

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



OFFICE OF  
AIR AND RADIATION

January 19, 2011

Dear ENERGY STAR® Partner:

On January 10, 2011, the U.S. Environmental Protection Agency (EPA) distributed its annual request for ENERGY STAR Unit Shipment Data (USD), along with a data collection form and letter with instructions on how to fill out this form. The instructions on the form assume the ENERGY STAR partner owns the brand name(s) under which its qualified products enter the market. Since this is not always the case, EPA wishes to clarify exactly who is responsible for submitting USD.

As noted on the form, each ENERGY STAR partner is responsible for submitting shipment data for **all models qualified under its ENERGY STAR partnership** (that are shipped to or within the United States). If a given ENERGY STAR partner shipped units of a model qualified under *a second company's* ENERGY STAR partnership, it is the responsibility of this second partner to report the relevant shipment data, since the second partner qualified that model. (To the extent that two different companies, for example, an Original Equipment Manufacturer and a Private Labeler, have qualified products *with the same brand name and model number*, these companies should work together to ensure reported shipments are accurate, that is, that such products are not double-counted.)

The purpose of requiring each ENERGY STAR partner to report the shipments of the models it has qualified, and *only those models*, is to make sure every ENERGY STAR qualified model is counted, and none is double-counted. If you have any questions about these instructions, please send them to [unitshipmentdata@icfi.com](mailto:unitshipmentdata@icfi.com) at your earliest convenience.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann Bailey".

Ann Bailey, Chief  
ENERGY STAR Labeling Branch  
U.S. Environmental Protection Agency