

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460



OFFICE OF  
AIR AND RADIATION

Dear [Contact Name],

This serves as notice that the U.S. Environmental Protection Agency (EPA) has removed [partner] and its products from the ENERGY STAR website due to failure to fulfill program requirements.

As stated in the ENERGY STAR Partnership Agreement that [partner] signed with EPA, unit shipment data must be provided to EPA on an annual basis. This information helps to determine market penetration of ENERGY STAR certified products and plays a critical role in program planning for product development. The ENERGY STAR Partner Commitments require that partners submit annual unit shipment data by no later than March 1 of the following year.

Despite notices sent to you on January 3 and February 6 regarding unit shipment data submission, EPA did not receive [partner]'s unit shipment data for the following program(s) by the March 1, 2017 deadline:

[Product Type]  
[Product Type]  
[Product Type]

As a result, your company's name and products have been removed from the ENERGY STAR website ([www.energystar.gov](http://www.energystar.gov)) in association with the aforementioned program(s). EPA receipt of [partner]'s unit shipment data for calendar year 2016 by March 31 will ensure that in April, your company's name and products are restored to the ENERGY STAR website. If [partner] has not submitted its unit shipment data by May 1, its ENERGY STAR partnership will be suspended, and it will no longer be permitted to certify additional models as ENERGY STAR under the above named program(s) for which it still owes unit shipment data.

Unit shipment data forms are available at <http://www.energystar.gov/unitshipmentdata>. If you have any questions about the unit shipment data requirement, or believe you have received this letter in error, please contact Ranette Chrea, ICF, at [UnitShipmentData@energystar.gov](mailto:UnitShipmentData@energystar.gov) or (202) 862-2980.

Sincerely,

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

Ann Bailey, Chief

ENERGY STAR Labeling Branch  
U.S. Environmental Protection Agency