



United States  
**ENVIRONMENTAL PROTECTION AGENCY**  
Washington, DC 20460  
Office of Atmospheric Programs

**Application for Recognition of Insulation Certification Bodies  
by EPA under the ENERGY STAR® Program  
Version 1.0**

---

This form is an application for recognition of Insulation Certification Bodies (CBs) by the U.S. EPA under the ENERGY STAR program. To serve as an EPA-recognized CB for the Seal and Insulate with ENERGY STAR Program for Residential Insulation, please fill out and submit this form to EPA by following the instructions below. Upon confirmation of EPA recognition, you may begin to operate as an EPA-recognized CB for the Seal and Insulate with ENERGY STAR Program for Residential Insulation. EPA reserves the right to withdraw CB recognition where it determines the integrity of the ENERGY STAR program or its products to be compromised in any way.

**Instructions:**

1. Read and understand the “Conditions and Criteria for Recognition of Insulation Certification Bodies for the ENERGY STAR Program,” the full text of which is included under Section VI.
2. Complete the form. All fields are required unless stated otherwise.
3. Sign the form by either:
  - a. Inserting your digital signature; or
  - b. Printing out the form, signing it by hand, and scanning it into PDF format.
4. Email the completed form with the required attachment to: [insulation@energystar.gov](mailto:insulation@energystar.gov).

**I. Certification Body Information**

Organization Name:

Organization URL:

Address 1 (e.g., street address):

Address 2 (e.g., suite #):

City:

State:

Zip/Postal Code:

Country:

Primary contact first name:

Primary contact last (family) name:

Job title of primary contact:

Email:

Phone:

*If mailing address of primary contact is different from the organization address, please provide it here:*

Address 1 (e.g., street address):

Address 2 (e.g., suite #):

City:

State:

Zip/Postal Code:

Country:

*The following secondary contact information section is **optional**:*

Secondary contact first name:

Secondary contact last (family) name:

Job title of secondary contact:

Email:

Phone:

*If mailing address of secondary contact is different from the organization address, please provide it here:*

Address 1 (e.g., street address):

Address 2 (e.g., suite #):

City:

State:

Zip/Postal Code:

Country:

**II. General Requirements:** The CB must maintain accreditation to ISO/IEC Guide 65, "General requirements for bodies operating product certification systems." Please provide the necessary information below.

a. **Name of Accreditation Body:**

b. Accreditation effective date:

c. Accreditation expiration date (if applicable):

d. A digital copy of the CB's accreditation certificate and scope of accreditation for insulation products.

e. Additional remarks (optional):

**III. Required Documentation:** Attach to this application a manual or procedural guide that describes your certification program, as well as any other documents necessary to demonstrate that your organization meets the "Conditions and Criteria for Recognition of Insulation Certification Bodies for the ENERGY STAR Program" (the complete text of which is in Section VI of this application).

ENERGY STAR Requirements for Insulation Certification Bodies	Applicant's Reference Document(s) <i>(example: File 123.pdf, relevant info in Section 6, page 9)</i>	Remarks	Internal Use Only
			Conforms (Yes/No)
<b>2 a)</b> : Description of the CB's data review cycle process and estimation of process time			
<b>2 b)</b> : Description of procedure to verify partner claims as to which models are part of a product line and which model may be a representative model from a product line			
<b>3 a)</b> : Description of the product certification renewal process required every 3 years			
<b>3 b)</b> : Description of procedure for re-evaluating products in event of design changes.			
<b>3 c)</b> : Description of challenge testing procedure.			
<b>3 d)</b> : Description of procedure for resolving discrepancies that result from re-testing.			

#### IV. Declaration:

By checking this box, I declare that I have read and agree to the terms of “Conditions and Criteria for Recognition of Insulation Certification Bodies for the ENERGY STAR Program,” and the information submitted via this form is, to the best of my knowledge, accurate and associated with the Certification Body named herein. I understand that the ENERGY STAR program will associate all information in this form with this Certification Body. I understand that if any of the submitted information is found to be inaccurate, the Certification Body will be removed from the list of EPA-recognized Certification Bodies. I understand that intentionally submitting false information to the U.S. government is a criminal violation of the False Statements Act, Title 18 U.S.C. section 1001.

