



# **Instructions for Geothermal Heat Pumps Appliance Data**

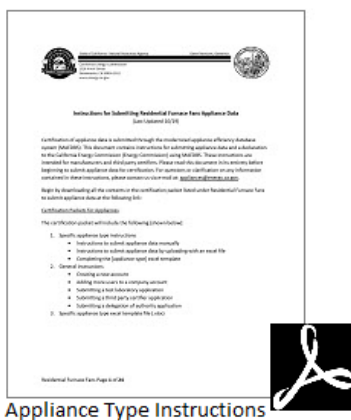
(Last Updated February 2020)

## **Introduction**

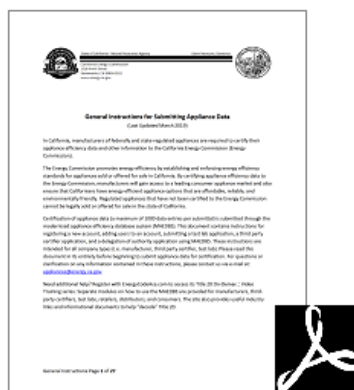
Certification of appliance data to the California Energy Commission (CEC) is done through the Modernized Appliance Efficiency Database System (MAEDbS). This document contains instructions for submitting appliance data and declarations to the CEC using MAEDbS. These instructions are for manufacturers and third-party certifiers. Please read this document in its entirety before submitting appliance data for certification. For questions or clarification on any information contained in these instructions, please contact us via e-mail at [appliances@energy.ca.gov](mailto:appliances@energy.ca.gov).

The certification packet you have downloaded includes the following (shown below):

1. These specific appliance type instructions
  - Instructions to submit appliance data manually
  - Instructions to complete and submit the Geothermal Heat Pumps excel template
2. General instructions
  - Creating a new account
  - Adding additional users to a company account
  - Submitting a test laboratory application
  - Submitting a third-party certifier application
  - Submitting a delegation of authority application
3. Specific appliance type excel template file (.xlsx)



Appliance Type Instructions



General Instructions



Appliance Type Template

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## Process Overview of Submitting Appliance Data using MAEDbS (1<sup>st</sup> Stage)



<sup>1</sup>The CEC must list a test laboratory before appliance data gathered by them may be certified. To do this the test lab must complete the test laboratory application.

<sup>2</sup>A third-party Certifier application must be approved by the CEC before a Third-party Certifier may submit on a manufacturer's behalf.

<sup>3</sup>If a manufacturer elects to provide data through a Third-party certifier, the manufacturer must submit a delegation of authority application giving the Third-party certifier permission to submit appliance data on behalf of the manufacturer.

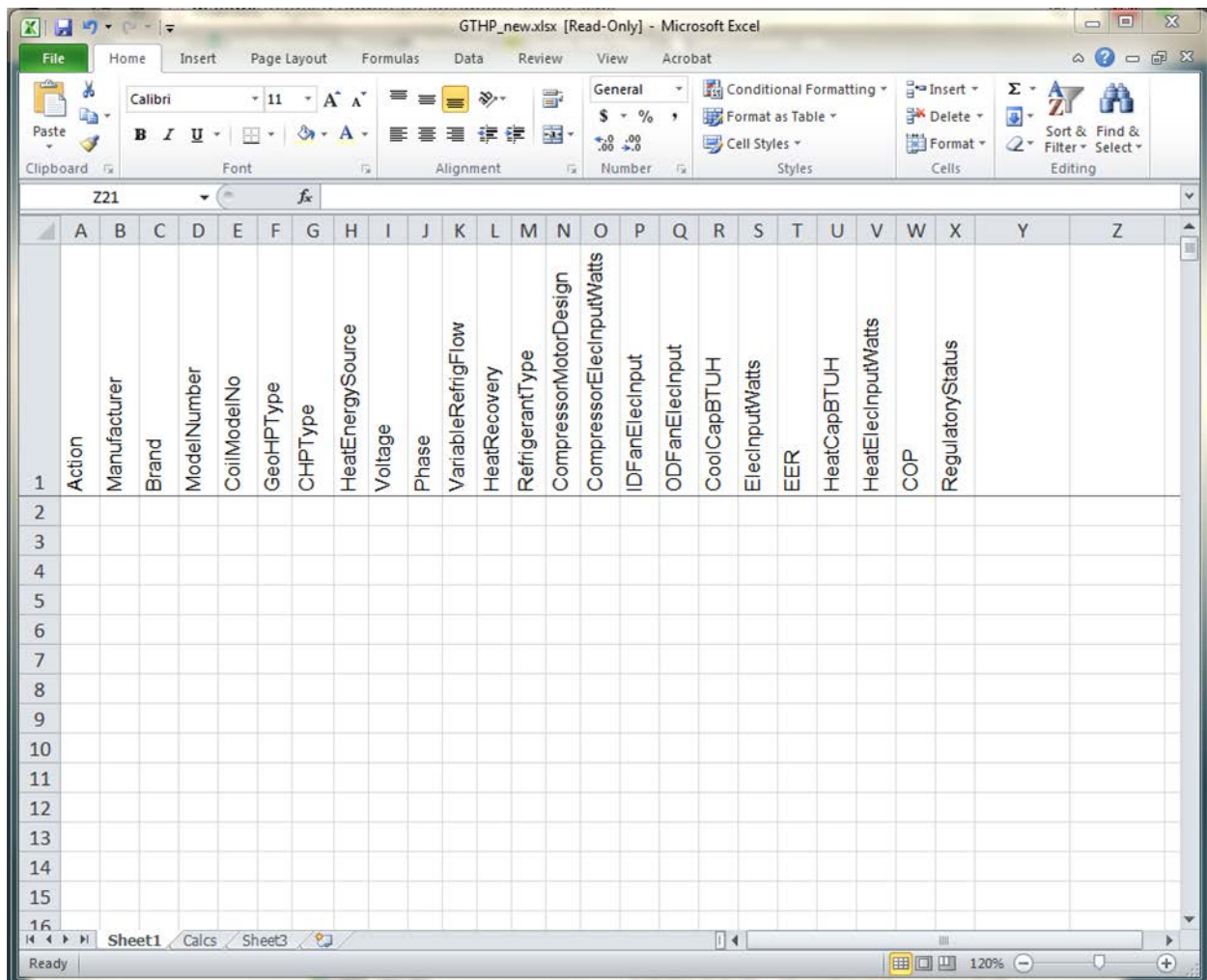
\*For more information on applications, refer to the general instructions in the certification packet.

