



## THIRD PARTY CERTIFICATION IMPLEMENTATION

### ENERGY STAR® PRODUCTS

**SUBJECT:** Responsibilities for Maintaining Product Certifications

DIRECTIVE NO. 2014-01

Date: 4/1/2014

To fulfill the conditions of their EPA recognition, certification bodies (CBs) are required to maintain active contacts with the organization listed as the ENERGY STAR manufacturer partner (ENERGY STAR brand owner) responsible for certified products submitted to EPA. CBs are also responsible for confirming product availability to ensure that ENERGY STAR product lists remain accurate, and verification testing is conducted in a timely manner. CBs are required to report to EPA within five (5) business days of making the determination any partner is unresponsive to or uncooperative with CB requests for information or action.

#### **Maintain Accurate Client Contacts**

ENERGY STAR brand owners may identify different individuals responsible for the initial certification of a product and the subsequent post-market verification testing. In many cases, initial certification occurs outside the U.S., facilitated by the original equipment manufacturer (OEM), while verification testing is the responsibility of the ENERGY STAR brand owner. Upon or immediately after certifying a product, the CB is required to ensure that the brand owner provides a contact person for facilitating verification testing. This contact information may be obtained at the same time brand owner authorization is obtained.

#### **Maintain Current Information on Products**

Per [Directive 2011-06](#), part of CBs' responsibilities in conducting verification testing is selecting products currently available for sale in the U.S. Therefore, CBs are required to maintain current product information regarding certified models that are available for sale in the U.S.<sup>1</sup>. To ensure that the data that CBs submit to EPA is accurate and up-to-date, CBs should confirm product availability in the U.S. with the brand owners for all of their currently certified products. This product availability information should be collected from the ENERGY STAR brand owners at minimum on an annual basis.

- If a product is discontinued or is no longer being manufactured but is available in the U.S. market, the product is considered available and should be procured for verification testing.
- If a product is not available for commerce in the U.S. and cannot be obtained off-the-shelf or in a U.S. warehouse or distribution center, it should not be marked as available<sup>2</sup>.
- For products that are eligible for off-the-line or warehouse procurement, CBs should collect updated information on the production schedule to proceed with testing within the verification testing timeline.

#### **Maintain Transparent Fee Structures**

<sup>1</sup> Per the Conditions and Criteria for Recognition of Certification Bodies, CBs are required to collect information on any changes that could result in a product no longer meeting the relevant ENERGY STAR product specification.

<sup>2</sup> If the date the product will be available is unknown, the CB should report a date four (4) years in the future in the XML web service to EPA and modify the date when the date is known or annually during re-evaluation of product availability.

Section 4.6 of ISO/IEC 17065, which EPA refers to in its [Conditions and Criteria for Recognition for Certification Bodies](#), states that CBs must make available all information on fees for certification services. For purposes of ENERGY STAR, this includes all fees that could be associated with an ENERGY STAR certification, such as fees for verification testing, removal of products from the ENERGY STAR qualified product list, and editing data for existing certifications including changing the associated ENERGY STAR brand owner.