

# General Procedures for Submitting Equipment Listing Requests

## General Guidance:

- SB 1 states that solar equipment must be listed on the Energy Commission's Lists of Eligible Equipment to be eligible for incentives in California.
- The Energy Commission will only accept listing requests, test reports, documents, and other correspondence written in English.
- Manufacturers submitting an equipment listing request must provide all the required documentation. If any documents are missing or submitted documents are missing information as required by the Energy Commission and SB 1 Guidelines, the listing request will be rejected and a new request may be submitted after the deficiencies are corrected.
- If portions of an equipment group do not meet the eligibility and submission requirements, then the entire group will be rejected and a new request may be submitted after the deficiencies are corrected.
- Manufacturers must obtain the required certifications from a Nationally Recognized Testing Laboratory (NRTL) and obtain performance parameter testing from a third-party, International Laboratory Accreditation Cooperation (ILAC) affiliated laboratory and follow the Criteria for Testing and Certification requirements found in the SB 1 Guidelines, Appendix B.
- Manufacturers or testing laboratories that provide falsified data and/or laboratory test results, or alter locked formulas or links on the Listing Requests Forms for the purpose of enhancing performance characteristics, may be permanently prohibited from submitting requests to the Energy Commission's Lists of Eligible Equipment. Any equipment named in a falsified request may also be permanently prohibited from inclusion on the Energy Commission's Lists of Eligible Equipment.

## Procedure for Submitting an Equipment Listing Request:

- **All equipment listing requests and required documentation must be submitted by the Equipment Manufacturer. The Equipment Manufacturer is responsible for making sure that the request meets the appropriate eligibility and submission requirements.** Requests for multiple listings must come from each manufacturer. The NRTL may provide assistance to manufacturers.
- Each email request should include a subject line stating which includes the purpose (new or revised request) and the equipment type (PV Module, Inverter, etc.) and the Manufacturer's Name.
- Manufacturers must email a completed Listing Request Form, a copy of the NRTL/ILAC Certificate of Compliance/Authorization To Mark (or equivalent), associated test reports, and any other supporting documentation to [SolarEquipment@energy.ca.gov](mailto:SolarEquipment@energy.ca.gov). Please note that all

submitted information are public records; do not submit any proprietary or confidential information.

- For all Listing Request Forms:
  - Provide Manufacturer's contact information.
  - Clearly indicate if the request is for a new or revised listing.
  - Enter the NRTL/ILAC Test Report Number, if applicable.
  - In the Notes section, provide any other pertinent information that may be helpful in reviewing the request. Be clear and specific.
  - Request forms that were available prior to May 16, 2017 will not be accepted.
- Depending on the nature of the request, the Energy Commission may require additional documentation to verify new or revised information. For example, to change a currently listed Manufacturer Name, provide a letter on company letterhead that is signed by an authorized manufacturer's representative which clearly identifies both the old and new names, and also explains the reason for the name change.
- The deadline for submitting listing requests to the Energy Commission is the last day of each month. All documentation must be submitted in the email request before this date to be reviewed during the following month.

### **PV Module Listing Requests:**

- Complete one (1) PV Module Listing Request Form for each group of modules.
- Enter information only in the yellow-colored cells on the PV Module Listing Request Form.
- The PV Module electrical characterization data must be from testing on a single, manufacturer-selected sample and will be used for incentive calculation purposes.
- NOCT and temperature coefficients must be tested on the same module and by the same laboratory.
- Groups of modules must be submitted in appropriate subgroups that adhere to the subgroup requirements found in the SB 1 Guidelines, Appendix B. Energy Commission staff will apply the criteria strictly. If staff determine that any subgroups contained in a request do not adhere to the requirements for the test module, the entire module group will be rejected and a new request may be submitted after the deficiencies are corrected.

### **Inverter Listing Requests:**

- Complete one (1) Inverter Listing Request Form for each group of inverters.
- Clearly indicate whether the inverter should be listed as a Utility Interactive Inverter or Grid Support Utility Interactive Inverter type, per UL definitions.
- Submit the Weighted Inverter Efficiency Form in the Excel format that is provided through the Go Solar California website.
- If the inverter has an approved built-in meter that meets the metering requirements, please submit a request to add the meter to the Meter List.