## Overview of the 2<sup>nd</sup> Stage Validation Process



## Completing the Excel Template & Manual Entry Page

To upload your data using the excel template, begin by downloading and completing the provided spreadsheet in the Geothermal Heat Pumps (GTHP) certification packet. The excel template included in the certification packet should look like this:



**Note:** Excel submittal template name cannot exceed 75 characters in length.

## Appliance data submitted to the MAEDBS must adhere to the following rules:

- The file format must be Excel 2010 or higher (.xlsx) file.
- **Only one model per row is permissible.** Multiple models submitted in a single row will fail the entire submission.
- Only 1000 models per excel template file are permitted.
- Do not leave any blank rows between rows containing data.
- The top row (Row 1) must contain the prefilled column titles, starting at the top-left cell (cell A1).
- Do not change the column titles in the spreadsheet.
- All column titles must be present in the spreadsheet or the submission will fail.
- For numeric values, do not format the cell to 'round' to meet a desired number length, enter the value as described in the instructions below.
- Do not include any special characters (i.e. `!@#\$\$%^&\*;/?+-) unless otherwise indicated in the instructions.
- If you are adding and deleting the same model, do not include both the add and delete submissions in the same excel file. They must be submitted separately.

For manual entries, the manual data entry page should look like the image below for the appliance type.

## Geo Heat Pump

[Save](#)[Cancel](#)

### Instructions

- Key in appliance data according to associated fields in the import template provided in the instructions for this specific appliance type. If the appliance brand name does not appear in the dropdown, enter it in the free entry field, this will be added to the system after CEC staff processing
- Model data must first be processed by CEC prior to any submissions to change or delete previously submitted model data

\*Action

Please Select ▼

\*Model Number

Manufacturer

Add Date

Brand

Please Select ▼

New Brand

\*Regulatory Status

Please Select ▼

Coil Model Number

Geothermal HP Type

Please Select ▼

Central HP Type

Please Select ▼

HeatEnergySource

Please Select ▼

Voltage

Phase

Variable Refrigerant Flow

None ▼

Heat Recovery

None ▼

Refrigerant Type

Please Select ▼

Compressor Motor Design

Please Select ▼

Compressor Electric Input (Watts)

Indoor Fan Electric Input

Outdoor Fan Electric Input

Cooling Capacity (BTUH)

Electric Input (Watts)

Energy Efficiency Ratio (EER)

EER Std

Heating Capacity (BTUH)

Electric Input Heating (Watts)

Coefficient of Performance (COP)

COP Std

The following instructions are for completing the excel spreadsheet **and** the manual data entry page by entering the data needed to certify your appliance. These instructions are for the Geothermal Heat Pumps appliance type only. Please read all these instructions carefully.



**KEY: Manual Entry Field Title [Excel Template Column Heading]:**

**E:** Excel template specific instructions

**M:** manual entry specific instructions

- **Action [Action]:**

**E:** Enter the appropriate code in the column representing the action you are performing. Other entries not shown in the table below will be unsuccessful.

