

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



OFFICE OF  
AIR AND RADIATION

January 8, 2009

Dear ENERGY STAR® Ceiling Fan Partner:

Thank you for supporting the ENERGY STAR program. As stated in the ENERGY STAR Partnership Agreement, EPA collects unit shipment data on an annual basis to determine the market penetration of ENERGY STAR qualified products. Attached, please find the unit shipment data collection form for calendar year 2008. This form must be completed and returned by **February 27, 2009**.

As noted on the form, partners must provide shipment data for all ENERGY STAR qualified products that were shipped from January 1 – December 31, 2008. For example, if the model in question was only qualified for ENERGY STAR during the second part of the year, only count shipments during the time frame in which it was qualified. Even if your company did not ship any qualified products in 2008, please complete and submit the form indicating zero shipments.

**Modified Forms**

The data collection forms have been modified from previous years and each cell now includes specific instructions for how to input data. Of particular note:

- All data should be submitted as aggregated shipment totals based on the product categories provided on the data collection forms. Partners should not report data by model number.
- Partners must report actual unit shipments. Estimate shipment numbers will not be accepted.
- Partners must submit data for US shipments only.
- EPA requests that you provide total unit shipment data for each category to better support our analysis of program success.

**Shipments to Private Labelers**

Partners are only required to submit data for ENERGY STAR qualified units shipped to end users and retailers. Partners should not report shipments to unaffiliated, private labelers. Original Equipment Manufacturers (OEMs) are instead asked to provide a list of companies that private label their products in the US, in order to facilitate EPA in confirming that all such shipments are submitted by other partners. If a partner is the OEM and only ships to private labelers, they must still submit a data collection form and indicate zero shipments. All shipments should then be accounted for by the other partners.

EPA plans to use this data only for program evaluation purposes. EPA will release this information only as aggregated data and otherwise only to the extent required by law.

**Submission Deadline and Partnership Implications**

Please note that because the submission of annual unit shipment data is a condition of partnership, partners that fail to submit data by **February 27, 2009** will be suspended from the ENERGY STAR Program. Once your partnership is suspended, your ENERGY STAR qualified products will be removed from the qualified products list on the ENERGY STAR Web site, and your company name will be removed from the partner list. If your company has not submitted unit shipment data by **March 31, 2009**, your partnership with ENERGY STAR will be terminated. If termination occurs, you must immediately stop using the ENERGY STAR name and mark in association with your company's name and products.

**ENERGY STAR Unit Shipment Data Web Page**

EPA has created a new unit shipment data Web page that contains information about the data collection process timeline, frequently asked questions, all data collection forms, all EPA correspondence, and summary reports from previous years. The Web page can be accessed at: [www.energystar.gov/usd](http://www.energystar.gov/usd).

If you have questions about the data collection process or the data collection form, please contact Rachel Schmeltz, EPA, at (202) 343-9124, [schmeltz.rachel@epa.gov](mailto:schmeltz.rachel@epa.gov), or Elliott Rector, ICF International, at (202) 862-1247, [unitshipmentdata@icfi.com](mailto:unitshipmentdata@icfi.com). EPA requests that you please view the Web site, in particular the frequently asked questions list, before contacting us with questions.

Thank you for your assistance in this important effort.

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