

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
WASHINGTON, D.C. 20460



OFFICE OF  
AIR AND RADIATION

April 18, 2008

Dear [Primary Contact Name],

Consistent with the letter dated February 8, 2008 sent to you concerning the submittal of unit shipment data (USD), the purpose of this letter is to notify you that the Environmental Protection Agency (EPA) intends to suspend your company from the ENERGY STAR Program.

As stated in the ENERGY STAR Partnership Agreement your company signed onto with the Environmental Protection Agency (EPA), unit shipment data or other market indicators must be provided to EPA on an annual basis to assist in determining the market penetration of ENERGY STAR qualified products. The Partner Commitments state that partners must submit shipment data no later than March each year.

The March 31, 2008 submission deadline for 2007 data has passed, and EPA did not receive your company's USD submittal for [Product Area] despite repeated attempts to contact you by emailing information and reminders to your primary contact(s).

Since your USD has not been received, and consistent with the process described in our February 8, 2008 letter to you, **EPA will proceed to suspend your company from the ENERGY STAR program.** What this means is that when the ENERGY STAR partner and qualifying product lists are next updated, your company name and products will no longer be listed on our Web site.

If, after your information is removed from our website, you submit USD information prior to the end of the suspension period on May 30, 2008, then information related to your company and its qualifying products will be restored to our Web site after the suspension period has ended.

If the USD information is not submitted by May 30, 2008, your partnership will be terminated and all use of the ENERGY STAR mark in association with these products must stop.

If you require additional copies of the forms or would like to submit your company's shipment data now, please send an email to [unitshipmentdata@icfi.com](mailto:unitshipmentdata@icfi.com) or you can download the forms from the ENERGY STAR unit shipment data Web site at: [http://www.energystar.gov/index.cfm?c=partners.data\\_collection\\_forms](http://www.energystar.gov/index.cfm?c=partners.data_collection_forms). If you do not have email access and would like to request the forms or have additional questions about the USD requirement, please call Elliott Rector, ICF International, at (202) 862-1247.

To ensure effective communication going forward, it is critical for partners to keep contact information up to date. To update your contact information, please log into the My ENERGY

STAR Account (MESA) tool. This tool can be found on [www.energystar.gov](http://www.energystar.gov) by clicking the link to the "Partner Resources" section. If you do not have access to your password, there are instructions for retrieving it on the Partner Resources Page below the Account Login.

As stated in the Partner Commitments, your company's information should be updated within 30 days of a change of contact status to ensure that you receive important ENERGY STAR correspondence, such as information on the USD requirement and specification development or revision.

Please contact [unitshipmentdata@icfi.com](mailto:unitshipmentdata@icfi.com) if you have questions or believe that you have received this letter in error.

Sincerely,

A handwritten signature in black ink that reads "Ann Bailey". The signature is written in a cursive, flowing style.

Ann Bailey  
Director ENERGY STAR Product Labeling  
US EPA