**M:** Select the appropriate code from the dropdown menu of options in the table below.

Code	Action	Description
A	Add	Adding a new model to the database
D	Delete	Deleting a model currently in the database
C	Change	Changing a model currently in the database

**Important:** For changes, the manufacturer name, model number, brand name, and all unchanged fields must match the original submission. Only fields with actual changes should differ from the original submission. For deletions, all unique fields are required and must match the original data submission. Unique fields will be identified with an asterisk (\*) in the instructions.

- **Manufacturer [Manufacturer]\*:**

**E:** Enter the full name of the manufacturer as it appears in the database or in the company account.

**M:** The manufacturer name is populated automatically using the information from the declaration.

- **Brand [Brand]\*:**

**E:** Enter the full name of the brand which will appear on the appliance and under which the appliance is sold. If both the manufacturer name and the brand name are identical, do not leave the brand field blank.

**M:** Locate the brand name from the dropdown menu. If it does not appear, enter the full name of the brand which will appear on the appliance and under which the appliance is sold in the 'New Brand' field box.

- **Model Number [ModelNumber]\*:**

Enter the model number of the appliance as it will appear on the appliance itself (or on its packaging). Model numbers can have a maximum of thirty (30) characters. Do not include information that is not part of the model number.

**Using asterisks as wildcards:**

Models that have identical data but different model numbers due to features unrelated to energy use can be certified with a single listing through the use of asterisks.

An asterisk in a model number can represent any single character, including special characters and blanks. Note, though, that asterisks are the only wildcard that our system is able to recognize.

If you choose to use asterisks, use one asterisk for each character being replaced. Asterisks may not be used for the first four characters; the first four characters of a model number must always be entered. Lastly, asterisks should only replace the characters that are different between model numbers.

For example, if your model comes in three different exterior finishes, it may have three different model numbers:

ZZ-179853-WHT

ZZ-179853-BLK

ZZ-179853-RED

You could use a single listing to cover all three colors by using asterisks for the characters that change, but that do not reflect energy use:

ZZ-179853-\*\*\*

Remember, asterisks are appropriate only for models with identical data, and that one asterisk must be used for each character in the model number that can change.

- **Coil Model Number [CoilModelNo]\***

*Required only for split-system air-conditioning heat pumps (type codes: 102-104, 107-109, 112-114), otherwise leave blank.*

Enter the coil (non-compressor) model number. The criterion for using asterisks in model numbers also applies to Coil Model Numbers.

- **Geothermal HP Type [GeoHPType]\***

**E:** Enter the appropriate code in the column that matches the unit's description. Other entries not shown in the table below will result as an unsuccessful entry.

**M:** Select the appropriate unit type from the dropdown menu using the options in the table below.

Code	Description
G	Ground-Source Heat Pump
T	Ground-Water-Source Heat Pump
W	Water-Source Heat Pump

- **Central HP Type [CHPType]\***

**E:** Enter the appropriate numeric code in the column that matches the unit's description. Other entries not shown in the table below will result as an unsuccessful entry.

**M:** Select the appropriate unit type from the dropdown menu using the options in the table below.

Type	Descriptor	Description
101	WBAC	Cooling Only Packaged Unit
102	WBAC-C	Cooling Only Split System, w/no indoor fan
103	WBAC-CB	Cooling Only Split System
104	WBAC-CO	Cooling Only Split System, Ductless
105	WBAC-O	Cooling Only Packaged Unit, Ductless
106	WBAH	Heating Only Packaged Unit
107	WBAH-C	Heating Only Split System, w/no indoor fan
108	WBAH-CB	Heating Only Split System
109	WBAH-CO	Heating Only Split System, Ductless
110	WBAH-O	Heating Only Packaged Unit, Ductless
111	WBAHP	Heat Pump Packaged Unit
112	WBAHP-C	Heat Pump Split System, w/no indoor fan
113	WBAHP-CB	Heat Pump Split System
114	WBAHP-CO	Heat Pump Split System, Ductless
115	WBAHP-O	Heat Pump Packaged Unit, Ductless

- **HeatEnergySource [HeatEnergySource]\***

**E:** Enter the appropriate code in the column representing the energy source used for heating. Other entries not shown in the table below will result as an unsuccessful entry.

**M:** Select the appropriate energy source used for heating from the dropdown menu using the options in the table below.

Code	Energy Source
H	Heat Pump
B	Both Heat Pump and Electric Resistance

- **Voltage [Voltage]\***

Enter the nameplate-listed input voltage of the unit. The entry must be a numeric value and should be reported to the nearest whole number.

- **Phase [Phase]\***

Enter the appropriate code representing whether the geothermal heat pump unit operates on a single-phase or three-phase system. Other entries not shown in the table below will result as an unsuccessful entry.

