



# **Instructions for Submitting Portable Air Conditioner Appliance Data**

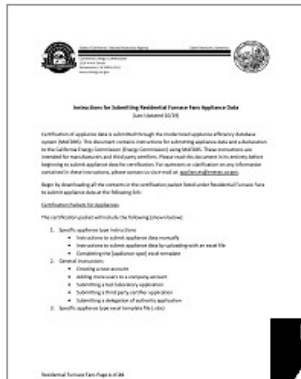
(Last Updated January 2025)

## **Introduction**

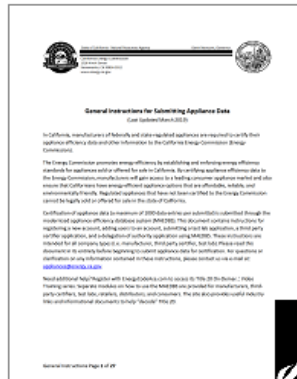
Certification of appliance data to the California Energy Commission (CEC) is done through the Modernized Appliance Efficiency Database System (MAEDbS). This document contains instructions for submitting appliance data and declarations to the CEC using MAEDbS. These instructions are for manufacturers 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 Portable Air Conditioners 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

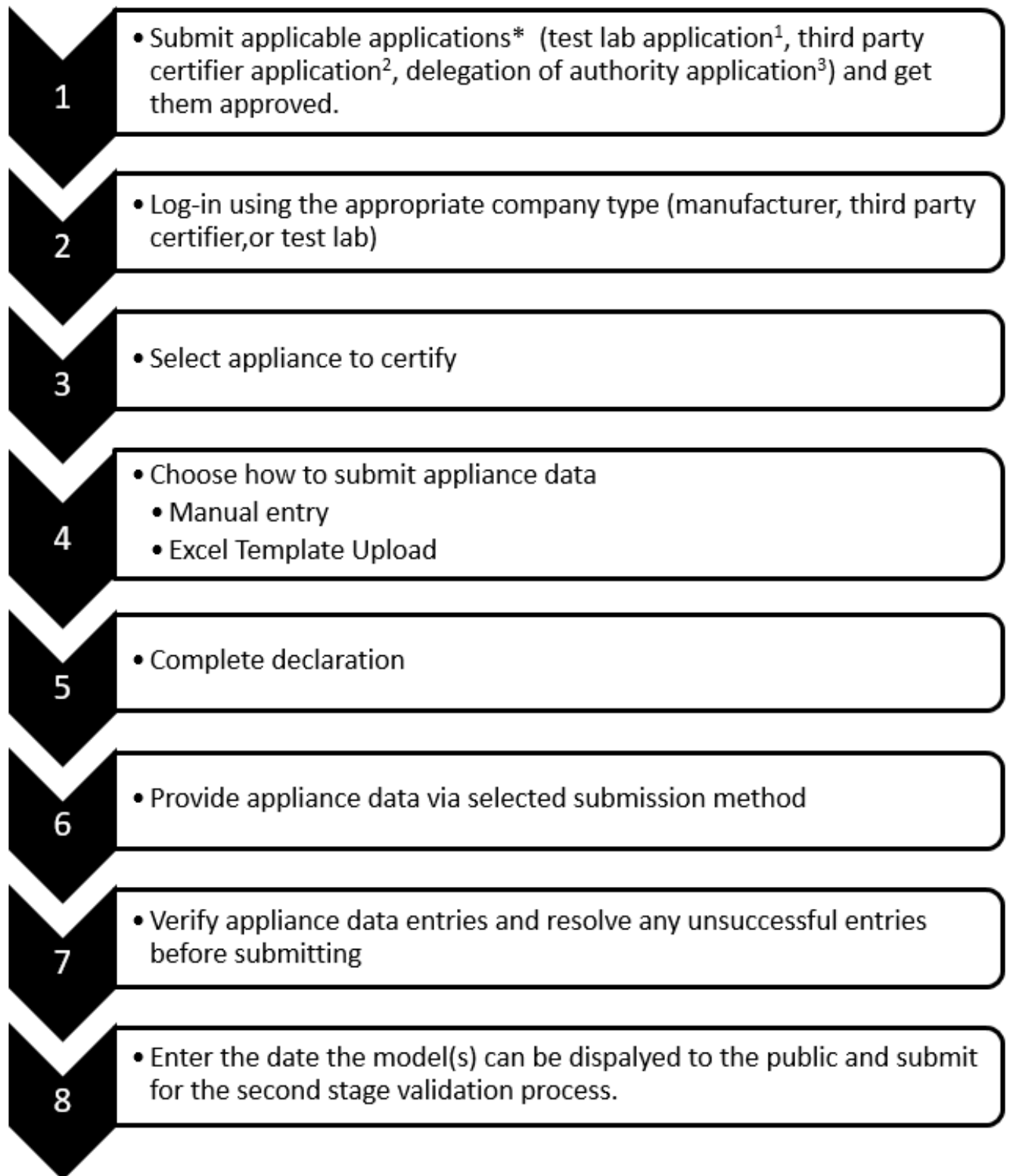


Appliance Type Template

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



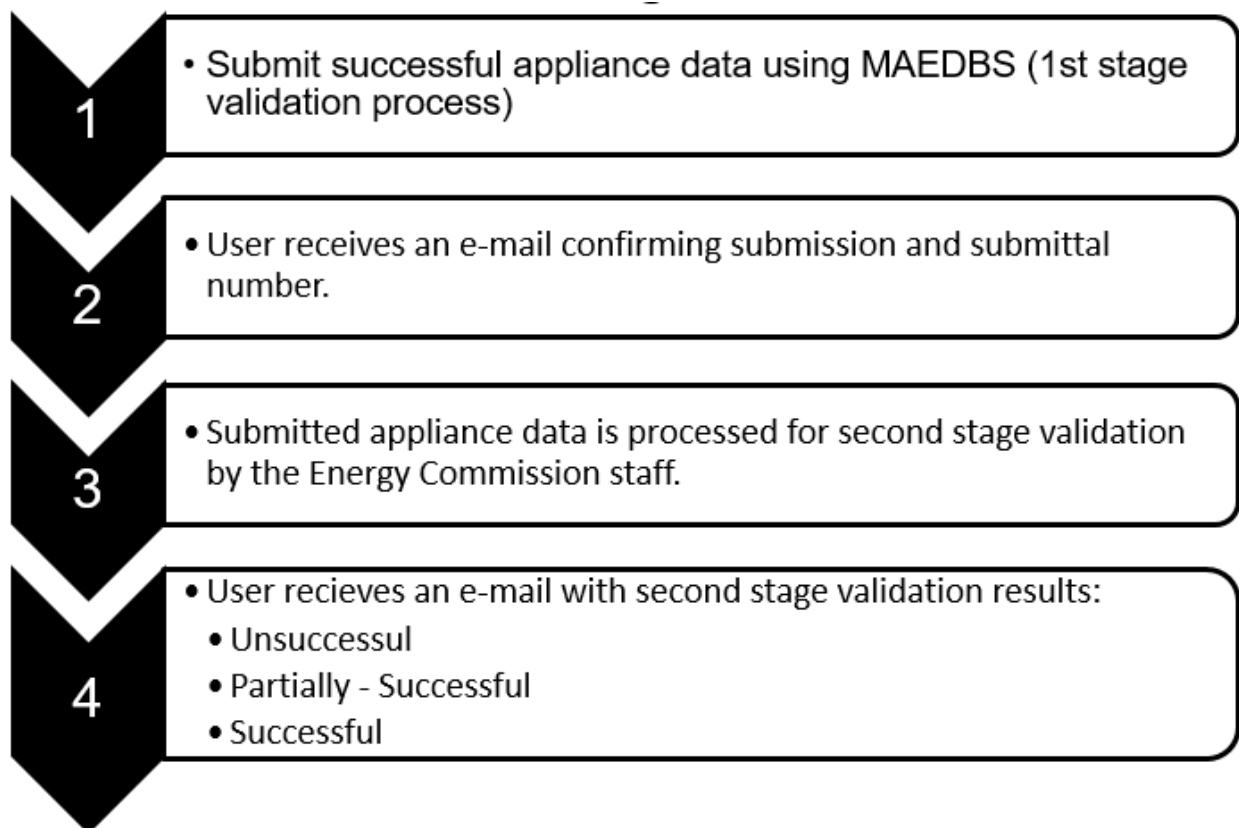
<sup>1</sup>The CEC must list a test laboratory before appliance data gathered by them may be certified. To do this the test lab must complete the test laboratory application.