I further declare that the Certification Body named herein will not use any ENERGY STAR mark for any purpose at any time.

You are required to provide your signature by either:

- a. Inserting your digital signature in the box below, or,
- b. Printing out the form, signing the signature box below by hand, and scanning the form into PDF format.

Responsible Corporate Official/Signatory:

Printed Name:

Job Title:

Date:

#### V. Conditions and Criteria for Recognition of Insulation Certification Bodies for the ENERGY STAR Program

In order to be recognized as an EPA-recognized CB for the Seal and Insulate with ENERGY STAR Program for Residential Insulation, a CB shall agree in writing to the following requirements:

- 1) General Requirements and Responsibilities
  - a) Maintain accreditation to ISO/IEC Guide 65, “General requirements for bodies operating product certification systems,” by a signatory to the International Accreditation Forum (IAF) Multilateral Recognition Agreement (MLA) that covers accreditation of product certification bodies and operates in accordance with ISO/IEC 17011. Noteworthy elements of ISO/IEC Guide 65 include requirements that the CB shall:
    - i) Operate in a non-discriminatory manner so as not to impede or inhibit access by applicants.
    - ii) Make its services accessible to all applicants whose activities fall within its declared field of operation, independent of the size or membership status of the applicant.
    - iii) Ensure that the relationship between it and each organization providing test data does not compromise the CB’s independence.
    - iv) Be responsible for decisions relating to its granting, maintaining, suspending, and withdrawing of certification, and make these decisions impartially.
    - v) Decide whether or not to certify a product on the basis of the information gathered during the evaluation process.
    - vi) Have a legally enforceable agreement for the provision of certification activities to its clients. Contract and agreements for certification shall take into account the responsibilities of the parties.
    - vii) Provide, regularly update, and make available upon request by EPA a directory of the products it has certified and their suppliers.
  - b) Demonstrate to EPA’s satisfaction adequate availability of personnel to the Agency and the ability to provide requested information in a timely manner.
  - c) Apply the same conditions to the review of test reports from all accredited laboratories (as described in Section 2.a.iii) from which the CB has agreed to accept data, regardless of the ownership of the laboratory.
  - d) Make available in written format to current or prospective clients all relevant aspects of the CB’s certification program, and submit this information to EPA upon request. At a minimum, these shall include:

- i) A copy of the form or template which serves as the legally enforceable agreement for the provision of certification activities to the CB's client; and,
  - ii) A description of the certification program.
- e) Make available in written format to EPA a description of the management of competencies of personnel involved in the certification process.
- f) Maintain test reports for certified products for at least the longer of 5 years or the duration of certification, and permit relevant EPA ENERGY STAR authorities to examine any information used in making certification decisions, including test data.
- g) Participate in meetings with EPA as EPA deems necessary to discuss changes to EPA's *Definitions and Testing Requirements for Residential Insulation V 1.0* relevant to certified products. EPA and the CB will jointly determine whether the meeting should take place remotely (for example, by telephone) or in-person.
- h) Allow EPA, at its discretion, to audit product certification activities.
- i) Notify EPA and any ENERGY STAR partner whose product(s) the CB has certified, of any suspension or withdrawal of the CB's accreditation.
- j) Not use its own mark to indicate that an insulation manufacturer is participating in the Seal and Insulate with ENERGY STAR Program.
- 2) Product Certification in support of ENERGY STAR
- a) Determination of product certification
- i) Determine whether a product meets the performance parameters described in the EPA's *Definitions and Testing Requirements for Residential Insulation V 1.0*. This assessment shall comprise of a review of the test report of each product line intended for participation in the Seal and Insulate with ENERGY STAR Program.
  - ii) Use an established procedure to verify ENERGY STAR Partner claims as to:
    - (1) Which models are part of a single family; and,
    - (2) Which model may be considered a representative model of that product line.<sup>1</sup>
  - iii) Confirm that all data in the test report originated from an accredited laboratory with an appropriate scope of accreditation. Laboratories must meet the following:
    - (1) All laboratories must be accredited by an accreditation body that is a signatory, in good standing, to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA) that verifies, by evaluation and peer assessment, that its signatory members are in full compliance with ISO/IEC 17011 and that their accredited laboratories comply with ISO/IEC 17025. A laboratory's Scope of Accreditation must reflect its specific competence to carry out the test procedures as outlined in the EPA's *Definitions and Testing Requirements for Residential Insulation V 1.0*.
  - iv) Develop and submit reports to EPA using the "EPA Guidelines for Certification Body Report for Insulation Products."
  - v) Review Certification Body Report for Insulation Products routinely to warn the manufacturer when a product certification report needs to be renewed (at least every 3 years) and, if necessary, updated to ensure product certification is maintained.
    - (1) CB's must routinely review changes to standard test procedures and building codes to ensure that the certification report will be up-to-date (with some allowance for reviewing and interpreting changes in such documents).
      - (a) If a required test has changed and data generated by the new test could be significantly different from the data in the older test report, the product should be retested with the most recent version of the test. The CB shall make the determination whether the change is significant or not, but may consult with other experts on the issue, including EPA and other relevant CBs.
      - (b) If a code (IECC or IRC for example) has significantly changed and the product documentation or guidance needs to be added, modified, or removed to address the change, the CB must ensure that the review addresses these changes. The CB shall make the determination whether the change is significant or not, but may consult with other experts on the issue, including EPA and other relevant CBs.