Code	Electrical Phase
1	Single-Phase
3	Three-Phase

- **Variable Refrigerant Flow [VariableRefrigFlow]**

*Required only for split-system commercial units, otherwise leave blank.*

**E:** Enter the appropriate code in the column representing whether the unit meets the definition for “*Variable Refrigerant Flow Multi-Split Heat Pump*” found in 10 C.F.R. §431.92.

**M:** Select the appropriate option from the dropdown menu using the options in the table below.

Code	Action	Description
T	True	Unit meets definition found in 10 C.F.R. §431.92 for VRF Multi-Split Heat Pump
F	False	Unit does <b>not</b> meet definition found in 10 C.F.R. §431.92 for VRF Multi-Split Heat Pump

- **Heat Recovery [HeatRecovery]**

*Required only if “True” (code: T) was selected for Variable Refrigerant Flow, otherwise leave blank.*

**E:** Enter the appropriate code in the column representing whether the unit is capable of Heat Recovery as defined in 10 C.F.R. §431.92. Other entries not shown in the table below will result as an unsuccessful entry.

**M:** Select the appropriate option from the dropdown menu using the options in the table below.

Code	Action	Description
T	True	Unit meets definitions found in 10 C.F.R. §431.92 for both VRF Multi-Split Heat Pump and Heat Recovery
F	False	Unit meets definition found in 10 C.F.R. §431.92 for VRF Multi-Split Heat Pump but does <b>not</b> meet definition found in 10 C.F.R. §431.92 for Heat Recovery

- **Refrigerant Type [RefrigerantType]**

*This field is voluntary and may be left blank.*

**E:** Enter the appropriate code in the column representing the general type of refrigerant used. Other entries not shown in the table below will result as an unsuccessful entry.

**M:** Select the appropriate refrigerant type from the dropdown menu using the options in the table below.

Code	Refrigerant Type
N	Non-ozone-depleting refrigerant
O	Ozone-depleting refrigerant

- **Compressor Motor Design [CompressorMotorDesign]**

**E:** Enter the appropriate code in the column representing the design type of the compressor motor. Other entries not shown in the table below will result as an unsuccessful entry.

**M:** Select the appropriate compressor motor design from the dropdown menu using the options in the table below.

Code	Motor Design
D	Dual-speed
M	Multiple-speed
S	Single-speed
V	Variable-speed

- **Compressor Electrical Input (Watts)**  
**[CompressorElecInputWatts]**

*Required only for units capable of cooling and with a cooling capacity  $\geq 65,000$  Btu/hr, otherwise leave blank. For heating-only units only, this field is voluntary and may be left blank.*

Enter the electrical power consumption of the compressor, in Watts. The entry must be a numeric value and should be reported to the nearest whole number.

- **Indoor Fan Electrical Input [IDFanElecInput], Outdoor Fan Electrical Input [ODFanElecInput]**

*Required only for models capable of cooling and with cooling capacity  $> 65,000$  Btu/hour, otherwise leave blank. For single-package units either the indoor fan motor or the outdoor fan motor is needed. For split-systems both the indoor fan motor and the outdoor fan motor is needed.*

Enter the electrical power consumption of the fan motor, in watts. The entry must be a numeric value and should be reported to the nearest whole number.

- **Cooling Capacity (BTUH) [CoolCapBTUH]**

*Required only for units that are capable of cooling, otherwise leave blank.*

Enter the rated cooling capacity, in BTU per hour, as determined using the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **Electrical Input (Watts) [ElecInputWatts]**

*Required only for units that are capable of cooling, otherwise leave blank.*

Enter the electrical input, in watts, as determined using the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **Energy Efficiency Ratio (EER) [EER]**

*Required only for units that are capable of cooling, otherwise leave blank.*

Enter the Energy Efficient Ratio (EER) as determined using the appropriate test method. The entry must be a numeric value and should be reported to two (2) decimal place.

- **Heating Capacity (BTUH) [HeatCapBTUH]**

*Required only for units that are capable of heating, otherwise leave blank.*

Enter the heating capacity, in Btu per hour, as determined using the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **Electrical Input (Watts) [HeatElecInputWatts]**

*Required only for units that are capable of heating, otherwise leave blank.*



Enter the electrical input, in watts, as determined using the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **Coefficient of Performance (COP) [COP]**

*Required only for units that are capable of heating, otherwise leave blank.*

Enter the cooling Coefficient of Performance (COP) – electric, as determined using the appropriate test method. The entry must be a numeric value and should be reported to one (1) decimal place

- **Regulatory Status [RegulatoryStatus]**

**E:** Enter the appropriate code in the column representing the regulatory status. Other entries not shown in the table below will result as an unsuccessful entry.

