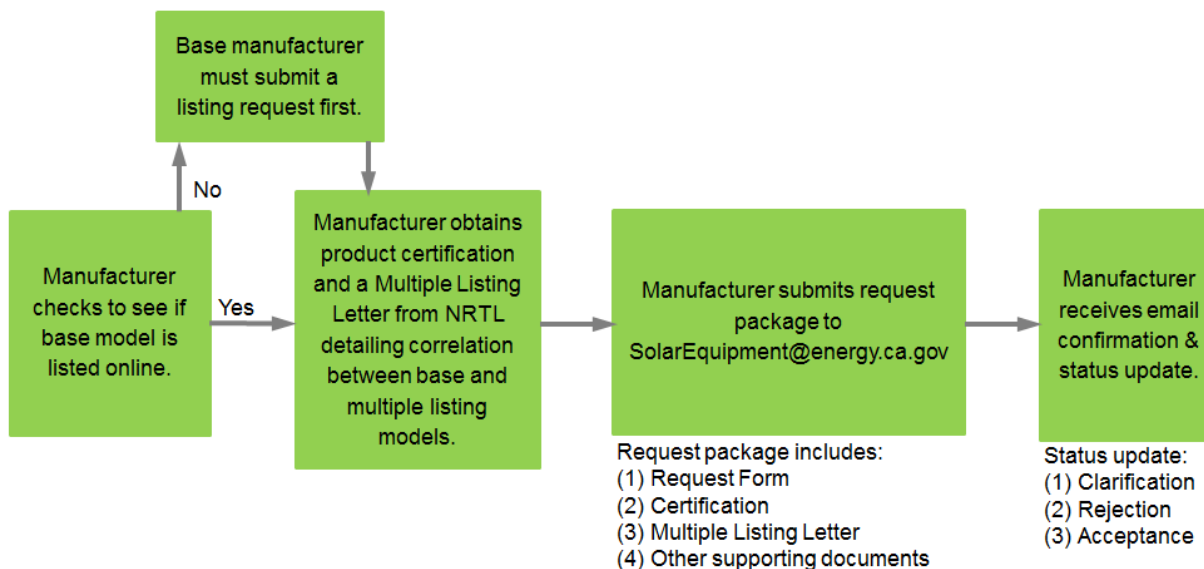


Multiple Listing Request Procedure



General Guidance for Multiple Listing Request:

- Requirements are detailed in the [Guidelines for California's Solar Electric Incentive Programs \(Senate Bill 1\), Sixth Edition](#)
- **Equipment manufacturer must submit the request.**
- Reports and documents must be written in English.
- Submit all the required documentation **in a single email**. Incomplete requests will be rejected and will lose their place in the review queue; a complete request must then be resubmitted.
- Requests containing falsified reports or altered forms will be rejected. The equipment may be permanently prohibited from inclusion on the list, and the manufacturer permanently prohibited from having equipment listed.
- Refer to the [Workshops, Notices and Training page](#) on the [GoSolarCalifornia website](#) for additional instructions, examples, and best practices to avoid common mistakes.
- **Data and information submitted to the Energy Commission are public record. Do not submit any proprietary or confidential information. Proprietary or confidential information on required documents must be redacted or omitted prior to submission.**

NOTE: Prior to the approval of each model number requested for multiple listing, the associated base listed model number must be approved to be included on the SB1 Eligible Equipment List or already be listed.

- **If some of the base listed model numbers are not listed, the base manufacturer must submit a complete request for those models. This request may be submitted prior to or concurrently with the multiple listing request.**
- **If any of the base model numbers are not already listed or approved, the associated multiple listing model numbers will be rejected.**
- **Refer to the [PV Module](#) and [Inverter](#) procedures for instructions.**

Procedure for Submitting a PV Module Multiple Listing Request:

1. Required Request Documents

The multiple listing manufacturer submits the listing request **in a single e-mail** to SolarEquipment@energy.ca.gov. Include a subject line stating the purpose of the equipment request (new or revised), the equipment type (PV Module), and the manufacturer's name. Attach to the e-mail all required documentation:

- a) PV Module Listing Request Form.
- b) Nationally Recognized Testing Laboratory (NRTL) certification(s) to UL 1703 from a NRTL whose OSHA Scope of Recognition includes UL 1703.¹
- c) Documentation from NRTL correlating multiple listing model numbers to base listing models.
- d) Additional supporting documentation, as required by Energy Commission staff. Please note that submitted information is public record; **do not submit any proprietary or confidential information.**

2. Minimum Criteria for Certification

The UL 1703 certification document(s) must meet the requirements outlined below.

