28^\circ\text{C}$) combined transducer-recorder accuracy.

- 1B.3.1.6.2 (2004) Heat Input rate shall be measured with 2.0% combined trans-recorder accuracy of reading (not full scale accuracy).
- 1B.3.1.6.3 (2004) Actual u-bend length shall be measured to within $\pm 1\%$ accuracy.
- 1B.3.1.6.4 (2004) Piping length between the test unit and the u-bend shall be equal to or less than 4 feet (1.22 m) per leg and shall be sufficiently insulated to minimize ambient heat loss.
- 1B.3.1.6.5 (2004) All hydronic components within the test unit shall be sufficiently insulated to minimize ambient heat loss.
- 1B.3.1.7 (2004) Test bore diameter should not exceed 6 inches (15.24 cm), and shall be grouted in accordance with IGSHPA Standard 2B.1. It is recommended that the minimum grout thermal conductivity should be equal to or greater than $0.75 \text{ Btu/hr-ft-}^\circ\text{F}$ ($1.30 \text{ W/m }^\circ\text{K}$).
- 1B.3.1.8 (2004) In the event a test should prematurely fail, the measured u-bend loop temperature shall naturally return to within 0.5°F (0.28°C) of the initial undisturbed formation temperature as measured in 1B.3.1.4.

1C. (1996) GROUND HEAT EXCHANGER MATERIALS

- 1C.1 (2008) The acceptable pipe and fitting materials for the underground portion of the ground heat exchanger is polyethylene, as specified in Section 1C.2 and cross-linked polyethylene, as specified in Section 1C.3.
- 1C.2 (1996) Specifications for the polyethylene heat exchanger are as follows:
 - 1C.2.1 (2007) General. All pipe and heat fused materials shall be manufactured from virgin polyethylene extrusion compound material in accordance with ASTM D-2513, Section 4.1 and 4.2. Pipe shall be manufactured to outside diameters, wall thickness, and respective tolerances as specified in ASTM, D-3035, D-2447 or F-714. Fittings shall be manufactured to diameters, wall thickness, and respective tolerances as specified in ASTM D-3261 for butt fusion fittings, ASTM D-2683 for socket fusion fittings and ASTM F-1055 for electrofusion fittings.
 - 1C.2.2 (2007) Material. The material shall have a Hydrostatic Design Basis of 1600 psi (11.03 MPa) at 73°F (23°C) per ASTM D-2837. The material shall be listed in PPI TR4 as either a PE 3408/3608 or PE 4710 piping formulation. The material shall be a high-density polyethylene compound having a minimum cell classification of PE345464C per ASTM D-3350.
 - 1C.2.3 (1996) Dimensions
 - 1C.2.3.1 (2007) Pipe with a diameter of less than 1-1/4 inches (3.175 cm) (nominal) shall be manufactured in accordance with ASTM D-3035 with a minimum working pressure rating of 160 psi (1.103 MPa).

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1C.2.3.2 (2007) Pipe manufactured with a diameter of 1-1/4 inches (3.175 cm) (nominal) and larger shall be manufactured in accordance with ASTM D-3035 (minimum working pressure rating of 110 psi (0.758 MPa)) or ASTM D-2447 (Schedule 40). If the pipe is used in a vertical bore application it shall be manufactured in accordance with ASTM D-3035 with a minimum working pressure rating of 160 psi (1.103 MPa).

1C.2.3.3 (2007) Pipe 3 inches (7.62 cm) (nominal) and larger shall be manufactured in accordance with ASTM D-3035, F-714, (with a minimum working pressure rating of 100 psi (0.689 MPa)) or D-2447 (Schedule 40).

1C.2.3.4 (2007) Table of Working Pressure Ratings of water filled pipe at 73.4°F (23°C) for DR-PR PE 3408/3608 Plastic Pipe

Dimension Ratio	Pressure Rating, psi
9	200
11	160
13.5	128
15.5	110
17	100

1C.2.3.5 (2007) Table of Water Pressure Ratings of water filled pipe at 73.4°F (23°C) for DR-PR PE 4710 Plastic Pipe

Dimension Ratio	Pressure Rating, psi
9	252
11	202
13.5	161
15.5	139
17	126
21	101

Please note that as of the approval date (10/28/07) of 4710, there is a limited number of pipe manufacturers offering a geothermal pipe produced from 4710 material.

1C.2.4 (1996) Markings. Sufficient information shall be permanently marked on the length of the pipe as defined by the appropriate ASTM pipe standard.

1C.2.5 (1996) Certification Materials. Manufacturer shall supply a notarized document confirming compliance with the above standards (1C.2.1 - 1C.2.4).