**M:** Select the appropriate regulatory status from the dropdown menu using the options in the table below.

Code	Regulatory Status
I	The geothermal heat pump is federally-regulated commercial and industrial equipment: <ul style="list-style-type: none"><li>• All water-source heat pumps &lt; 240,00 btu/hour</li></ul>
N	The geothermal heat pump is not federally regulated: <ul style="list-style-type: none"><li>• All ground-source heat pumps</li><li>• All ground-water-source heat pumps</li></ul>

Save the excel file as .xlsx format in a location where you will be able to find it when it is time to upload the data file.

## Submitting Appliance Data

### Log-in

To begin making data submittals, start by signing in to your MAEDbs account.

- If you have not created an account, refer to the general instructions on how to create an account.
- If you have already created an account and the CEC has approved it, log in. Once in your registered account, **select the appropriate company type (if applicable)** and continue to the next section.

**CA .GOV** CALIFORNIA ENERGY COMMISSION

### MAEDBS Log In

\*User ID \* (Required)

\*Password \* (Required)

☐ I have read and agree to the [Login Policy](#)

[Forgot your User ID?](#) [Forgot your Password?](#)

[Sign In](#)

**1. Log in with registered account.**

**Don't have an account**

Create an authorized CEC account if you are responsible for certifying or testing any products.

An account is not required for searching the database.

[Register new account](#)

**Public Search**

Search for publicly available appliance information

[Appliance Search](#)

**3rd Party and Test Laboratory Approvals**

Search for publicly available approval information for 3rd party certifiers and test labs.

Test lab applications for the next certification year become available on November 1st each year.

[Search](#)

Questions related to the new appliance database can be directed to [Appliances@energy.ca.gov](mailto:Appliances@energy.ca.gov) or to the Appliances Hotline, toll free at (888) 838-1467 or outside California (916) 651-7100 (9 AM to 4:30 PM PST).



## CALIFORNIA ENERGY COMMISSION

### Company Login

#### Company Type

---

Please select the company type you would like to proceed as:

☒ Manufacturer ☐ Test Lab ☐ 3rd Party Certifier



## CALIFORNIA ENERGY COMMISSION

### Company Login

#### Company Type

---

Please select the company type you would like to proceed as:

☐ Manufacturer ☐ Test Lab ☒ 3rd Party Certifier

## Selecting Appliance Type to Certify

After logging in, hover over the '**Applications**' tab and select the '**Submit Appliance Data**' link.



You will be redirected to the Select Appliance page (shown below).

### Select Appliance

☐ Check here if you are submitting data for Title 24

Select Category Please Select ▼	Select Appliance Please Select ▼	Type of Entry Please Select ▼
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## Manufacturer User

### Select Appliance

#### Instructions

- If the manufacturer is not listed below, please contact them to submit a Delegation of Authority application.

☐ Check here if you are submitting data for Title 24

Select Category Please Select ▼	Select Appliance Please Select ▼	Type of Entry Please Select ▼
Please select the manufacturer you are submitting on behalf of Please Select ▼		



## Third-party Certifier User

Choose the following from the dropdown menus:

- **Category:** Central Heat Pumps
- **Appliance:** Geothermal Heat Pumps
- **Type of Entry:** Choose either 'Manual' or 'Upload Excel'  
**Note:** Choose 'Manual' if you would like to input the data you have collected using the MAEDBS data entry form. Alternatively, Choose 'Upload Excel' if you would like to upload your data using the excel spreadsheet template.
- **Manufacturer you are submitting on behalf of** (for third-party certifier user only): Select the manufacturer you are submitting appliance data on behalf of.  
**Note:** The manufacturer will only be available from the dropdown menu after the manufacturer has submitted a Delegation of Authority application in MAEDBS to allow the third-party certifier to submit appliance data on behalf of them.

After making your selections, click the '**Next**' button to begin the appliance submittal declaration.

# Completing the Appliance Submittal Declaration

After selecting the appliance type and the type of entry, you will be redirected to the [Appliance Submittal Declaration](#) page.

## Appliance Submittal Declaration

To meet the requirements of Title 20, companies wishing to certify appliances with the California Energy Commission must provide complete and accurate contact information for themselves and for the test laboratory used to produce the certification data. Companies must then sign this Declaration on the following page. If a test lab was not used (for example, if a manufacturer is requesting only that models be deleted from the certification database), or if an appropriate exception has been met, the Test Laboratory section may be left blank.

### Certifying Company

\*Certifying Company Name

Search

Address 1

Address 2

City

State

ZIP/Postal Code

Country

Company Website (URL)

\*Contact First Name

\*Contact Last Name

Search

Phone Number

Fax

Email Address

### Manufacturer (if different from Certifying Company)

\*Manufacturer Company Name

Search

Address 1

Address 2

City

State

ZIP/Postal Code

Country

Company Website (URL)

Contact First Name

Contact Last Name

Search

Phone Number

Fax

Email Address

### Test Laboratory

<input type="checkbox"/>	Name	Test Methods
No records found		

Add

With each appliance data submission, the appliance submittal declaration application must be completed. By completing and submitting the Declaration application, you are certifying that the appliance efficiency data you have collected is a true and accurate statement of your product's performance. After the Declaration, you will continue to submit data either by entering the information manually or uploading an excel spreadsheet.

