

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



OFFICE OF  
AIR AND RADIATION

March 5, 2010

Dear [Primary Contact Name],

The US Environmental Protection Agency (EPA) sent you a letter on January 4, 2010 requesting you submit your ENERGY STAR unit shipment data (USD) by February 26, 2010. Consistent with this, EPA has suspended your company from the ENERGY STAR Program on a product category basis for failure to submit your USD for one or more product categories by February 26.

As stated in the ENERGY STAR Partnership Agreement your company signed with EPA, USD or other market indicators must be provided to EPA on an annual basis to help determine the market penetration of ENERGY STAR qualified products. The Partner Commitments state partners must submit USD no later than March each year. Failure to submit USD by February 26, 2010 results in suspension of the partnership. Failure to submit USD by March 31, 2010 results in termination of the partnership.

The February 26, 2010 deadline has passed. EPA attempted to contact you by emailing information and a reminder on February 5, 2010 to your primary contact(s). However, EPA did not receive your company's USD submittal by February 26 for [Product Category]. Therefore, **EPA is suspending your company from the ENERGY STAR program**, consistent with the process described in the January 4, 2010 letter. Consequently, when the ENERGY STAR Partner and Qualified Product lists are next updated on the ENERGY STAR Web site, your company name and products will not be on them.

However, if you submit USD prior to March 31, 2010, information related to your company and its qualifying products will be restored to the ENERGY STAR Web site in the beginning of April.

If the USD information is not submitted by March 31, 2010, your partnership will be terminated, and you will be required to cease all use of the ENERGY STAR mark in association with your products.

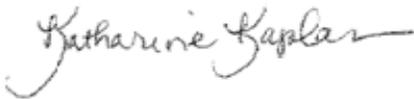
To request an additional copy of the form(s) you require, or submit your company's USD now, please email [unitshipmentdata@icfi.com](mailto:unitshipmentdata@icfi.com). Forms are also available at the ENERGY STAR Unit Shipment Data Web site: [http://www.energystar.gov/index.cfm?c=partners.data\\_collection\\_forms](http://www.energystar.gov/index.cfm?c=partners.data_collection_forms). If you lack email access, and would like to request the form(s) or ask questions about the USD requirement, please call Joshua Forgotson, ICF International, at +1 (202) 862-2955, or Dan Cronin, ICF International, at +1 (202) 862-1150.

To ensure effective communication going forward, it is critical that you maintain current contact information in EPA's records. As stated in the Partner Commitments, your company's information should be updated within 30 days of a change of contact status to ensure you receive important ENERGY STAR correspondence, such as information on the USD requirement or specification

development or revisions. To update your contact information, please log into the My ENERGY STAR Account (MESA) tool at [http://www.energystar.gov/index.cfm?c=partners.pt\\_index](http://www.energystar.gov/index.cfm?c=partners.pt_index). If you do not have access to your password, instructions for retrieving it are available on the Partner Resources Page below the Account Login.

Please contact [unitshipmentdata@icfi.com](mailto:unitshipmentdata@icfi.com) if you have any questions or believe you have received this letter in error.

Sincerely,

A handwritten signature in cursive script that reads "Katharine Kaplan". The signature is written in black ink and includes a long horizontal flourish at the end.

Katharine Kaplan, Acting Branch Chief  
ENERGY STAR Product Labeling