1C.3 (2008) Specifications for the cross-linked polyethylene heat exchanger are as follows:

1C.3.1 (2008) General. Cross-linked polyethylene tubing shall be manufactured by the high-pressure peroxide method (known as PEXa), and shall conform to ASTM Standard Specifications F-876, and F-877 or D-2513, or DIN 16892 and 16893. Polymer electro-fusion fittings for PEXa pipes of each dimensional specification shall con-

form to ASTM F-1055 or ISO 14531-2; metal cold compression-sleeve fittings shall conform to ASTM F-2080.

1C.3.2 (2008) Tubing Material. PEXa material shall be high-density cross-linked polyethylene manufactured using the high-pressure peroxide method of cross-linking with a minimum degree of cross-linking of 75% when tested in accordance with ASTM D-2765, Method B. The tubing material designation code as defined in ASTM F-876 shall be PEX 1006 or PEX 1008.

1C.3.3 (2008) Polymer electro-fusion fitting material. Polymer electron-fusion fitting shall be manufactured using a material in accordance to IGSHPA Standard 1C.2.2.

1C.3.4 (2008) Dimensions.

1C.3.4.1 (2008) PEXa tubing shall be manufactured in accordance to the dimensional specifications of ASTM F-876, and F-877 with a minimum working pressure rating of 160 psi (1.103 MPa) at 73.4°F (23°C).

1C.3.4.2 (2008) Table of Working Pressure Ratings of water filled tubing at 73.4°F (23°C) for DR-PR PEX 1006 or PEX 1008 Plastic Pipe

Dimension Ratio	Pressure Rating, psi
9	160

1C.3.5 (2008) Fittings. All fittings used with PEXa tubing intended for geothermal applications shall be polymer electro-fusion fittings or cold expansion compression-sleeve metal fittings. Polymer electro-fusion fittings shall conform with ASTM F-1055 or ISO 14531-2 whereas cold-expansion compression-sleeve fittings shall conform with ASTM F-2080, and shall have a minimum inside diameter of 82% of inside pipe diameter.

1C.3.3 (2008) Markings. Required product standard information shall be marked on PEXa tubing and fittings as defined by the appropriate product standard specifications.

1D. (1996) PIPE JOINING METHODS

1D.1 (2008) The only acceptable methods for joining buried polyethylene pipe systems are: 1) a heat fusion process or 2) stab-type fittings quality controlled to provide a leak-free union between pipe ends that is stronger than the pipe itself.

1D.2 (1997) Polyethylene pipe shall be heat fused by butt, socket, sidewall or electro-fusion in accordance with the pipe manufacturer's procedures.

1D.3 (2008) Polyethylene fusion transition fittings with threads must be used to adapt to copper. Polyethylene fusion transition fittings with threads or barbs must be used to adapt to high strength hose. Barbed fittings utilizing mechanical clamps are not permitted to be connected directly to polyethylene pipe, with the exception of stab-type fittings as described above. All mechanical connections must be accessible.

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- 1D.4 (2008) PEXa tubing may not be butt-fused or socket-fused to fittings. Polymer electro-fusion fittings may be used with PEXa tubing when installed in accordance with manufacturer's published procedures. Cold-expansion compression-sleeve fittings may be used for all PEXa connections when installed according to the manufacturer's published procedures and is permitted to be direct buried with manufacturer approved corrosion covering.

1E. (1996) FLUSHING, PURGING, PRESSURE AND FLOW TESTING

- 1E.1 (1996) All fusion joints and loop lengths shall be checked to verify that no leaks have occurred due to fusion joining or shipping damage.
- 1E.2 (1996) All loops will be pressure tested before installation, and all horizontal components of the ground heat exchanger will be pressure tested prior to backfilling.
- 1E.3 (1996) Heat exchangers will be tested hydrostatically at the smaller of 150% of the pipe design rating or 300% of the system operating pressure.
- 1E.4 (1996) No leaks shall occur within a 30-minute period.
- 1E.5 (1996) Flow rates and pressure drops will be compared to calculated values to assure that there is no blockage or kinking of any pipe.
- 1E.6 (1996) A minimum velocity of 2 ft/sec (0.6096 m/sec) in each piping section must be maintained for a minimum of 15 minutes to remove all air. A change of more than one inch (2.54 cm) in the level of fluid in the purge pump tank during pressurization indicates air still trapped in the system.