The following set of instructions is for completing each section in the appliance submittal declaration.

## **Section 1 – Certifying Company**

- The certifying company name and location information will be pre-populated with the profile information of the user logged in. The contact person information will also be pre-populated with the profile information of the user logged in. To change the contact person to another user associated with the certifying company, click '**Search**' button and select the person from the list. Only approved contact personnel will be appear in the list.

## **Section 2 – Manufacturer (if different from Certifying Company)**

*This section applies to third-party certifiers' only.*

- The manufacturer name and location information will be pre-populated with the information of the manufacturer you selected when selecting your appliance type and type of entry. An example is shown below:

## Select Appliance

### Instructions

- If the manufacturer is not listed below, please contact them to submit a Delegation of Authority application.

☐ Check here if you are submitting data for Title 24

Select Category

Fans and Dehumidifiers ▼

Select Appliance

Residential Furnace Fan: ▼

Type of Entry

Upload Excel ▼

Please select the manufacturer you are submitting on behalf of

Please Select ▼

Please Select

California Energy Commission -- 1516 9th St

Next

### Manufacturer (if different from Certifying Company)

\*Manufacturer Company Name

California Energy Commission

Search

Address 1

1516 9th St

Address 2

City

Sacramento

State

CA

ZIP/Postal Code

95814

Country

USA

Company Website (URL)

Contact First Name

Patino

Contact Last Name

Christian

Search

Phone Number

9165552636

Fax

Email Address

christian.patino@energy.ca.gov

- The contact information is pre-populated to the default user associated with that company. To change the contact to another user associated with the company, click the '**Search**' button and select the person from the list. Only approved contact personnel will be appear in the list.



## Section 3 – Test Laboratory

To add an approved test laboratory, click the '**Add**' button.

### Test Laboratory

	Name	Test Methods
No records found		

Add

☐ Check this to skip adding Test Labs if submittal is for Deleting appliances only

The Company Search page will appear:

- Enter the name of the company or a variation of the company name in the Company Name box and click the '**Search**' button to locate the correct Test Laboratory.
- You can also narrow down your search by selecting the country and/or the appliance type.

### Company Search

Enter company search criteria and click search to view results

Company Name <input type="text"/>	Country Please Select ▼	Company Type Test Lab ▼	Appliance Type Residential Furnace Fan: ▼
Company Status Approved ▼	Approval Start Date <input type="text"/>	Approval End Date <input type="text"/>	<div>Search</div>

### Search Results

	Company	Type	Address1	City	State	Country
There are no Companies with the given Search Criteria						

Previous

When you have located the approved test laboratory for the appliance data being certified click the '**Select**' link.

## Company Search

Enter company search criteria and click search to view results

Company Name	Country	Company Type	Appliance Type
<input type="text"/>	Please Select ▼	Test Lab ▼	Residential Furnace Fan: ▼
Company Status	Approval Start Date	Approval End Date	<input type="button" value="Search"/>
Approved ▼	<input type="text"/>	<input type="text"/>	

**Search Results** 1 record(s) found

**Export To:**

	Company	Type	Address1	City	State	Country
<input checked="" type="checkbox"/>	Intertek Testing Service NA, Inc.	Test Lab	3933 US RT 11	Cortland	New York	USA

You will then be automatically redirected back to the [Test Lab Search](#) page. The test laboratory's information and the test method(s) they are listed for will appear. Select the appropriate test method in the Test Methods Performed section and click **'Next'** button to continue.

## Test Lab Search

### Instructions

Click the search button to search through CEC approved Test Laboratories

### Search Approved Test Labs

Test Laboratory Name

Address 1

Address 2

City

State

ZIP/Postal Code

Country

Company Website (URL)

### Test Methods Performed

☒ 10 C.F.R. section 430.23(cc) (Appendix AA to Subpart B of part 430)

The approved test laboratory that was selected will then appear in the test laboratory section in the appliance submittal declaration page. To add more than one approved test laboratory click the '**Add**' button and repeat the previous steps.

#### Test Laboratory

<input type="checkbox"/>	Name	Test Methods
<input type="checkbox"/>	Intertek Testing Service NA, Inc.	10 C.F.R. section 430.23(cc) (Appendix AA to Subpart B of part 430)

**Add** **Delete**

If your data submission is only for deleting appliance models currently in the database, a test laboratory is not required. Simply, check the box stating that you are deleting appliance models only.

