

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



OFFICE OF
AIR AND RADIATION

February 8, 2008

Dear ENERGY STAR® Ceiling Fans Partner:

Thank you for supporting DOE and EPA's ENERGY STAR program. As stated in the ENERGY STAR Partnership Agreement, EPA collects unit shipment data on an annual basis to determine the market penetration of ENERGY STAR qualified products. Attached, please find the unit shipment data collection form for calendar year 2007. **This form must be completed and returned no later than March 31, 2008.**

As noted on the form, partners must provide shipment data for all ENERGY STAR qualified products. Even if your company did not ship any qualified products in 2007, please include this information on the form. EPA also requests that you provide total unit shipment data to better support this initiative.

Once the form is complete, partners have the option of submitting data to ICF International, EPA's contractor, directly or they may suggest a third party association that would provide only aggregated data to ICF and EPA. If your company would prefer to submit data through a third party organization, please notify Elliott Rector at unitshipmentdata@icfi.com as soon as possible.

The data submitted will be used by EPA only for program evaluation purposes and will be closely controlled. If requested under the Freedom of Information Act (FOIA), EPA will argue that the data is exempt. Any information used will be masked by EPA so as to protect the confidentiality of partners.

Please note that because the submission of annual unit shipment data is a program requirement, partners that fail to submit data by March 31, 2008 will be suspended from the ENERGY STAR Program. Once your partnership is suspended, your ENERGY STAR qualified products will be removed from the qualified products list on the ENERGY STAR Web site, and your company name will be removed from the partner list. If your company has not submitted unit shipment data within two months of being suspended, your partnership with ENERGY STAR will be terminated. If termination occurs, you must immediately stop using the ENERGY STAR name and mark in association with your company's name and products.

EPA has created a new unit shipment data Web site that contains information about the data collection process, all data collection forms, and summary reports from previous years. The Web site can be accessed at: www.energystar.gov/usd.

If you have questions about the data collection process or the data collection form, please contact Rachel Schmeltz, EPA, at (202) 343-9124, schmeltz.rachel@epa.gov, or Elliott Rector, ICF International, at (202) 862-1247, unitshipmentdata@icfi.com.

Thank you for your assistance in this important effort.

Sincerely,

A handwritten signature in black ink that reads "Ann Bailey".

Ann Bailey
Director
ENERGY STAR Product Labeling
US EPA