- a) Signed or stamped and dated by NRTL.
- b) Indicates the UL 1703 standard and Source Requirement Documents (SRDs) for the test.
- c) Issued to the multiple listing manufacturer.
- d) Specifies the requested multiple listing model number(s) are certified.
- e) Defines all the wildcards in model number(s).

¹ [The current list of NRTLs with OSHA scopes](#)

3. Minimum Criteria for Correlation Documentation

The submitted document(s) must meet the requirements outlined below. Examples of documentation containing appropriate correlation information are: the Construction Data Report (CDR), UL 1703 certificate, or a letter from the NRTL. The document must:

- a) Be signed and dated by NRTL.
- b) Indicate the base manufacturer and all of their model numbers.
- c) Correlate each base model number(s) to the respective multiple listed model number(s).

4. Instructions for Completing the PV Module Request Form

Download the latest version of the [PV Module Listing Request Form](#). Complete all of the required fields.

- a) List the multiple listing manufacturer's legal name (as listed on the certification). Any company name differences must be clarified through a signed letter submitted on the company's letterhead (see FAQs #1 below).
- b) Select the appropriate "Request Type". This selection applies to all the groups in that request form. Use separate request forms for different request types (e.g. Addition, Revision, Multiple Listing, ACPV).
 - o For a group consisting of adding new multiple listing DC modules to the online list, choose "Add Multiple Listings".
 - o For a group consisting of only revisions to existing model numbers on the online list, choose "Revise DC or ACPV Modules".
- c) Grouping of model numbers is not applicable to multiple listing model numbers. In Table 1, multiple listing model numbers may be entered into the same subgroup table even if they are not similar.
- d) Provide any additional information to further explain or clarify the details of each model number in the respective "Notes" section. Accurate and detailed notes will help prevent the need for clarification and ensure timely processing of the listing request.
- e) Table 2 is not required for multiple listing requests, and should be left blank. The test data will be copied over from the associated DC module.
- f) In the "Correlated Manufacturers" and "Correlated Model Numbers" fields, enter the base manufacturer and the associated base listed model number.

g) In Table 3, in the description field, enter a description that meets the requirements below. Note: This description will be posted on the Energy Commission's PV Module List. Do not include any marketing or subjective statements.

- o Power rating.
- o Module type (Monocrystalline, Polycrystalline, and Thin Film).
- o Backsheet color.
- o Definition of each wildcard. Wildcards in the model number are only acceptable for non-technical features that don't affect module performance such as frame type or connector type, but not power rating (see FAQs #4 below).

For example: 300W Monocrystalline module, black backsheet, "y" is wildcard for frame color (W for white or B for black).

- h) In Table 3, in the "Ac" field, enter the area (in square meters, m²), excluding the frame. This value should match the Ac value of the listed base DC module model number.
- i) Look at the notes in the cell headings for additional guidance.

Procedure for Submitting an Inverter Multiple Listing Request:

1. Required Request Documents

The multiple listing manufacturer submits the listing request **in a single e-mail** to SolarEquipment@energy.ca.gov. Include a subject line stating the purpose of the equipment request (new or revised), the equipment type (Inverter), and the manufacturer's name. Attach to the e-mail all required documentation:

- a) Inverter Listing Request Form.
- b) NRTL certification(s) to UL 1741 from a NRTL whose OSHA Scope of Recognition includes UL 1741.²
 - o NOTE: Includes UL 1741 Supplement SA for Grid Support Utility Interactive inverters.
- c) Documentation from NRTL correlating multiple listing model numbers to base listing models.
- d) Additional supporting documentation, as required by Energy Commission staff. Please note that submitted information is public record; **do not submit any proprietary or confidential information.**

² [The current list of NRTLs with OSHA scopes](#)

2. Minimum Criteria for Certification

The UL 1741 certification(s) must meet the requirements outlined below.

