

## Save Energy Now LEADER Pledge: Next Steps

Congratulations on becoming a *Save Energy Now* LEADER Company, and thank you for your recent Pledge to reduce energy intensity in the industrial sector through partnership with the U.S. Department of Energy's (DOE) Industrial Technologies Program (ITP).

ITP has developed a formal process for all new *Save Energy Now* LEADER Companies. The following describes the next steps for your company:

### Step 1:

#### Assignment of Technical Account Manager

ITP will assign a Technical Account Manager (TAM) for each LEADER Company. The TAM will act as the liaison between DOE and the company in providing implementation support services.

### Step 2:

#### LEADER Company to Complete the Services Evaluation Form

The first contact you will have from ITP will be from your assigned TAM, who will send you a one-page Services Evaluation Form; this simple form will be used to collect basic information about your company, such as key contacts, energy management status, and annual energy use and production summaries. This information is vital for the TAM to effectively evaluate your organization's current efforts in the area of energy efficiency and pinpoint your financial and technical assistance needs.

**ACTION:** *Please fill out this form and return it to your TAM via e-mail as soon as possible.*



### Step 3: TAM to Discuss Plant Energy Status

Once your TAM has received the completed Services Evaluation Form, s/he will contact your company's designated Technical Lead to schedule a phone discussion. The key points that will be covered during the call are:

- The role of your TAM as a liaison and service provider
- Review of your organization's energy situation based on the Services Evaluation Form
- Q&A and next steps

**ACTION:** *Be prepared to answer follow-up questions regarding your company's energy management efforts.*

### Step 4: Decision on the Level of Services

The level of services will be determined based on DOE's technical and financial analyses, and discussions with the LEADER Company. The services will be designated as either self-directed assistance or direct assistance.

**REMEMBER:** *All Save Energy Now LEADER Companies will receive services for their commitment.*

#### 4.1 Direct Assistance Services

Direct assistance services will be in the form of an energy assessment or other technical assistance options. Energy assessments cover one or more of the following energy systems: steam, compressed air, process heating, pumps, and fans. Technical assistance will be centered on support for implementation of a specific energy project(s). Both the energy assessment and technical assistance will focus on helping your company to identify and implement sound energy projects.

## 4.2 Self-Directed Assistance Services

Self-directed assistance services will be in the form of technical and financial resources provided through your assigned TAM. These resources include: self-assessment tools, software tools, reference materials, ITP training opportunities, utility resources, and financial assistance mechanisms, among other resources. Your TAM will guide you through the self-directed assistance options, ensuring that you understand the services available to you and the best way to apply them to generate energy cost-reduction benefits.

### Save Energy Now LEADER Portal

Your organization can monitor and discuss implementation services with the TAM through the *Save Energy Now* LEADER Portal, an interactive database-driven website providing LEADER Companies with a workspace to track activities and store documents, access to data on energy savings assessments, training, technical assistance, recognition programs, demonstrations, outreach materials, and the ITP tools portfolio offerings. Next steps and action items can also be managed through the Portal.

**ACTION:** *Use your SECURE Save Energy Now LEADER Portal workspace to share, monitor and report energy information, track the progress of services, and enhance communication with your TAM.*

## Step 5: Customized Energy Roadmap

Once a level of services is determined, the TAM will work with the LEADER Company to develop a customized Energy Roadmap that best fits your company needs. The Roadmap will pinpoint and identify all the actions needed to support your energy implementation plans that lead to the pledged goal of a 25% reduction in energy intensity in 10 years – *25 in 10*. For example, this may include energy assessments, development of an energy baseline or energy management plan, identification of technical and financial

resources, participation in training and workshops, and/or third-party measurement and verification of services. Your organization should refer to your Roadmap and the *Save Energy Now* LEADER Portal to capitalize on support service opportunities.

**ACTION:** *Utilize your Roadmap as a living document to implement your energy management goals.*

## Step 6: Delivery of Services

Once your company's Energy Roadmap is developed, your TAM will contact you to review the timeline for delivery of action items included in your Roadmap. For example, the TAM may assign a certified Energy Expert to work with your company to identify and quantify specific energy-saving opportunities. The TAM will help you to tap into available technical and financial resources, as well as technology deployment options, for your project.

## Step 7: Services Tracking (Direct Assistance)

Under the Direct Assistance Services option, your company will receive an Enhanced Assessment Report detailing the identified energy-saving opportunities and resources that can help you communicate the value of the projects to company management, identify incentives for investment, and overcome project implementation hurdles. In some cases, Technical assistance may be provided to assist in implementation of feasible energy saving projects.

- Your TAM will discuss the Report with you and provide timely response to any questions, in coordination with the Energy Expert.
- At the end of the year, if your company received Direct Assistance Services, your TAM will support you to issue a *Save Energy Now* LEADER Plant Report summarizing progress toward the *25 in 10* goal.

**ACTION:** *Regularly update the Portal with the implementation status of your energy-saving projects.*

## Step 8: Recognition

In exchange for your Pledge, and in addition to the various support services, ITP offers to publicly recognize your commitment and achievements. DOE will list the names of participating companies on its [Save Energy Now](#) Web site and provide recognition opportunities at national, state, and local events; in industry and DOE publications (such as case studies); DOE award ceremonies; and through media outreach. DOE also encourages associations, state and local governments, utilities, and other stakeholders to recognize your achievements.

You can promote energy efficiency beyond your own facilities by reaching out to your supply chain; volunteering to speak at conferences and other events; writing articles for DOE newsletters; and recruiting other companies to take the *Save Energy Now* LEADER Pledge. DOE will provide resources to not only help you manage your energy goals, but to help you explain the benefits of the *Save Energy Now* LEADER program to your customers, business partners, and other stakeholders.

Promotional materials containing the *Save Energy Now* LEADER logo, advertising guidelines, and templates will be made available to you to help publicize your participation both within your company and to the public. DOE offers unlimited opportunities for active participation and recognition throughout the year; you are a *Save Energy Now* LEADER, and we are proud of your commitment to improve U.S. energy efficiency.

U.S. DEPARTMENT OF  
**ENERGY**

Energy Efficiency &  
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EERE Information Center  
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