

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



OFFICE OF  
AIR AND RADIATION

January 4, 2010

Dear ENERGY STAR® Set Top Boxes 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 2009. This form must be completed and returned by **February 26, 2010**.

As noted on the form, partners must provide shipment data for all ENERGY STAR qualified products that were shipped from January 1 – December 31, 2009. 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 2009, please complete and submit the form indicating zero shipments.

**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. Instead, Original Equipment Manufacturers (OEMs) are asked to provide a list of companies that private label their products in the US, in order to facilitate EPA confirming that all such shipments are submitted by other partners. If a partner is the OEM and ships **only** to private labelers, it must still submit a data collection form and indicate **zero** shipments. All shipments should thereby be accounted for by the other partners.

**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 26, 2010** 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, 2010**, 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's unit shipment data Web page 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 may 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 Kathleen Vokes, EPA, at (202) 343-9019, [vokes.kathleen@epa.gov](mailto:vokes.kathleen@epa.gov), or Joshua Forgotson, ICF International, at (202) 862-2955, [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 cursive script that reads "Katharine Kaplan".

Katharine Kaplan, Acting Chief  
ENERGY STAR Labeling Branch  
US Environmental Protection Agency