

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



OFFICE OF
AIR AND RADIATION

Dear [Name]:

This serves as notification that **[Organization]** is required to submit 2013 calendar year unit shipment data for ENERGY STAR certified **[product category]** products by completing the form linked to below and sending it to EPA no later than **March 1, 2014**. Note, you will receive a separate version of this notification for each form you must submit.

- Click here to download the [product category] form: [URL]

As a term of your company's partnership, EPA collects unit shipment data on an annual basis for program evaluation purposes. EPA will release this information only as aggregated data and otherwise only to the extent required by law.

As stated on the form, your company must provide unit shipment data for all ENERGY STAR **models qualified under its ENERGY STAR partnership** shipped to or within the United States from January 1, 2013 – December 31, 2013. Note:

- 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.
- 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, the brand owner/licensee is required to be the partner associated with its models.
- **If your company shipped no qualified products to or within the United States in 2013, it is still required to submit this form.** For this purpose, a checkbox is provided on the form to indicate zero shipments.

Submission Deadline and Partnership Implications

The submission of annual unit shipment data is a condition of partnership. If your company fails to submit data by **March 1, 2014**, its ENERGY STAR qualified products will be removed from the ENERGY STAR 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 unit shipment data. If your company still has not submitted unit shipment data by **May 1, 2014**, it will no longer be able to qualify additional models as ENERGY STAR until it submits its unit shipment data.

Trade Associations Aggregating Data

Several trade associations collect and aggregate unit shipment data from ENERGY STAR partners for select product categories. 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** also submit your data directly to EPA.

<i>Eligible Forms</i>	<i>Association</i>	<i>Contact Information</i>	<i>Members/ Non-members</i>
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 Boxes, Telephony, Televisions	Consumer Electronics Association (CEA)	Chris Ely, cely@ce.org	Both
Computers, Computer Servers, Displays, Imaging Equipment	Information Technology Industry Council (ITI)	Erica Logan, elogan@itic.org	Both
Lamps, Luminaires, Uninterruptible Power Supplies	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

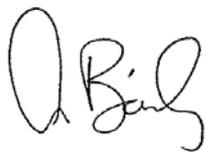
ENERGY STAR Unit Shipment Data Webpage

EPA’s unit shipment data webpage, www.energystar.gov/unitshipmentdata, 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 Stephanie Margolis, ICF International, at (703) 225-2316 or unitshipmentdata@energystar.gov. EPA requests that you please view the website, in particular the FAQs, before contacting us with questions.

Thank you for supporting the ENERGY STAR program and for your cooperation with this important requirement.

Sincerely,



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