Pipe Placement and Backfilling

2A. (1996) HORIZONTAL PIPING SYSTEMS

- 2A.1 (2000) Sharp bending of pipe around trench corners must be prevented by using a shovel to round corners, or by installing an appropriate elbow fitting. Manufacturer's procedures must be followed.
- 2A.2 (1997) Backfilling procedures will include prevention of any sharp-edged rocks from coming into contact with the pipe by removal of the rocks before backfilling. Use the IGSHPA Slinky backfilling procedures found in IGSHPA's Slinky Installation Guide to assure elimination of air pocket around the pipes.
- 2A.3 (1996) Return bends in narrow trenches must be partially backfilled by hand to properly support the pipes and prevent kinking.
- 2A.4 (1997) All buried GHP pipes in systems containing an antifreeze and passing parallel within 5 feet (1.524 m) of any wall, structure, or water pipe shall be insulated with R2 minimum closed cell insulation.

2B. (1997) BOREHOLES

- 2B.1 (2003) Vertical Boreholes.
 - 2B.1.1 (2003) Vertical boreholes shall have a minimum diameter such that it is large enough to accommodate the specified u-bend assembly and a tremie pipe with a minimum nominal diameter of 1 inch (2.54 cm).
 - 2B.1.2 (2003) When penetrating more than one aquifer, all vertical bore holes must be grouted bottom to top with a material that is certified by the National Sanitation Foundation International to ANSI/NSF Standard 60, "Drinking Water Treatment Chemicals - Health Effects" and has a known heat transfer capacity and an adequate sealing characteristic. The grouting material shall be classified as either a pliable (such as a bentonite-based material) or rigid (such as a cement-based material) material.
 - 2B.1.2.1 (2003) The thermal conductivity of the grouting material shall be determined by using the following method for the specific material classification:

2

- 2B.1.2.1.1 (2003) Pliable Materials - ASTM D-5334, “Standard Test Method for Determination of Thermal Conductivity of Soils and Soft Rock by Thermal Needle Probe Procedure”.
- 2B.1.2.1.2 (2003) Rigid Materials - ASTM C-177, “Standard Test Method for Steady-State Heat Flux Measurements and Thermal Transmission Properties by Means of the Guarded-Hot-Plate Apparatus”
- 2B.1.2.2 (2003) The hydraulic conductivity (permeability) of the grouting material shall be determined using ASTM D-5084, “Measurement of Hydraulic Conductivity of Saturated Porous Materials using a Flexible Wall Permeameter”.
 - 2B.1.2.2.1 (2003) The maximum allowable permeability value shall be 1×10^{-7} cm/sec or lower if specified by State and/or Local code, regulation or law.
- 2B.1.2.3 (2004) The thermal and hydraulic conductivity characteristics of the grouting material mixture as specified by the manufacturer shall be independently verified by an “outside the company” laboratory in order to validate compliance to these standards.
 - 2B.1.2.3.1 (2004) The laboratory verifying hydraulic conductivity shall be certified by AMRL (American Association of State Highway & Transportation Officials, Materials Reference Laboratory) and validated by the US Army Corps of Engineers to perform ASTM D-5084 at the time of verification.
 - 2B.1.2.3.2 (2004) Copies of the individual reports shall be made available when requested.
 - 2B.1.2.3.3 (2004) Thermal conductivity shall be determined and verified using the specific mixing instructions and specified additive materials of the manufacturer.
- 2B.1.3 (2003) Grouting procedures shall follow IGSHPA’s ‘Grouting for Vertical Geothermal Heat Pump Systems, Engineering Design and Field Procedures Manual’ or State or Local codes, whichever are more restrictive.
- 2B.2 (1997) Horizontal boreholes must have water (and bentonite if used for drilling) injected into the cuttings left in the holes as each drill pipe is pulled out, to keep the hole full so that air pockets cannot be pulled in with the u-bend loop as it is pulled in. An alternative is to enlarge the opening of the exit hole and keep it filled with a water-bentonite slurry.

2C. (1996) POND AND LAKE LOOP SYSTEMS

- 2C.1 (1996) The GHP manufacturer’s procedures must be followed.

