

QUESTIONNAIRE INSTRUCTIONS

There are two methods that may be used to fill out this document. The details of each method are described below.

Method #1: Hard Copy

Print the document then fill in the requested information with a pen. The form can then be mailed or faxed to us.

Method #2: Electronic

This document is also an interactive PDF form. With the document open TAB to the required fields and type in the data. The form may then be [emailed](#) to us or it can be printed and the resulting hardcopy can then be mailed or faxed to us.



DESIGN DATA QUESTIONNAIRE

Email Questionnaire

Please provide the following information as comprehensively as is possible. Thank you.

Company:	_____	Date:	_____
Contact Name:	_____	Address:	_____
Contact Telephone No:	_____	City, ST ZIP:	_____
Contact Fax No:	_____	Country:	_____

Problem Definition:

The Process Is this part of an existing process? **YES** **NO**

If yes, what technology is currently used? _____

What is the reason for change? _____

Mass Balance

	Units	1	2	3	4			
Stream Description		Feed						
Flow Rate								
Temperature								
Pressure								
Viscosity								
Phase								
Component	MW	Mass %	Mass %	Yield	Mass %	Yield	Mass %	Yield
1								
2								
3								
4								
Undissolved Solids								

Operating Conditions Maximum Operating Temp

Recommended Op. Pressure

Potential Process Problems

Heat Sensitive Details: _____

O₂ Sensitive Details: _____

Moisture Sensitive Details: _____

Shear Sensitive Details: _____

Viscous Details: _____

High Melting Point Details: _____

Fouling Details: _____

Foaming Details: _____

Operation

Continuous Hours per Day

Semi-Continuous Days per Week

Batch Weeks per Year

Warm-up Time (hrs)

Utilities Available

	Flow Rate	Pressure		Supply Temp	Return Temp	Composition			
			@			Name	Wt%	Name	Wt%
Units									
Heating:	Steam, HP								
	Steam, LP								
	Cond Return								
	Hot Oil								
	Other								
Cooling:	Water								
	Other								
Instrument Air									
Nitrogen									
Vacuum									

Scope of Supply

- Equipment Only
 System

- Artisan to specify scope
 Customer to specify scope

← If checked at left, please also check the following or attach a separate list outlining all requirements.

- Feed System Tanks
- Pumps
- Heat Exchangers
- Distillate System Tanks
- Pumps
- Heat Exchangers
- Bottoms System Tanks
- Pumps
- Heat Exchangers
- Vacuum System
- Instrumentation and Control Field Instruments
- Local Panel
- Remote Panel Interface

Other _____

Level of Process Control

(for general guidance only)

- Fully manual
- Run unattended
- Auto startup/shutdown

Location of Controls

- Local panel by Artisan
- Remote PLC/DCS by others
- Remote PLC/DCS by Artisan

Materials of Construction

- Process Contact _____
- Non-process Contact _____
- Gaskets / Valve Seats _____

Type of Actuation

- Pneumatic
- Electronic

Space Available

- Headspace Area

Location of Installation

- Indoors
- Outdoors

Electrical Area Classification

- Class
- Group
- Division

Design Codes / Requirements

- ASME Code Stamp
- NB Registration
- Other _____