

ENERGY STAR Unit Shipment Data Frequently Asked Questions
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**Question #1:** How can I obtain a copy of the ENERGY STAR unit shipment data collection form?

**Answer:** Data collection forms will be distributed by email to the primary, secondary, and signatory contacts of all ENERGY STAR brand owner partners in January of each year. Therefore, it is important that partners inform EPA of any changes to program contacts by using the My ENERGY STAR Account tool (MESA) at: [www.energystar.gov/MESA](http://www.energystar.gov/MESA). Data collection forms are also available to download from the ENERGY STAR unit shipment data website at: [www.energystar.gov/unitshipmentdata](http://www.energystar.gov/unitshipmentdata).

**Question #2:** Where do I send my completed unit shipment data collection form?

**Answer:** Data collection forms can be sent by mail or email to:

Carly Burke  
ICF International  
1725 Eye Street, NW  
Suite 1000  
Washington, DC 20006  
[Unitshipmentdata@energystar.gov](mailto:Unitshipmentdata@energystar.gov)

Alternatively, some industry associations have agreed to aggregate information on behalf of members and non-members. Please refer to the specific submission instructions on each data collection form to learn if this is the case for your product category.

**Question #3:** What if I am an international company and ship ENERGY STAR certified products to or between countries outside of the United States?

**Answer:** EPA only requests shipment data from Partners who have had certified products marked as available in the U.S. within the past year. These partners are only required to submit data for U.S. shipments. However, partners must still report even if they ship zero units to or within the U.S. The forms include a checkbox the partner may tick to indicate zero shipments.

**Question #4:** How should subsidiaries and parent companies submit data?

**Answer:** Each organization that partners with ENERGY STAR is required to submit unit shipment data for the models it has certified under its partnership. If a parent company and a subsidiary are both ENERGY STAR partners, they each must submit a unit shipment data form to report shipments of the models they have certified under their separate partnerships.

**Question #5:** How do I submit data if I am affiliated with a trade association?

**Answer:** EPA works with several third-party organizations to collect and, in most cases, aggregate individual partner data. Each data collection form indicates whether a trade association or third party has agreed to assist with the process and provides the contact information for partners that wish to exercise this option. If you are submitting data through a trade association or third party, **DO NOT** submit a duplicate data collection form directly to EPA.

**Question #6:** Should I submit data for ENERGY STAR certified products that were shipped or sold in the year for which data are being collected?

**Answer:** Partners should only submit data that includes ENERGY STAR certified products that were **shipped** in the year for which data are being collected. If you are not sure what data to

report, a list of model numbers certified during the collection period can be provided upon request. Please send all requests to: [unitshipmentdata@energystar.gov](mailto:unitshipmentdata@energystar.gov).

**Question #7:** What if I did not ship any ENERGY STAR certified units in the year for which data are being collected?

**Answer:** Even if you did not ship any ENERGY STAR certified units in the year for which data are being collected, you still must submit a data collection form and indicate on the form that no ENERGY STAR certified units were shipped by checking the box at the end of the bullet on the form that says:

**If you shipped zero ENERGY STAR certified models to or within the U.S. in 2014, please check here and leave the table below blank**

**Question #8:** Do I have to report shipments for products that were only certified for part of the calendar year?

**Answer:** Partners should submit data for all ENERGY STAR certified products that were shipped in the year for which data are being collected. For example, if the model in question was only certified for ENERGY STAR during the second part of the year, only count shipments during the time frame in which it was certified.

**Question #9:** Can I alter the unit shipment data collection forms?

**Answer:** Partners may **NOT** alter the data collection forms. EPA will not accept data collection forms that have been altered in any way, including modifications to column headers, product subcategories, or units of measure.

**Question #10:** Can I report data by model number?

**Answer:** Partners may **NOT** report data by model number. All data should be submitted as aggregated shipment totals based on the product categories provided on the data collection forms.

**Question #11:** Can I report an estimation of the number of units shipped?

**Answer:** Partners must report actual unit shipments. Estimated shipment numbers will not be accepted unless specifically noted on the form.

**Question #12:** Can I report data in fractions of units?

**Answer:** All data must be submitted in whole units.

**Question #13:** If I am a roof products manufacturer, should I report data for coatings and spray polyurethane foam (SPF) in gallons or square feet?

**Answer:** Unit shipment data for coatings and spray polyurethane foam (SPF) must be reported in gallons only.

**Question #14:** When is the unit shipment data due to EPA?

**Answer:** EPA requires partners to submit unit shipment data for the calendar year for which data are being collected by **March 1 of the subsequent year.**

**Question #15:** What happens if I do not submit data by March 1?

**Answer:** All partners that do not submit data by March 1 will be removed from the partner lists on the ENERGY STAR website, and all of their products will be removed from the Qualified Products Lists. Partners that miss the deadline, but submit data during March, will have their name and products restored to the ENERGY STAR website in early April. Partners that still have not submitted unit shipment data by May 1 will no longer be able to certify additional models as ENERGY STAR until the data is submitted.

**Question #16:** What is ICF International's role in this collection effort and what happens to the data I submit to ICF?

**Answer:** ICF International assists the U.S. EPA in the collection of ENERGY STAR unit shipment data. EPA plans to use the data only for program evaluations. EPA will release this data only as aggregated data and only to the extent required by law. EPA creates a summary report each year that can be accessed on the ENERGY STAR unit shipment data website, [www.energystar.gov/unitshipmentdata](http://www.energystar.gov/unitshipmentdata).

**Question #17:** How should I report shipments to unaffiliated, private labelers?

**Answer:** In most cases, partners should NOT report shipments to unaffiliated, private labelers. Partners must only submit data on shipments to or within the U.S. of all models certified under their own partnerships. To ensure no double counting occurs, partners should not report shipments of products certified under another company's partnership, even if the partner is the Original Equipment Manufacturer of those products. Any product sold under a brand name owned/licensed by a partner should be certified under that ENERGY STAR partnership.