Indoor Piping and Circulation System

3A. (1996) CIRCULATOR SIZING AND SYSTEM AND COMPONENTS

- 3A.1 (1996) The circulator wattage for closed loop systems must not exceed 150 watts/ton.
- 3A.2 (1996) Proper sizing of the circulating pump will be within the heat pump manufacturer's required flow rate range for the specified unit.
- 3A.3 (1996) Particulate contaminants must be removed from piping system prior to initial start-up.
- 3A.4 (2000) Start-up pressurization of the circuit to a minimum of 20 to 30 psi (1.38 - 2.07 bar) when installed in the summer with circulating water temperature of 70 - 90°F (20 - 30°C) and 40 to 50 psi (2.76 - 3.45 bar) when installed in the winter with circulating water temperature of 40 - 50°F (5 - 10°C) is required. Standing column designs of circulating systems that ensure a flooded volute and meet the manufacturer's requirements are excluded from these pressure requirements.
- 3A.5 (1996) The circulation system must incorporate provisions for flow and temperature-sensing capability for testing the performance of the water side of the heat pump system. Pressure and temperature-sensing ports must be within two (2) feet (0.6096 m) of the heat pump.
- 3A.6 (1996) Loop charging valve handles must be removed and/or the ports sufficiently plugged to prevent accidental discharge of system fluid and pressure.
- 3A.7 (1996) Boiler-type service valves are not to be used.
- 3A.8 (1996) Transition fittings between dissimilar materials must be inside or accessible.
- 3A.9 (1996) All indoor piping must be insulated where condensate may cause damage.
- 3A.10 (1996) All above ground piping subject to condensation or freezing shall be insulated.
- 3A.11 (1996) All pipes passing through walls shall be sleeved and sealed with non-hardening caulking material.
- 3A.12 (1996) Good quality threaded fittings and a thread sealant specified for use with the antifreeze selected shall be used. Some antifreeze solutions require more fitting torque than others to

3

prevent leaks and corrosion of external surfaces when the antifreeze is exposed to oxygen.

3B. (1996) ANTIFREEZE SELECTION AND USE

- 3B.1 (1996) Antifreeze solutions must meet local and state requirements and be acceptable by component manufacturers.
- 3B.2 (1996) All GHP systems must be labeled and identified at the loop charging valves. The labels must be of a permanent type with the following information:
 - a. (1996) Antifreeze type and concentration;
 - b. (1996) Service date;
 - c. (1996) Company name;
 - d. (1996) Company phone number and responsible party or person.

3C. (1996) ANTIFREEZE STANDARDS FOR GHP SYSTEMS

- 3C.1 (1996) Scope
 - 3C.1.1 (1996) Form. This standard is intended to cover corrosion-inhibited, biodegradable, liquid antifreeze materials as received at the job site.
 - 3C.1.2 (1996) Application. For use in closed-loop geothermal heat pump systems for the transfer of energy to provide heating and cooling in residential and commercial applications.
 - 3C.1.3 (1996) Safety. While these standards attempt to define antifreeze materials characteristics that are safe to the environment and personnel, it is the sole responsibility of the user to become familiar with the safe and proper use of materials provided under these standards and to take necessary precautionary measures to insure the health and safety of all personnel involved.
- 3C.2 (1996) Technical Requirements
 - 3C.2.1 (1996) Material. The composition of the fluid shall be at the option of the manufacturer. The fluid may contain corrosion inhibitors, etc., as required to produce a product meeting the requirement of 3C.2.2.
 - 3C.2.1.1 (1996) Biodegradability. The fluid shall not be less than 90% biodegradable. Results of biodegradability studies conducted in accordance with “Standard Methods for the Examination of Water and Waste Water” of biodegradability and bioassay shall, when requested by purchaser, be provided by the fluid manufacturer to purchaser and shall contain not less than the following information:
 - a. (1996) A statement of ecological behavior of the fluid;
 - b. (1996) The total oxygen demand (TOD) of the fluid, expressed in pounds of oxygen per pound of fluid;
 - c. (1996) The percent of the fluid degraded in five days.

- 3C.2.1.2 (1996) Corrosion. The fluid shall demonstrate low corrosion to internal surface of all materials commonly found in geothermal heat pump systems.
- 3C.2.2 (1996) Properties. The fluid shall conform to the following requirements, and tests shall be performed in accordance with specified test methods on the fluid:
- 3C.2.2.1 (1996) Flash Point. Shall not be lower than 194°F (90°C), determined in accordance with ASTM D-92.
- 3C.2.2.2 (1996) Biological Oxygen Demand. Five days BOD at 10°C (50°F) shall not exceed 0.2 gram oxygen per gram nor be less than 0.1 gram oxygen per gram.
- 3C.2.2.3 (1996) Freezing Point. Shall not exceed +18°F (-8°C), determined in accordance with ASTM D-1177.
- 3C.2.2.4 (1996) Toxicity. Shall not be less than LD 50 (oral - rats) of 5 grams per kilogram. The NFPA hazardous material rating for health shall not be more than 1 (slight).
- 3C.2.2.5 (1996) Storage Stability. The fluid, tested in accordance with ASTM F-1105, shall show neither separation from exposure to heat or cold, nor show as increase in turbidity.
- 3C.2.3 (1996) Quality. The fluid, as received by purchaser, shall be homogeneous, uniform in color, and free from skins, lumps, and foreign materials detrimental to usage of the fluid.
- 3C.3 (1996) Packaging and Identification
- 3C.3.1 (1996) Fluid shall be packaged in containers of a type and size agreed upon by purchaser and vendor, or shall be delivered in bulk, as ordered.
- 3C.3.2 (1996) Containers of fluid shall be prepared for shipment in accordance with commercial practice and in compliance with applicable rules and regulations pertaining to the handling, packaging, and transportation of the fluid to ensure carrier acceptance and safe delivery.
- 3C.3.3 (1996) An up-to-date Material Safety Data Sheet shall be supplied to each purchaser on request and concurrent with each delivery.

