



ENERGY STAR® Program Requirements for Solid-State Lighting Products (SSL) Partner Commitments

Eligible Organizations: Manufacturers and Distributors of SSL Products

Commitment

The following are the terms of the ENERGY STAR Partnership Agreement as it pertains to the manufacturing and/or distributing of ENERGY STAR qualified SSL products. The ENERGY STAR PARTNER (PARTNER) must adhere to the following program requirements:

- Comply with current ENERGY STAR Eligibility Criteria, defining the performance criteria that must be met for use of the ENERGY STAR certification mark on product packaging and the testing criteria for SSL. The Department of Energy (DOE or The Department), at its discretion may conduct tests on products that are referred to as ENERGY STAR qualified through the third party testing portion of the criteria. All partners are required to participate in the independently administered third-party testing program to ensure that products with the ENERGY STAR label meet the criteria. Products will be selected randomly and through a nomination process. These products will be obtained on the open retail or commercial distribution market;
- Comply with current ENERGY STAR Identity Guidelines. The Guidelines describe how the ENERGY STAR marks and name must be used. PARTNER is responsible for adhering to these guidelines and for ensuring that all its authorized representatives, such as advertising agencies, dealers, and distributors, are also in compliance;
- Qualify, or private label at least one ENERGY STAR qualified SSL product model within one year of activating the agreement. When PARTNER qualifies the product, it must meet the criteria in effect at that time;
- Utilize the ENERGY STAR SSL On-line Product Submission Tool for submitting product information to ENERGY STAR for approval. The On-line Product Submission Tool will be accessible to SSL Partners only via their "My ENERGY STAR Account" log-in information;
- For each qualifying SSL model that represents a product grouping, provide DOE with the accredited laboratory test data reports for the specific model to certify that it and the corresponding models in the product grouping have met the required safety and performance tests criteria;
- For each qualifying SSL model, provide to DOE, or its ENERGY STAR SSL program contractor samples of the product literature found in the packaging through the on-line submission tool to meet the criteria packaging requirements. Products will only be added to the ENERGY STAR Qualified Product List and Searches after review and approval of the product test results and product packaging;
- Provide clear and consistent labeling of ENERGY STAR qualified SSL products. The ENERGY STAR certification mark must be clearly displayed on the front or primary display panel of the product packaging, on the PARTNER'S Internet web site where information about its ENERGY STAR qualified models is displayed, and in qualified product literature (e.g., catalogs, user manuals, spec sheets, etc.);
- Provide to DOE, or its ENERGY STAR SSL program contractor, on an ongoing basis, an updated list of its ENERGY STAR qualified SSL models. This list must include all model numbers of the members of the product grouping. PARTNERS must inform the ENERGY STAR SSL program contractor, in these updates if any existing qualified SSL models have been modified or have updated test data or reports, revised model numbers and/or retail product numbers, or will be discontinued or phased out and the timing of such. PARTNER will provide these ongoing updates in order to remain on the list of participating ENERGY STAR SSL PARTNERS;
- Notify the ENERGY STAR SSL program contractor, within 30 days, if the designated supplier of any qualified private labeled SSL product changes to a new supplier. The PARTNER is required to submit, in writing, an updated Private Labeler Qualification Form that identifies the new original equipment manufacturer, specific model, and packaging information;
- PARTNER is responsible for all associated financial costs if their product(s) are selected for testing within the SSL Third Party Quality Assurance Program. ENERGY STAR requires PARTNERS' participation in the SSL Third Party Quality Assurance Program and will remove PARTNERS from the program if they do not participate in the program;

- Provide to the ENERGY STAR SSL program contractor, on a semi-annual basis, unit shipment data for ENERGY STAR qualified SSL products. Specifically, PARTNER must submit the total number of ENERGY STAR qualified SSL units shipped by application type (e.g., under-cabinet kitchen lighting, portable desk task lights, etc.), and by model number. The data for each half of the calendar year should be submitted to the ENERGY STAR SSL program contractor, in an electronic spreadsheet format (Microsoft Excel) no later than **February 15th** (for July-December) and **August 15th** (for January-June),

PARTNER is also encouraged to provide ENERGY STAR qualified unit shipment data segmented by total unit shipments for each model in its product line and percent of total unit shipments that qualify as ENERGY STAR;

- Notify DOE of a change in the designated responsible party or main contacts for its ENERGY STAR SSL program participation within 30 days.

Performance for Special Distinction

In order to receive additional recognition and/or support from DOE for its efforts within the Partnership, the PARTNER may consider the following voluntary measures and should keep DOE informed on the progress of these efforts:

- Consider energy-efficiency improvements in company facilities and pursue to benchmark their buildings through the ENERGY STAR Buildings program;
- Purchase ENERGY STAR qualified products. Revise the company purchasing or procurement criteria to include ENERGY STAR. Provide procurement officials' contact information to DOE for periodic updates and coordination. Circulate general ENERGY STAR qualified product information to employees for use when purchasing products for their homes;
- Ensure the power management feature is enabled on all ENERGY STAR qualified monitors in use in company facilities, particularly upon installation and after service is performed;
- Provide general information about the ENERGY STAR program to employees whose jobs are relevant to the development, marketing, sales, and service of current ENERGY STAR qualified product models;
- Feature the ENERGY STAR promotional or partner mark(s) on PARTNER web site and in other marketing materials. If information concerning ENERGY STAR is provided on the PARTNER web site, DOE may provide links where appropriate to the PARTNER web site;
- Provide a simple plan to DOE outlining specific measures PARTNER plans to undertake beyond the program requirements listed above. By doing so, DOE may be able to coordinate, communicate, and/or promote PARTNER's activities, provide a DOE representative, or include news about the event in the ENERGY STAR newsletter, on the ENERGY STAR web pages, etc. The plan may be as simple as providing a list of planned activities or planned milestones that PARTNER would like DOE to be aware of. For example, activities may include: (1) increase the availability of ENERGY STAR qualified products by converting the entire product line within two years to meet ENERGY STAR guidelines; (2) demonstrate the economic and environmental benefits of energy efficiency through special in-store displays twice a year; (3) provide information to users (via the web site and user's manual) about energy-saving features and operating characteristics of ENERGY STAR qualified products; and (4) build awareness of the ENERGY STAR Partnership and brand identity by collaborating with DOE on one print advertorial and one live press event;
- Provide quarterly, written updates to DOE as to the efforts undertaken by PARTNER to increase availability of ENERGY STAR qualified products, and to promote awareness of ENERGY STAR and its message.