#### Test Laboratory

<input type="checkbox"/>	Name	Test Methods
No records found		

**Add** **Delete**

☐ Check this to skip adding Test Labs if submittal is for Deleting appliances only

## Section 4 – Declaration

To complete the appliance submittal declaration application:


- Enter your full first name and last name
- Enter your job title
- Select the date

Then click the '**Next**' button to submit the appliance submittal declaration application and to begin submitting the appliance data.

## Declaration

I declare under penalty of perjury of the laws of the State of California that:

1. All the information in this statement is true, complete, accurate, and in compliance with all applicable provisions of Sections 1601 – 1609 of Title 20 of the California Code of Regulations.
2. Units of each basic model of appliance for which certification is requested have been tested in accordance with all applicable requirements of Sections 1603 – 1604 of Title 20 of the California Code of Regulations.
3. Section 1606(g) of Title 20 of the California Code of Regulations have been and are being complied with.
4. All units manufactured, distributed or otherwise intended for sale within the State of California have been and are being marked as required by Section 1607 of Title 20 of the California Code of Regulations.
5. The (i) manufacturer's name or brand name or trademark; (ii) model number; and (iii) date of manufacture are permanently, legibly, and conspicuously displayed on an accessible place on each unit.
6. The appliance complies with the applicable energy efficiency, energy consumption, energy design, water efficiency, water consumption, and water design standards in Sections 1605.1, 1605.2, and 1605.3 of Title 20 of the California Code of Regulations.

*Name	*Title	*Date
<input type="text"/>	<input type="text"/>	<input type="text"/> 

Previous

Next

## Uploading Data via the Excel Template

After completing the appliance submittal declaration, you will be redirected to the [Upload Document](#) page (shown below). This page only appears if you selected '**Upload Excel**' while selecting the appliance type (the step before completing the submittal appliance declaration). Click the '**Choose File**' button to locate and upload your completed excel template. After locating and selecting your excel file, click the '**Next**' button to upload the appliance data to the MAEDBS.

### Instructions

- Model data must first be processed by CEC prior to any submissions to change or delete previously submitted model data.
- Upload appliance data using the import template provided by the instructions for this specific appliance type.
- Please note that only one excel file can be added at a time.
- **Brand codes are not accepted.**

Choose File	No file chosen
-------------	----------------

Previous

Next

After clicking the '**Next**' button, the system will upload the appliance data, which could take several minutes depending on the amount of data being uploaded. Once uploaded, you will be redirected to the [Appliance Data List](#) page, which will list all the appliance models in the excel file.

Continue to the [Results of the First Stage Validation Process](#) section in this document.

## Uploading Data Manually

After completing the appliance submittal declaration, you will be redirected to the Geothermal Heat Pumps page (shown below). This page only appears if you selected the type of entry to be **'Manual'** while selecting the appliance type (the step before completing the submittal appliance declaration).

## Geo Heat Pump

[Save](#)[Cancel](#)

### Instructions

- Key in appliance data according to associated fields in the import template provided in the instructions for this specific appliance type. If the appliance brand name does not appear in the dropdown, enter it in the free entry field, this will be added to the system after CEC staff processing
- Model data must first be processed by CEC prior to any submissions to change or delete previously submitted model data

\*Action

Please Select ▼

\*Model Number

Manufacturer

Add Date

Brand

Please Select ▼

New Brand

\*Regulatory Status

Please Select ▼

Coil Model Number

Geothermal HP Type

Please Select ▼

Central HP Type

Please Select ▼

HeatEnergySource

Please Select ▼

Voltage

Phase

Variable Refrigerant Flow

None ▼

Heat Recovery

None ▼

Refrigerant Type

Please Select ▼

Compressor Motor Design

Please Select ▼

Compressor Electric Input (Watts)

Indoor Fan Electric Input

Outdoor Fan Electric Input

Cooling Capacity (BTUH)

Electric Input (Watts)

Energy Efficiency Ratio (EER)

EER Std

Heating Capacity (BTUH)

Electric Input Heating (Watts)

Coefficient of Performance (COP)

COP Std

Please refer to section [Completing the Excel Template & Manual Entry Page](#) in this document to complete the manual data entry page (shown above).

When the required entries are entered, click on the **'Save'** button to save the entry. You will then be redirected to the Appliance Data List page where you can continue to add more models.

Continue to the Results of the First Stage Validation Process section in this document.

## Results of the First Stage Validation Process

On the Appliance Data List page, you are able to:

- Review your data before submitting,
- Modify your data by clicking the **'Select'** link next to a specific model,
- Delete a specific model by checking the box next to the model and clicking the **'Delete'** button, and
- Add a new model to your submission by clicking the **'Add'** button (this redirects you to the manual entry page; see the previous section for instructions).

**Note:** Multiple excel files cannot be submitted simultaneously.

When you are finished, click the **'Next'** button to submit the data for the first stage validation process.

