

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



OFFICE OF
AIR AND RADIATION

January 9, 2012

Dear ENERGY STAR® Partner:

Thank you for supporting the ENERGY STAR program. As a term of your ENERGY STAR partnership, EPA collects unit shipment data (USD) on an annual basis for program evaluation purposes. Attached, please find the USD collection form for calendar year 2011. This form must be completed and returned by **March 1, 2012**. Note, you will receive a separate version of this letter for each form you must submit.

As stated on the form, partners must provide USD for all ENERGY STAR qualified products they shipped to or within the United States from January 1, 2011 – December 31, 2011. If a particular model was qualified for ENERGY STAR for only part of the year, only count shipments of that model during that part of the year. If your company shipped no qualified products to or within the United States in 2011, you are still required to submit this form. A checkbox you may tick to indicate zero shipments is included for this purpose. EPA plans to use this data only for program evaluation purposes. EPA will release this information only as aggregated data and otherwise only to the extent required by law.

When completing your USD form(s), it is very important that you follow the instructions on the form. Specifically, EPA requires you to report shipments to or within the U.S. of all models qualified under your own ENERGY STAR partnership. Further, to ensure no double counting occurs, do not report shipments of products qualified under another company's partnership, even if you are the Original Equipment Manufacturer of those products. As a reminder, any product sold under a brand name your company owns or licenses must be qualified under your ENERGY STAR partnership. To the extent you have labeled products as ENERGY STAR for a brand owner/licensee that is not an ENERGY STAR partner, please report your shipments of these products. If you have any questions about these instructions, please contact unitshipmentdata@icfi.com at your earliest convenience.

Trade Associations Aggregating Data

Several trade associations have agreed to collect and aggregate USD from ENERGY STAR partners for select product categories. EPA encourages partners to submit their USD forms to these associations, as it allows for all data to be aggregated and masked before submittal to EPA. The following table lists these associations, the forms they are collecting, and whether they will accept forms from both their member organizations and non-members, or from only their members. If you are submitting data through one of these associations, **do not** submit a duplicate data collection form to EPA.

Eligible Forms	Association	Contact Information	Members/ Non-members
Clothes Washers, Dehumidifiers, Dishwashers, Refrigerators & Freezers, Room Air Cleaners, Room Air Conditioners	Association of Home Appliance Manufacturers (AHAM)	Jill Notini, jnotini@aham.org	Both
Boilers, Central Air Conditioners/Air-Source Heat Pumps (CAC/ASHP), Furnaces, Geothermal Heat Pumps, Light Commercial HVAC, Water Heaters	Air-Conditioning, Heating, and Refrigeration Institute (AHRI)	AHRI will provide	Members only
Audio/Video, Battery Charging Systems, Set-top Box Service Providers, Set-top Boxes, Telephony, Televisions	Consumer Electronics Association (CEA)	Chris Ely, cely@ce.org	Both
Computers, Computer Servers, Displays, Imaging Equipment	Information Technology Industry Council (ITI)	Ken Salaets, ksalaets@itic.org	Both
Lamps, Luminaires	National Electrical Manufacturers Association (NEMA)	Stacey Harrison, nemabisstats@nema.org	Members only
Roof Products	Single Ply Roofing Industry (SPRI)	Michael Egart, ari@associationresearch.com	Members only

Submission Deadline and Partnership Implications

The submission of annual USD is a condition of partnership. If your company fails to submit data by **March 1, 2012**, your ENERGY STAR qualified products will be removed from the qualified products list on the ENERGY STAR website, and your company name will be removed from the partner list. EPA will restore products and company names to the website no sooner than early April, provided the partner has submitted its USD. If your company still has not submitted USD by **May 1, 2012**, you will no longer be able to qualify additional models as ENERGY STAR until you submit your USD.

ENERGY STAR Unit Shipment Data Webpage

EPA's USD webpage, www.energystar.gov/usd, provides the data collection process timeline, a link to Frequently Asked Questions (FAQs), data collection forms, EPA correspondence, and summary reports from previous years.

If you have questions about the data collection process or forms, please contact Kathleen Vokes, EPA, at vokes.kathleen@epa.gov, or Elisabeth Alber, ICF International, at (202) 862-1145, unitshipmentdata@icfi.com. EPA requests that you please view the website, in particular the FAQs, before contacting us with questions.

Thank you for your cooperation with this important requirement.

Sincerely,



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