

United States

ENVIRONMENTAL PROTECTION AGENCY

Washington, DC 20460

Office of Atmospheric Programs



Application for Recognition of Accredited Laboratories by EPA under the ENERGY STAR® Program Version 1.0

This form is an application for recognition of laboratories by the U.S. EPA ENERGY STAR program. To serve as an EPA-recognized, accredited laboratory for the ENERGY STAR program, please fill out and submit this form to EPA by following the instructions below. Upon confirmation of EPA recognition, you may begin to operate as an EPA-recognized, accredited laboratory for the ENERGY STAR program.

Instructions:

1. Read and understand the “Conditions and Criteria for Recognition of Laboratories for the ENERGY STAR Program,” the full text of which is included under Section VI.
2. Complete the form. All fields are required unless stated otherwise.
3. Sign the form by either:
 - a. Inserting your digital signature; or
 - b. Printing out the form, signing it by hand, and scanning it into PDF format.
4. Email the completed form with the required attachments to:
ENERGYSTARVerificationProgram@energystar.gov.

I. **Laboratory Information**

Laboratory Name:
Laboratory URL:
Address 1 (e.g., street address):
Address 2 (e.g., suite #):
City:
State:
Zip/Postal Code:
Country:

Primary contact first name:
Primary contact last name:
Job title of primary contact:
Email:
Phone:

If mailing address of primary contact is different from the organization address, please provide it here:

Address 1 (e.g., street address):
Address 2 (e.g., suite #):
City:
State:
Zip/Postal Code:
Country:

*The following secondary contact information section is **optional**.*

Secondary contact first name:
Secondary contact last (family) name:
Job title of secondary contact:
Email:
Phone:

If mailing address of secondary contact is different from the organization address, please provide it here:

Address 1 (e.g., street address):
Address 2 (e.g., suite #):
City:
State:
Zip/Postal Code:
Country:

II. Is the laboratory 1st party (i.e., manufacturer-owned)? Yes / No

If yes, and the laboratory is affiliated with an ENERGY STAR Manufacturing Partner, please provide the partner name as it appears in its Partnership Agreement, and describe the nature of the relationship:

Partner Name:

Nature of relationship between the 1st party laboratory and ENERGY STAR Partner:

III. **General Requirements:** Consistent with “Conditions and Criteria for Recognition of Laboratories for the ENERGY STAR Program,” an EPA-recognized, accredited laboratory must maintain accreditation to ISO/IEC 17025, “General requirements for the competence of testing and calibration laboratories,” by an EPA-recognized Accreditation Body.

- a. Name of EPA-recognized Accreditation Body:
- b. Laboratory accreditation effective date:
- c. Laboratory accreditation expiration date (if applicable):
- d. A digital copy of the laboratory’s accreditation certificate and scope of accreditation is included with this application (check box to confirm).

Comment (optional):

IV. **Scope of Accreditation:** Below, please select each ENERGY STAR product category for which your lab is accredited to test products pursuant to ENERGY STAR qualification. Since EPA-recognition is per product category, EPA will recognize your laboratory *only* for products the test methods of which are listed on your Scope of Accreditation. If in the future you wish to test products not checked below, please resubmit this form with the additional products checked, and your updated Scope of Accreditation.

ENERGY STAR Product Categories

Appliances

- Clothes Washers
- Dishwashers
- Refrigerators and/or Freezers
- Room Air Conditioners

Commercial Food Service Equipment

- Commercial Dishwashers
- Commercial Fryers
- Commercial Griddles
- Commercial Hot Food Holding Cabinets
- Commercial Ice Machines
- Commercial Ovens
- Commercial Refrigerators & Freezers
- Commercial Steam Cookers

Home Electronics

- Audio/Video
- Digital to Analog Converter Box
- Set-top Boxes & Cable Boxes
- Telephony
- Televisions

Heating, Ventilation, and AC Products

- Boilers
- Central ACs and Air-Source Heat Pumps
- Furnaces
- Geothermal Heat Pumps
- Light Commercial HVAC
- Residential Ceiling Fans
- Residential Ventilating Fans

Home and Building Envelope Products

- Roof Products
- Windows, Doors and Skylights

Lighting Products

- Decorative Light Strings
- Integral LED Lamps
- Residential Light Fixtures
- Screw-Based Compact Fluorescent Lamps (CFL)
- Solid-State Lighting (SSL)

Office Equipment

- Computers
- Displays
- Imaging Equipment

Other Products

- Battery Charging Systems (BCSs)
- Computer Servers
- New Refrigerated Beverage Vending Machines
- Rebuilt Refrigerated Beverage Vending Machines
- Residential Dehumidifiers
- Residential Water Heaters
- Room Air Cleaners
- Water Coolers

V. Declaration:

By checking this box, I declare that I have read and agree to the terms of "Conditions and Criteria for Recognition of Laboratories for the ENERGY STAR Program," (text begins on next page) and the information submitted via this form is, to the best of my knowledge, accurate and associated with the laboratory named herein. I understand that the ENERGY STAR Program will associate all information in this form with this laboratory. I understand that if any of the submitted information is found to be inaccurate, the laboratory will be removed from the list of EPA-recognized, accredited laboratories. I understand that intentionally submitting false information to the U.S. government is a criminal violation of the False Statements Act, Title 18 U.S.C. section 1001.

