



# Surveillance Testing Webinar

• Date

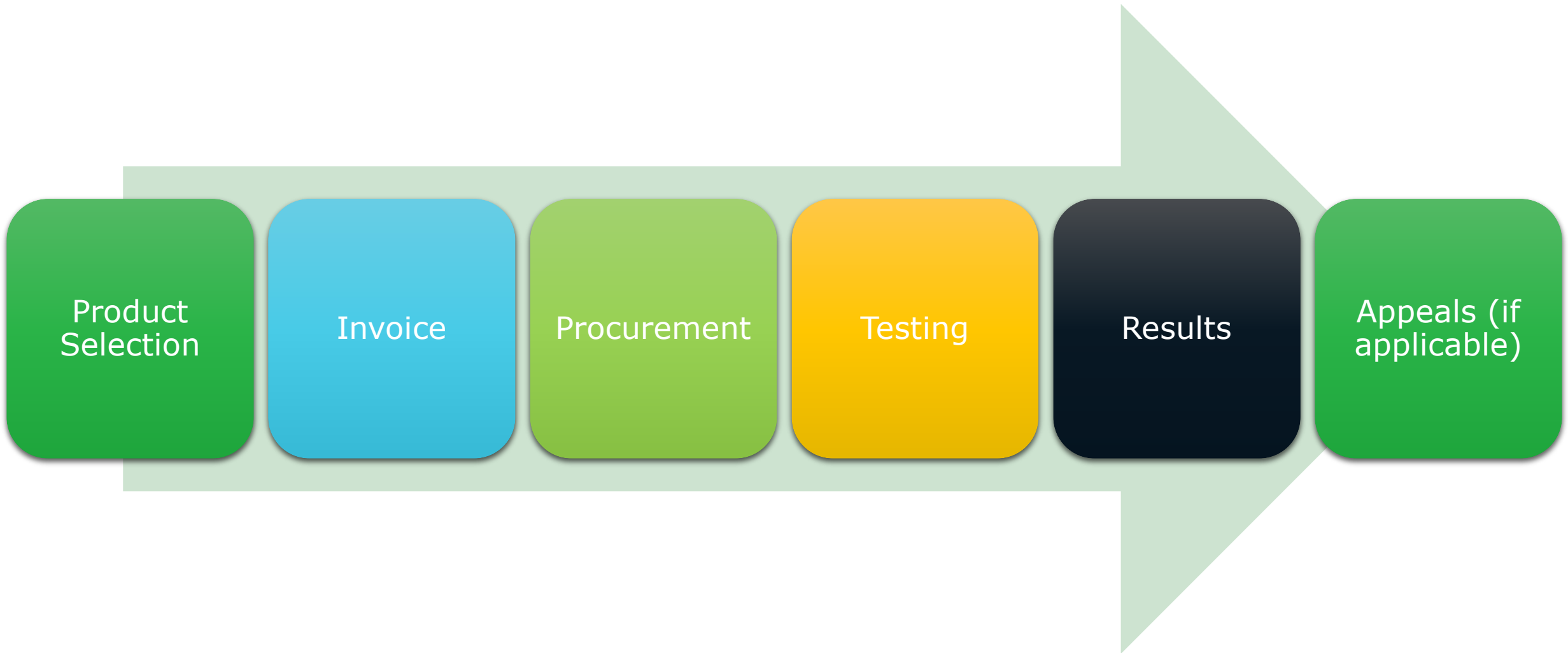
# Agenda

- Surveillance Testing process
- FAQs



# Surveillance Testing Process

# Program Overview



# Policy Overview

- Based on a system of targeted random sampling.
  - Added option for random selections as well
- Selected manufacturer is invoiced to cover the cost of testing and administration.
- Procured and shipped direct from manufacturer.
- Product testing done at independent labs who went through competitive RFP process.
- Two tolerance tables.
- Consequences for declining to participate or falling outside of established tolerances.



Acme Lighting Technologies  
Donald Duck; Donald@acme.com  
Mickey Mouse; Mickey@acme.com  
11/1/2017

This letter is to notify **Acme Lighting Technologies** that one of your products has been selected for the DesignLights Consortium® Surveillance Testing Program.

The following model will be under review during this process:

**MODEL NUMBER:** ABC-DEF-123-X

**DLC Product ID:** PD4Y7STC

**Number of Samples Required:** 1

PLEASE PRINT YOUR NAME ON ONLY ONE OF THE TWO LINES BELOW. YOU MUST RESPOND BY **11/16/2017** OR YOUR ORGANIZATION WILL HAVE DECLINED TO PARTICIPATE IN SURVEILLANCE TESTING BY DEFAULT.

If the model listed above is unable to be procured (it has been discontinued, etc.), please complete the paperwork declining the selection. DLC will not accept substitutions.

I, \_\_\_\_\_, ACCEPT the selection and will continue with the Surveillance Testing process as described in the posted policy.

I, \_\_\_\_\_, DECLINE the selection and will have the aforementioned model, as well as all associated products (i.e. family members and private labels) de-listed from the QPL as of the submission of this agreement.

\_\_\_\_\_  
(Company Name)

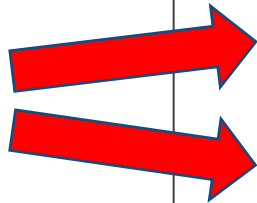
\_\_\_\_\_  
(Name of Authorized Company Representative)

\_\_\_\_\_  
(Title of Authorized Company Representative)

\_\_\_\_\_  
(Signature of Authorized Company Representative)

\_\_\_\_\_  
(Date)

Sign 1 only!



Fill out completely!