- a) Signed or stamped and dated by NRTL.
- b) Indicates the UL 1741 standard and Source Requirement Documents (SRDs) for the test.
 - o Includes UL 1741 Supplement SA for Grid Support Utility Interactive inverter models.
- c) Issued to the multiple listing manufacturer.
- d) Specifies the requested multiple listing model number(s) are certified.
- e) Specifies inverter type: “Utility Interactive” or “Grid Support Utility Interactive”.

3. Minimum Criteria for Correlation Documentation

The submitted document(s) must meet the requirements outlined below. Examples of documentation containing the appropriate correlation information are: the Construction Data Report (CDR), UL 1741 certificate, or a letter from NRTL. The document must:

- a) Be signed and dated by NRTL.
- b) Indicate the base manufacturer and all of their model numbers.
- c) Correlate each base model number to the respective multiple listed model number(s).

4. Instructions for Completing the Inverter Request Form

Download the latest version of the [Inverter Listing Request Form](#). Complete all boxes and fields or explain in the Request Form Notes why a field is not applicable.

- a) List the multiple listing manufacturer’s legal name (as listed on the certification). Any company name differences must be clarified through a signed letter submitted on company letterhead (see FAQs #1 below).
- b) In the Certification section, completing the table correlating the inverter model numbers with the test report numbers and dates is not required.
- c) Provide any additional information to further explain or clarify the request in the “Notes” section. Accurate and detailed notes will help prevent the need for clarification and ensure timely processing of the listing request without further delays.
- d) Complete the Multiple Listing Cross-Reference section. Be sure to include each individual base listed model number corresponding with the appropriate requested multiple listings.

FAQs

1. What if I want my equipment listed under a different manufacturer name than the name on my certification?

If a manufacturer wants equipment listed under a different manufacturer name, the manufacturer must submit a letter containing the information listed below:

- Submitted on company letterhead.
- Signed and dated by an authorized representative of the company.
- The legal name of the manufacturer (from the certification).
- The name that manufacturer wants to use for equipment listing purposes.
- The reasoning behind the request (for example, a manufacturer may want to list the brand name instead).
- An explanation of all manufacturer name variations found on the submitted documents and the relation between each manufacturer name and the manufacturer name reported on the certification (parent company, subsidiary, etc.).

2. Do I need my own certification and test report?

Multiple listing model numbers require their own certification with the appropriate standard (UL 1703 or UL 1741) listed on the certificate. However, a test report is not required for the multiple listing. The report submitted by the base manufacturer will be used as a reference for the technical details.

3. Will the SB1 Eligible Equipment List reflect that I am a multiple listing?

Yes, the manufacturer name and model number of the base equipment will be listed in the Notes section of the equipment list. In order to not be identified as a multiple listing, a test report must be submitted [with model number(s) as the tested sample(s)], and the request must be submitted as a normal addition according to the PV Module and Inverter procedures.

4. How do I know my request has been received?

The Energy Commission sends a confirmation email upon receipt of an equipment listing request. A unique request ID number (“R number”) will be assigned to each request and will be included in the confirmation email.

5. What if I have questions or need updates on my request?

You can contact the Solar Equipment Call Center at (916) 654-4120 or SolarEquipment@energy.ca.gov for any equipment listing questions. Please reference your “R” number to help Energy Commission staff identify the specific request. Manufacturers also receive email notifications from the Energy Commission when the status of a request changes or decisions (approval, clarification needed, or rejection) are made.

6. How does the Energy Commission process my request?

Requests are processed on a first-in, first-out basis, and involve a 2-phased process: Phase 1 consists of an administrative screening, and Phase 2 consists of a technical evaluation. Only those requests that pass administrative screening will be reviewed for technical evaluation. Requests that are complete and accurate on their first submission take typically no more than 45 days to be approved from the date the request was received. If clarification or additional information is required, or the

request is rejected because of omissions or deficiencies, the Energy Commission will typically notify the manufacturer within 30 days. Requests that require clarification will take longer to complete than complete and accurate requests, and may take significantly longer than the 45-day timeline to complete the review and posting of approved equipment on the Energy Commission's Lists of Eligible Equipment.