You are required to provide your signature by either:

- a. Inserting your digital signature in the box below, or,
- b. Printing out the form, signing the signature box below by hand, and scanning the form into PDF format.

Chief Executive/Signatory:

Printed Name:

Job Title:

Date:

VI. Conditions and Criteria for Recognition of Laboratories for the ENERGY STAR Program

In order to serve as an EPA-recognized accredited¹ laboratory for the ENERGY STAR program, a laboratory shall agree in writing to comply at all times with the following requirements:

General Requirements:

- 1) Maintain accreditation to ISO/IEC 17025, "General requirements for the competence of testing and calibration laboratories," by an EPA-recognized Accreditation Body (AB). Noteworthy elements of ISO/IEC 17025 include requirements that laboratories shall:
 - a) Have a policy that sets out quality objectives, commitments and operational procedures;
 - b) Employ experienced personnel who have the education and training needed to conduct the tests;
 - c) Have the physical plant facilities and test equipment needed for proper testing;
 - d) Ensure that measuring equipment is accurate and calibrated and that calibration records are maintained;
 - e) Maintain a record of all original observations, test data and calculations; and,
 - f) Maintain arrangements to ensure the freedom of laboratory management and personnel from any undue internal or external commercial, financial or other pressures and influences that may adversely affect the quality of their work.

NOTE: It is EPA's expectation that laboratories will consistently maintain the impartiality of product testing. Demonstration of impartiality, consistent with the requirements of ISO/IEC 17025, shall include but may not be limited to the following:

- i) *organization chart showing that the responsibilities, authorities, and inter-relationships of all personnel who manage, perform or verify laboratory results are free from influence that may adversely affect the quality of their work;*
 - ii) *dates of internal audits, audit findings, and any corrective actions taken;*
 - iii) *any customer complaints and corrective action taken;*
 - iv) *original testing records containing sufficient information for repeatability, including the names of staff who participated;*
 - v) *evidence that laboratory employees participate in and regularly pass ethics and compliance audits; and,*
 - vi) *evidence that mechanisms for reporting and responding to attempts to exert undue influence on test results are in place.*
- 2) Develop and maintain separate laboratory test procedures for each accredited ENERGY STAR test method that detail how testing will be conducted utilizing the laboratory's test facilities, fixtures, equipment and personnel.
 - 3) Notify EPA/DOE immediately of any attempt to hide or exert undue influence over test results.
 - 4) Have recorded in its Scope of Accreditation its specific competence to carry out the test methods as outlined in the ENERGY STAR program for which the laboratory intends to test products.²

NOTE: To decrease the burden to laboratories and accreditation bodies, EPA will not require laboratories to update their Scopes of Accreditation when an ENERGY STAR specification is revised. However, EPA will require that the laboratory ensures its methods remain consistent with the test methods described in the program requirements of the currently effective version of the specification. Further, major changes in test method, for example, when a specification revision calls for a different test method altogether from the preceding specification version, will necessitate a Scope of Accreditation update to reflect the newly required test method.

¹ As an alternative to maintaining accreditation to ISO/IEC 17025, the laboratory may participate in an EPA-recognized Certification Body's supervised or witnessed manufacturers' testing laboratory program (SMTL/WMTL). Please refer to Appendix A of "Conditions and Criteria for Recognition of Certification Bodies for the ENERGY STAR Program" for details regarding this option.

- 5) Allow EPA or an EPA-appointed representative, at its discretion, to witness any testing performed for qualification or verification of qualification to the requirements of the ENERGY STAR program. EPA or its appointed representative agrees to operate solely as an observer and not participate in any way with the testing activities of the laboratory.

Inter-laboratory Comparison Testing:

- 1) Agree to participate in relevant and available inter-laboratory comparison testing (ILC) when EPA/DOE deems it necessary.
- 2) Carry out ILC in accordance with normal testing/calibration and reporting procedures, unless otherwise specified in the instructions from the proficiency test provider.
- 3) Submit to EPA/DOE upon request:
 - a) The results of ILC;
 - b) The analysis of those results; and,
 - c) Detailed corrective action responses for any outlying or unacceptable results.

Reporting:

- 1) Submit to EPA a digital copy of the accreditation certificate and scope of accreditation. This shall include at a minimum:
 - a) Accreditation effective date;
 - b) Accreditation expiration date (if applicable); and,
 - c) ENERGY STAR-relevant accredited test methods.
- 2) Authorize the laboratory's AB to share with EPA copies of assessment documentation related to ENERGY STAR testing, including corrective action plans and deficiency resolutions.
- 3) Report to both EPA and the laboratory's AB within 30 days of any major changes that affect the laboratory's:
 - a) Legal, commercial, organizational, or ownership status;
 - b) Organization and management, e.g., key managerial staff;
 - c) Policies or procedures, where appropriate;
 - d) Location;
 - e) Personnel, facilities, working environment or other resources, where significant; and,
 - f) Other such matters that may affect the laboratory's capability, scope of recognized activities, or compliance with the ENERGY STAR requirements and relevant technical documents.
- 4) Forward any questions related to ENERGY STAR test methods to EPA for resolution, and abide by the decisions of EPA relative to the resolution of those questions.

End of text of "Conditions and Criteria for Recognition of Laboratories for the ENERGY STAR Program"

The public reporting and recordkeeping burden for this collection of information is estimated to average 4.2 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.