

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



OFFICE OF
AIR AND RADIATION

January 31, 2023

Dear ENERGY STAR® Residential Window, Door, and Skylight Partner,

Subject: Windows, Doors, and Skylight Shipment Data Requirements for CY2023

The purpose of this email is to share details on how unit shipment data will be collected for Windows, Doors, and Skylights in 2024, as well as details on what data the U.S. Environmental Protection Agency (EPA) will require partners to submit.

It is a requirement in the ENERGY STAR Partner Commitment document for Version 7, that each partner provide unit shipment data to EPA on an annual basis. EPA had been collecting unit shipment data for ENERGY STAR windows, doors, and skylights (WDS) through a third party until this year and will now be aligning the collection process with the approach used for all other ENERGY STAR products.

Beginning with data from 2023, the EPA will start collecting shipment data for windows, doors, and skylights in **2024**. The EPA has been collecting unit shipment data for ENERGY STAR product categories for 20 years and has an established process for aggregating data to determine market penetration and evaluate overall performance of the program. The data collection deadline is March 1 of each year for the previous calendar year. EPA will not collect windows, doors, and skylights shipment data for Calendar Year (CY) 2022 this year. Instead, EPA will begin collection of 2023 data in January of 2024.

Failure to submit unit shipment data by the March 1, 2024, deadline (and each year after) will result in the removal of the partner's certified products from the certified products list on the ENERGY STAR website, and its name from the partner list. Partners that still have not submitted their unit shipment data by May 1, 2024, may no longer certify additional models as ENERGY STAR.

The reporting process begins in January and the submittal deadline is **March 1** of each year. In January, all partners' contacts registered in MESA (My ENERGY STAR Account) will receive a data collection letter and access to product submittal forms. The letter will outline the data submittal requirements and process.

Note that if a particular model was certified for ENERGY STAR for only part of the year, partners should only count shipments of that model during that part of the year. To ensure no double counting occurs, partners need to make sure they do not report shipments of products certified under another company's partnership, even if they are the Original Equipment Manufacturer (OEM) of those products. As a reminder, the brand owner is required to be the partner associated with its models. Even if your company ships no certified products to or within the United States in 2023, you will still be required to submit this form. For this purpose, a checkbox will be provided on the form to indicate zero shipments.

The shipment data is submitted to ICF (Contractor to EPA) for aggregation each year. If partners prefer not to send their unit shipment data directly to ICF, the Window and Door Manufacturers Association (WDMA) and the Fenestration and Glazing Industry Association (FGIA) have offered to assist with the data collection effort. Partners will have the option of submitting their data to WDMA and FGIA who will aggregate the data and send the combined data to ICF for inclusion in the data set.

Please review [this form](#) partners will need to fill out for products shipped in CY2023. Note that EPA requests companies break out where products are shipped to by climate zone. Climate zones are set by

county and you may use [this Climate Zone to County and Zip Code mapping](#) to facilitate reporting. Companies shipping ENERGY STAR Most Efficient products will need to report shipments of those units as a subset of the total.

The information collected in the form, including climate zone information, is consistent with the information that the previous third party (Ducker Worldwide) collected and tracked separately for many years. This information is compiled across the entire category (not by partner) and allows EPA to track market share as part of the ENERGY STAR program's routine evaluation. To help inform the aggregated industry total, EPA requests that you also provide your total U.S. shipments (ENERGY STAR certified products plus non-ENERGY STAR products) for CY2023.

EPA maintains information about the shipment collection process online at www.energystar.gov/unitshipmentdata. This webpage includes the process outlined here, as well as links to the reporting forms and FAQs.

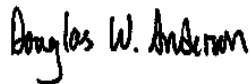
To prepare for the collection in 2024, please:

1. Ensure your systems are set up to collect the data required by the form.
2. Make sure your contacts are up to date in [MESA](#).

If you have any questions or concerns about this effort, please contact windows@energystar.gov or myself at anderson.doug@epa.gov.

Thank you for your continued support of the ENERGY STAR program.

Sincerely,



Douglas W. Anderson
Product Manager for Windows, Doors, and Skylights
ENERGY STAR Labeled Products

Enclosures:

[ENERGY STAR Window, Door, and Skylight unit shipment data collection form](#)

<<https://energystar.gov/sites/default/files/asset/document/Residential%20WDS%202023%20DRAFT%20Unit%20Shipment%20Data%20form.xlsx>>

[Spreadsheet with county and zip codes assigned to ENERGY STAR climate zones](#)

<<https://energystar.gov/sites/default/files/asset/document/Climate%20Zone%20Assignments%20by%20ZIP%20Code%20and%20County.xlsx>>