The DesignLights Consortium ("DLC") Surveillance Testing Policy ("Policy") has been prepared to use for understanding the policies of the DLC. Upon careful and complete review of the Policy, please sign the statement below and return this form to us.

As an authorized representative of **Acme Lighting Technologies**, ("Company"), I have received and read a copy of the Policy, which outlines the policies of the DLC and my Company's responsibilities as a participant and stakeholder in the DLC Program. I understand that I am responsible for familiarizing myself and my Company with all information within. I understand that I can access the most current version of the Policy from any computer with internet access at:

[https://www.designlights.org/default/assets/File/Policy%20Development/DLC\\_Final-Surveillance-Testing-Policy\\_12-21-16.pdf](https://www.designlights.org/default/assets/File/Policy%20Development/DLC_Final-Surveillance-Testing-Policy_12-21-16.pdf)

I also understand that if I have questions regarding the Policy, I am able to consult with the DesignLights Consortium or its designated representative to resolve questions.

I have read and understand the specific timeline below as it pertains to my Company's product selected for the DLC's surveillance testing program.

**11/1/2017** – Date notice of selection for surveillance testing program is sent.

**11/16/2017** – Date by which this form must be completed and returned to DLC. If not, the selected product, as well as all associated products (i.e. family members and private labels), will be de-listed from the QPL as of this date.

\_\_\_\_\_  
(Company Name)

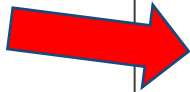
\_\_\_\_\_  
(Name of Authorized Company Representative)

\_\_\_\_\_  
(Title of Authorized Company Representative)

\_\_\_\_\_  
(Signature of Authorized Company Representative)

\_\_\_\_\_  
(Date)

Your dates to remember



**Fill out completely!**





The following shall be the primary contact(s) for Surveillance Testing:

Contact 1 Name

Contact 1 Email

Contact 2 Name

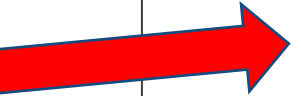
Contact 2 Email



At the conclusion of this process, I wish for DLC to:

Dispose of the product(s).

Ship the product(s) to the following address:



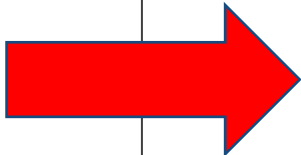
Name

Street

City

State, Zip, Country

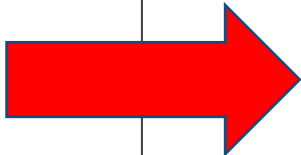
Phone #



If opting to have the product returned after laboratory testing, DLC requires information about your organization's shipping account. If information is not provided by the time testing is complete, DLC reserves the right to dispose of the product:

Shipping Company (DHL, FedEx, UPS, etc.)

Shipping Account #



**Only for those accepting**





# Invoice and Procurement

- Invoicing
  - Shipping handled by manufacturer
  - Require shipping account info if we're sending the product back
  
- Procurement
  - Primarily sourcing direct from manufacturer
    - DLC retains right to procure from any source
  - Must be procured within 8 weeks (unless otherwise agreed upon)
  - Very limited ability for substitutions

# Appeals

- Manufacturers have 5 business days to initiate an appeal.
  - 10 business days for a full appeal
  - All fees will be paid by manufacturer.
  - Only results may be disputed, not consequences.
- Appeals require sufficient detail to address what is seen as invalid test results **as well as** a potential remedy.
- Products are de-listed during appeals process.
- Appeal results are final.

# Consequences\*

Outcome	Action
Decline participation	De-list product and all associated products.**
Fails to respond	De-list product and all associated products.**
Fail Table 1	De-list product and all associated products.**
Fail Table 2	Manufacturer must update the product at full listing fee (or opt to have the product, and all associated products*, de-listed).
Meets Table 1 and 2	No action.



*\*consequences for first time occurrence*

*\*\* review the policy for definition of "associated products" in different cases*

# Frequently Asked Questions (FAQs)

- I have placeholders in my product that was selected. Which option is being selected?
  - Placeholders are only supposed to be in a model number because they are not affecting performance (with some limited exceptions). Any options qualified in the placeholder are acceptable.
- I don't sell the selected product anymore. Can you pick another?
  - If the product is no longer sold/manufactured, you should return your paperwork declining selection. We will note that you declined because the product was no longer sold. If the product can be procured in some manner (for instance, via the OEM), and you wish to move forward, you may do so.
- Where do I ship my product?
  - Please wait for procurement instructions after the invoice has been paid.

# Frequently Asked Questions (FAQs)

- How many samples are needed?
  - This should be equivalent to however many are needed for qualification of the product. The number is included in your notification.
- What reference housing will be used for my lamp/retrofit kit?
  - This information will be provided ahead of time in the procurement documentation. The manufacturer may provide their own housing (at their own expense), so long as it is an approved housing.
- Is test data or rated data used for reviewing the results?
  - Any product that has test data on the QPL, the tables will be evaluated against those values. For products that only have rated/reported data, the tables will be evaluated against those values.

# Frequently Asked Questions (FAQs)

- The product selected is made-to-order. What should I do?
  - Please advise DLC after accepting the selection. DLC will work with the manufacturer to procure it in a reasonable timeframe.
- Why was my product selected?
  - We're unable to release that information now, but can do so after the process has been completed.
- My Premium product fails the Table 1 tolerances, but it still meets the requirements for Standard – can it stay on the QPL as Standard?
  - No. Failing to meet the requirements under which it was qualified will result in the product getting de-listed. It can be re-submitted as Standard through the application process at the full application fee.



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**Thank You!**