



ENERGY STAR MULTIFAMILY HIGH RISE PROGRAM

Options for Photo Documentation & Submission Instructions

There are three formatting options available for Licensed Professionals to submit Photo Documentation to EPA for review (described below). Submissions may be made using the following methods:

- I. **Option 1:** The Licensed Professional must submit a completed PDF copy of the *Photo Template* to EPA via email at mfhr@energystar.gov.
- II. **Option 2:** The Licensed Professional must submit a completed PDF copy of each of the *Photo Template* files separately or as a combined file to EPA via email at mfhr@energystar.gov
- III. **Option 3:** Licensed Professionals planning to submit using Photo Folders must use FTP (file transfer protocol) or another file hosting service (e.g. Dropbox) and share access with EPA using the mfhr@energystar.gov email address.

For all methods, EPA suggests compressing the resolution of photos to make the file size more manageable. All nameplates and details demonstrating compliance must be clearly identifiable in compressed photos. If you have questions about any of the photo submission options, please email mfhr@energystar.gov for assistance.

Option 1: Protocols Consolidated into One Template

Use the Word-based *Photo Template* as a sample format to comply with the photo documentation requirements outlined in ALL the ENERGY STAR MFHR Testing and Verification Protocols and Worksheets. Add, delete or re-size photo boxes and descriptions as necessary.

Option 2: Templates Separated by Protocol

This allows the Licensed Professional to split the *Photo Template* by protocol to make their document size more manageable when transferring files internally or submitting to EPA. Submit a completed PDF copy of each of the 17 protocols that apply to the building or combine as one PDF.

Option 3: Photo Folders

With this option, instead of inserting photos into a template document, they can be copied into a pre-defined folder for each respective protocol. Use the *Photo Folder Template* as a guide to create individual folders for each protocol (1.1 through 9.1) and to verify all the required photographs have been submitted. In the *Photo Folder Template* add any notes necessary to explain the content of a photo and submit this document as a PDF within the Photo Folders.