### Appliance Data List

	<input type="checkbox"/>	Action	Appliance Category	Appliance Type	Model #	Manufacturer	Brand
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	1	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	2	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	3	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	4	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	5	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	6	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	7	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	8	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	9	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	10	California Energy Commission	A

Delete

Add

Previous

Next

After the system processes the appliance data, you will be redirected to the results page. If all entries pass first stage:

- Select the date the models can be displayed to the public
- Then click the '**Submit**' button to submit the appliance data for the second stage validation process.

## Results

Submit

Cancel

### Display-By Date

\*Please enter the date these models can be displayed to the public



Passed 8 record(s) found

Appliance Type	Model #	Manufacturer	Brand
ResidentialFurnaceFans	1	California Energy Commission	A
ResidentialFurnaceFans	2	California Energy Commission	A
ResidentialFurnaceFans	3	California Energy Commission	A
ResidentialFurnaceFans	4	California Energy Commission	A
ResidentialFurnaceFans	5	California Energy Commission	A
ResidentialFurnaceFans	6	California Energy Commission	A
ResidentialFurnaceFans	7	California Energy Commission	A
ResidentialFurnaceFans	8	California Energy Commission	A

For cases that result in failed appliance data, please refer to the Troubleshooting section in this document.

## First Stage vs. Second Stage Validation

### First Stage Validation

- The first stage validation process is the process of submitting data through MAEDBS for quality check of the appliance data.

### Second Stage Validation

- CEC staff next process successful submissions to the MAEDBS.
- The second stage validation process verifies if the appliance data meets federal and state standards.



## Troubleshooting


If some or all models fail, they will appear in the Failed section in the results page (shown below). The reasons for failing are applicable to both types of entries. To view the reasons why the model(s) failed, click the **‘View Failure Reasons by Category’** link.

Results

Cancel

Display-By Date

\*Please enter the date these models can be displayed to the public



Passed

8 record(s) found

Appliance Type	Model #	Manufacturer	Brand
ResidentialFurnaceFans	1	California Energy Commission	A
ResidentialFurnaceFans	2	California Energy Commission	A
ResidentialFurnaceFans	3	California Energy Commission	A
ResidentialFurnaceFans	4	California Energy Commission	A
ResidentialFurnaceFans	5	California Energy Commission	A
ResidentialFurnaceFans	6	California Energy Commission	A
ResidentialFurnaceFans	7	California Energy Commission	A
ResidentialFurnaceFans	8	California Energy Commission	A

Failed

2 record(s) found

	Appliance Type	Model #	Manufacturer	Brand
Select	ResidentialFurnaceFans	9	California Energy Commission	A
Select	ResidentialFurnaceFans	10	California Energy Commission	A

View Failure Reasons by Category

Re-Upload

Previous

The Failure Reasons List page will appear (shown below) showing the reason(s) why a specific model was unsuccessful. After determining the reason of failure, if the data can be corrected, click the **‘Previous’** button (bottom right of the page) to return to the **‘Results’** page.

### Failure Reasons List

**Furnace Fan Type must be 1, 2, 3, 4, 5, 6, 7, 8.**

Manufacturer	Brand	Model #
California Energy Commission	A	9
California Energy Commission	A	10

Previous

From the Results page, select '**Re-Upload**' to upload the corrected version of your excel file or click the '**Select**' next to the model you wish to correct. Using the latter will open the manual data entry page.

## Results

Cancel

### Display-By Date

\*Please enter the date these models can be displayed to the public

### Passed 8 record(s) found

Appliance Type	Model #	Manufacturer	Brand
ResidentialFurnaceFans	1	California Energy Commission	A
ResidentialFurnaceFans	2	California Energy Commission	A
ResidentialFurnaceFans	3	California Energy Commission	A
ResidentialFurnaceFans	4	California Energy Commission	A
ResidentialFurnaceFans	5	California Energy Commission	A
ResidentialFurnaceFans	6	California Energy Commission	A
ResidentialFurnaceFans	7	California Energy Commission	A
ResidentialFurnaceFans	8	California Energy Commission	A

### Failed 2 record(s) found

	Appliance Type	Model #	Manufacturer	Brand
Select	ResidentialFurnaceFans	9	California Energy Commission	A
Select	ResidentialFurnaceFans	10	California Energy Commission	A

[View Failure Reasons by Category](#)

Re-Upload

Previous

Many 'reasons of failure' can be corrected by following the instructions in the Completing the Excel Template & Manual Entry Page section in this document.

For more help you can also view our most frequently asked questions document at <http://energy.ca.gov/appliances/forms/index.html>.

## Contact Information

For any questions, assistance, or clarification, please contact us via email at [appliances@energy.ca.gov](mailto:appliances@energy.ca.gov) or by calling our Appliances Hotline toll free at (888) 838-1467 or outside California at (916) 651-7100. Our normal operating hours are from Monday-Friday from 9am to 12pm and 1pm to 4:30pm.