3



Geothermal Heat Pumps

4A. (1996) GEOTHERMAL HEAT PUMPS

- 4A.1 (1996) Water source heat pumps used in conjunction with ground heat exchangers must be appropriately ARI certified and listed for the minimum design water temperatures.
- 4A.2 (1996) The maximum and minimum design-entering water temperatures shall not exceed the manufacturer's published literature.
- 4A.3 (1996) The heat pump air flow must be within the manufacturer's specifications.

4



Site Planning, Records, and Restoration

5A. (1996) PLANNING

- 5A.1 (1996) Prior to any excavation, trenching, or drilling, all buried utilities, drainage, and irrigation systems shall be located and flagged by the appropriate utility and contractor representative.

5B. (1996) RECORDS

- 5B.1 (1996) The contractor shall provide the owner with a copy of a dimensioned site layout showing the location of the buried GHP piping relative to a permanent structure and buried conduits.
- 5B.2 (1996) The contractor shall make available, on request, a certificate describing the specifications and the start-up performance test results of the system.
- 5B.3 (1996) Any loop registration program shall conform to IGSHPA specifications.

5C. (1996) RESTORATION

- 5C.1 (1996) Prior to any excavation, trenching, or drilling, the contractor and owner shall agree in writing to site restoration requirements and whether to install metallized warning tape above the buried pipe system.

5

Standards Change Procedure

6A. (1997) PURPOSE

- 6A.1 (1997) The purpose of these rules is to establish procedures for initiating, receiving, studying, challenging, and processing IGSHPA standards changes.

6B. (1997) INITIATING AND PROCESSING OF STANDARDS CHANGES

- 6B.1 (1997) General. Any individual or organization may submit a standards change.
- 6B.2 (1997) Format of Standards Change Submissions. Proposed standards change shall be submitted as follows:
- a. (1997) Each proposed change shall be submitted on separate 8-1/2 inch x 11 inch sheets, typewritten and double-spaced. A single proposal may include revisions to a number of related standard sections.
 - b. (1997) Wording to be deleted shall be shown with a line through such wording.
 - c. (1997) Words to be added shall be underlined.
 - d. (1997) Each change shall be accompanied by a reason. When reference to other related proposals is desired, an appropriate cross-reference shall be included.
 - e. (1997) Variations to this procedure when necessary due to the nature of the proposed change shall be in a manner consistent with the intent of these rules.

6C. (1997) PROCESSING

- 6C.1 (1997) Standards change proposals shall be published in *The Source* and submitted to each member of the standards committee for study and recommendations. The committee chairperson may assign the proposal to a subcommittee for further review and evaluation.

6D. (1997) MEETINGS

- 6D.1 (1997) Meeting Procedures
- a. (1997) Subcommittee shall meet via teleconference and fax to prepare information for the standards committee meeting.
 - b. (1997) The standards committee shall schedule meeting open to the association and/or public of such length and frequency as required to accommodate the work load.
 - c. (1997) Meeting shall be conducted in accordance with Robert's Rules or Order except as provided in the bylaws or in these rules of procedures.
 - d. (1997) A record of the meetings shall be kept.

6

6E. (1997) STANDARDS COMMITTEE RECOMMENDATIONS AND REPORT

- 6E.1 (1997) The standards committee shall recommend that one of the following actions be taken on each change proposal: approval, approval as revised, disapproval, or further study. The recommendation shall include a reason and be presented to the advisory council.
- 6E.2 (1997) Proponents may withdraw submittals at any regularly scheduled meeting. In such an event, the committee may choose to sponsor the proposal.

6F. (1997) ADVISORY COUNCIL ACTION

- 6F.1 (1997) The IGSHPA Advisory Council shall take one of the above-mentioned actions (see Sections 6E.1) and issue a reason. All transactions relating to the change shall be filed at the IGSHPA executive offices. Records shall be kept for historical reasons.