



## Memorandum

Date: April 22, 2009

TO: NFRC Laboratories and NFRC Inspection Agencies

FROM: Scott R. Hanlon  
NFRC Senior Programs Manager

SUBJECT: Additions to a product line

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Hi Everyone:

This memo is to provide suggested processes for submitting ratings into the CPD in regards to working with NFRC 100: Section 4.2.8 Additions to the product lines that require a new validation option.

### **Product Line Requiring a New Validation**

Primarily due to the stimulus package and energy star rebate requirements, there have been increases in the requirement to re-validate a product line as indicated in the NFRC 100.

If the simulated U-factor of the additional options to the product line is 0.60 W/m<sup>2</sup>K (0.10 Btu/h·ft<sup>2</sup>·°F) or twenty percent (whichever is greater) lower than a previous simulated baseline product U-factor a new baseline product shall be established and validated by testing.

The following provides details for the labs and inspection agencies and their responsibilities with the CPD.

- Simulation Lab:
  - o After notifying the manufacturer the requirement of a re-test also notify the IA of the situation and the resolution intended to be taken. The IA will need to know if the test will be conducted in accordance of NFRC 100, section 4.2.8 to apply to a single or multiple product lines.
  - o Upload to the CPD the new individual options to the appropriate product line using the proper addendum report type and forward the report to the IA in accordance with the NFRC 701.

- Test Lab:
  - o Provide the report to the IA in accordance with the NFRC 701. There is not a requirement to submit the retested product in an upload spreadsheet to the CPD.
  
- Inspection Agency:
  - o Review the test and simulation lab reports to verify the re-validation of the product line. The information for the new validation test can be inserted in the comment field on the product line detail page.
  - o Changing of the test information on the CAR will not be required as there will be comments in the product line details with in the CPD.
  - o Processes the simulation lab upload spreadsheet: review, accept and generate CAR.
  - o For multiple product lines that are validated by one validation test in accordance with NFRC 100, section 4.2.8, it is recommended to copy the new validation information into the comment field of each appropriate product line.

If you have any questions, please feel free to contact [Sherri Wendt](#) or myself at your convenience.

Sincerely,



[Scott R. Hanlon](#)

NFRC Senior Programs Manager