---

<sup>1</sup> The CB shall verify all such claims against EPA's definition of what constitutes a product line and a representative model. These definitions are included in the relevant EPA's *Definitions and Testing Requirements for Residential Insulation V 1.0*.

- b) Report to EPA certified products and associated Certification Body Report for Insulation Products using template provided. EPA will ensure recognized CBs are provided with access to the necessary reporting tools and guidance on how to use them.
- c) Re-evaluation in the Event of Significant Changes
  - i) Have procedures to re-evaluate product performance in the event of changes that could affect the ENERGY STAR eligibility status of a product the CB has certified. Consistent with this, the CB shall:
    - (1) Require the ENERGY STAR partner responsible for a product the CB has certified to inform the CB about any changes to that product that could result in it no longer meeting the requirements of EPA's *Definitions and Testing Requirements for Residential Insulation V 1.0*,
    - (2) Require, and evaluate the results of, retesting of the product's relevant performance.
  - ii) Report to EPA any changes in product performance, including new test data.
    - (1) If the changes do not impact the ability to access the Educational Graphics, the CB shall report the relevant data to EPA on the same schedule as information on newly certified products.
    - (2) If the CB has determined the product no longer meets the product performance requirements of the EPA's *Definitions and Testing Requirements for Residential Insulation V 1.0*, the CB shall notify the ENERGY STAR partner and EPA within two business days.
- d) Challenge Testing
  - i) Have in place a challenge testing procedure, and contractual provisions for challenge testing.
  - ii) A challenge may be initiated only when the CB has conveyed details of the challenge to the challengee, or confirmed the challenger has independently done so,<sup>2</sup> and the CB received the following:
    - (1) Identification of the challenged model number; and,
    - (2) Identification of the challenged parameters and the basis for the challenge. This basis may be but is not limited to marketing material that claims better performance than the data the CB has on record, or the results from a product test the challenger performs on its own, and for which it pays without reimbursement by the CB no matter the results of the CB's subsequent challenge test.
  - iii) Upon the failure of a product to meet the performance requirements of the relevant EPA's *Definitions and Testing Requirements for Residential Insulation V 1.0*, the CB shall notify the ENERGY STAR partner and EPA within two business days.
- e) Resolving Discrepancies: Have in place a procedure to resolve discrepancies between data resulting from product re-testing (for any purpose, for example, challenge testing), and the data previously certified by the CB. In the case of a discrepancy, the CB shall report to EPA the test results, both initial and final in case additional re-testing is performed, that are relevant to the product.<sup>3</sup> The CB shall also notify EPA of the resolution of product re-testing, for example, withdrawal of certification or recertification.

---

<sup>2</sup> The CB shall not oblige the challenger to convey details of the challenge to the challengee.

<sup>3</sup> When the CB reports this data to EPA, it shall follow the rounding and eligibility rules enumerated in EPA's *Definitions and Testing Requirements for Residential Insulation V 1.0*.