



Bay Area Compliance Laboratory

ENERGY STAR Product Certification User Manual

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This following information is for applicants who are applying for an EPA (Department Of Energy) ENERGY STAR Grant of Certification from BACL.

1. The EPA ENERGY STAR program

ENERGY STAR is a joint program of the U.S. Environmental Protection Agency and the U.S. Department of Energy helping Reduce greenhouse gas emissions and other pollutants caused by the inefficient use of energy and protect the environment through energy efficient products and practices.

2. BACL’s ENERGY STAR program

ENERGY STAR Partners, Manufacturers, agents and laboratories that process certification applications for applicants can submit their applications directly to BACL for most Appliances, HVAC, Commercial Food Service, Home Electronics, Information Technology, Lighting products which requires a certification from ENERGY STAR, prior to marketing their device in the market with ENERGY STAR logo.

BACL as an ENERGY STAR Certification Body shall not:

- Waive any applicable requirements promulgated by ENERGY STAR;
- Certify equipment for which there are no requirements promulgated by ENERGY STAR; and
- Advertise its recognition status for certification activities that are outside of its scope of recognition.

3. The Certification Agreement

The applicant and BACL must execute a Product Certification Agreement (QA-FR-198), signed by an authorized representative of the applicant and BACL, Sunnyvale, CA agreeing to various terms and conditions for certification. The Product Certification Agreement requests product information, test data, product specifications and various information required in accordance with the certification scheme, liabilities, confidentiality, compliance, certification withdrawal/cancellation, changes, regulatory revisions to certified products, disputes & appeals, complaints, surveillance testing, payment and agreement period.

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4. Choice of Test Laboratory for Product Testing

Applicants should use BACL or a test laboratory accredited to ISO 17025:2005 and recognized by a EPA recognized Accreditation Body such as A2LA, ACLASS, NVLAP, IAS, SCC, etc. or be recognized through an WMTL, SMTL (Supervised/ Witness Manufacturing Test Lab) program and have the relevant test methods within their scope of accreditation to be considered competent to perform the specific tests and measurements. BACL cannot accept outside test reports for certification that are not accredited, without the proper test scope to perform the test and measurements, or is not recognized by EPA.

5. Certification Fees

Certification Fees are set by BACL. All applicants are charged the same fee proportional to the scope of work, regardless of the number of certificates issued. Certification fees do not include the BACL verification test fees (Surveillance testing) required by Energy Star. Certification Fees are subject to change without notice.

6. Payment Methods

Payment may be cash, credit card, cashier's check, wire transfer, purchase order, etc. Remittance must be in US dollars drawn on a US bank and made payable to Bay Area Compliance Laboratories Corp. All fees are non-refundable once the application is accepted by BACL for processing.

7. Certification Requirements

For certification purposes, the following must be provided:

- Product description and product literature with supporting information;
- A detailed test report meeting the requirements of the applicable ENERGY STAR(s) product Specification(s);
- User manual and maintenance manuals.
- Sample of product equivalent to the production product.

8. Technical Evaluation & Certification

A Technical Evaluator that is familiar with the particular product type and the rules for the specific certification sought will review the certification project file. If the test data does not

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adequately document product compliance, additional test data may be requested. If the test data presented remains questionable, a product sample may be requested for testing.

Once the technical review and evaluation is complete and the BACL certifier determines the product satisfactorily complies with the regulatory standards and Energy Star requirements, the certification will be granted.

9. Listing of Product Certifications

- a. EPA will record the details of certifications in the “EPA Certified Product list”, based on the information received from BACL. A certified product shall not be distributed, leased, sold or offered with ENERGY STAR label before the details of its certification have been added to the List.
- b. Authorization to market the product is issued to the applicant in the form of ENERGY STAR Certificate and Issuance Letter. Reference to the product certification may be made in product documentation, sales literature, advertising and retail materials upon receipt of the ENERGY STAR Grant Certificate.
- c. The ENERGY STAR Product name and related information will also be entered into the BACL Directory of Certified Products and made available upon request. This can be accessed through the “Certifications Directory” link on the Official BACL Website.


10. Changes to Certified Equipment or Certification Requirements

Modifications to certified equipment may require re-certification of the equipment. The ENERGY STAR partner shall notify BACL before certified equipment has been modified, to determine the validity of its certification. BACL will review and evaluate the modification and provide the applicant with a document stating the results.

In the event of a change in the certification requirements of Energy Star which affect the applicant, Applicants shall be notified via email or other traceable methods regarding the changes to the requirements.

11. Certification Retention and Audits

- a. The ENERGY STAR partner shall assure that all production units of equipment certified by BACL continue to meet the applicable technical and procedural requirements. BACL will conduct Verification Testing to assure continued compliance.

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- b. Subsequent production units must adhere to the technical characteristics and quality under which certification was originally issued. The ENERGY STAR partner shall assure continued compliance with the technical standards and requirements by performing periodic testing.
- c. EPA may request from the certificate holder, random product samples for post-certification audit testing, or as a result of complaints. If the sample fails the tests, the ENERGY STAR partner will be required to take corrective action.

12. Withdrawal of Certification

- a. Where, as a result of a post-certification audit or other information obtained , BACL has determined the product no longer meets the product performance requirements of the relevant ENERGY STAR product specification BACL will inform EPA and the ENERGY STAR partner also the ENERGY STAR partner will be required to take remedial action.
- b. If the certificate holder does not take remedial action, or the remedial action does not fix the problem, BACL will inform the ENERGY STAR partner and EPA about withdrawing the certification. The ENERGY STAR partner must return the certificate to BACL and EPA will remove the product from the “List of Certified ENERGY STAR products”.

13. Rights of Applicants of BACL Certified Products

Applicants may always request in-depth information about any aspect of their pending certification, certification or any other related matters. BACL and the applicant will attempt to resolve any disputes or appeals that arise between the applicant and BACL. If resolution is not possible, the dispute will be appealed to EPA as the final arbiter. The applicant and BACL will each have a reasonable time to provide comments before the regulatory authority reaches a final decision. Applicants, suppliers, or other parties with complaints about a BACL certification that have a right to receive related information, may request in-depth information about related aspects of their completed certification or other related matters.

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14. Revision History

14.1 Revision Description

Date	Changes made
10/04/2018	Manual Issued

14.2 Annual Review

Year	Reviewed by	Date
2019		
2020		
2021		
2022		