<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 Portable Air Conditioners (PAC) certification packet. The excel template included in the certification packet should look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Action	Manufacturer	Brand	ModelNumber	DuctConfiguration	HeatingFunction	DehumidificationMode	CondensateRemoval	CEER_Single_BtuWh	Round_SACC_Single_Btuh	ACC83_Single_Btuh	ACC95_Single_Btuh	AEC_Off-CycleMode_Single_kWhyear	AEC_InactiveOrOffMode_Single_kWhyear	AEC_CoolingMode_Single_kWhyear	CEER_Dual_BtuWh	Round_SACC_Dual_Btuh	ACC83_Dual_Btuh	ACC95_Dual_Btuh	AEC_Off-CycleMode_Dual_kWhyear	AEC_InactiveOrOffMode_Dual_kWhyear	AEC_CoolingMode83_Dual_kWhyear	AEC_CoolingMode95_Dual_kWhyear	RegulatoryStatus
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								

## 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.

## Portable Air Conditioners

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.
- **Brand codes are not accepted.**

#### \*Action

Please Select ▼

#### \*Model Number

Manufacturer

Add Date

Brand

Please Select ▼

New Brand

#### \*Regulatory Status

Please Select ▼

Duct Configuration

Please Select ▼

Heating Function Available

None ▼

Dehumidification Mode Available

None ▼

Primary Condensate Removal Feature

Please Select ▼

Single Duct Combined Energy Efficiency Ratio (CEER) in Btu/Wh

Calc Single Duct Combined Energy Efficiency Ratio (CEER) in Btu/Wh Standard

Single Duct Rounded Seasonally Adjusted Cooling Capacity (SACC) in Btu/h

Single Duct Adjusted Cooling Capacity at 83°F Conditions (ACC83) in Btu/h

Single Duct Adjusted Cooling Capacity at 95°F Conditions (ACC95) in Btu/h

Single Duct Annual Energy Consumption in Off-cycle Mode (AECoc) in kWh/year

Single Duct Annual Energy Consumption in Inactive or Off Mode (AECim or AECom) in kWh/year

Single Duct Annual Energy Consumption in Cooling Mode (AECsd) in kWh/year

Dual Duct Combined Energy Efficiency Ratio (CEER) in Btu/Wh

Dual Duct Combined Energy Efficiency Ratio (CEER) in Btu/Wh Standard

Dual Duct Rounded Seasonally Adjusted Cooling Capacity (SACC) in Btu/h

Dual Duct Adjusted Cooling Capacity at 83°F (ACC83) in Btu/h

Dual Duct Adjusted Cooling Capacity at 95°F (ACC95) in Btu/h

Dual Duct Annual Energy Consumption in Off-cycle Mode (AECoc) in kWh/year

Dual Duct Annual Energy Consumption in Inactive or Off Mode (AECim or AECom) in kWh/year

Dual Duct Annual Energy Consumption in Cooling Mode at 83°F Conditions (AEC83) in kWh/year

Dual Duct Annual Energy Consumption in Cooling Mode at 95°F Conditions (AEC95) in kWh/year

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 Portable Air Conditioners 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.

- **Regulatory Status [RegulatoryStatus]:**

**E:** Enter the appropriate code representing the regulatory status. 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	Description
N	Non-Federally Regulated
C	Federally-Regulated Consumer Product (Eff:1/10/25)

- **Duct Configuration [DuctConfiguration]:**

**E:** Enter the appropriate code representing the duct configuration of the Portable Air Conditioner being certified. 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	Description
S	Single-duct
D	Dual-duct
B	Ability to operate in both single-duct and dual-duct configurations

- **Heating Function Available (T/F) [HeatingFunction]:**

**E:** Enter the appropriate code representing whether or not the unit has a heating function available. 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
T	True	Unit has a heating function
F	False	Unit does <b><u>not</u></b> have a heating function

- **Dehumidification Mode Available (T/F)**  
**[DehumidificationMode]:**

**E:** Enter the appropriate code representing whether or not the unit has a dehumidification mode available. 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
T	True	Unit has a dehumidification mode available
F	False	Unit does <u>not</u> have a dehumidification mode available

- **Primary Condensate Removal Feature**  
**[CondensateRemoval]:**

**E:** Enter the appropriate code representing the primary condensate removal feature of the Portable Air Conditioner being certified. 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	Description
A	Auto-evaporation
G	Gravity Drain
B	Removable Internal Collection Bucket
P	Condensate Pump

- **Combined Energy Efficiency Ratio (CEER) in Btu/Wh for Single Duct Configuration [CEER\_Single\_BtuWh]:**

*If the portable air conditioner has only a dual duct configuration leave blank.*

Enter the unit's combined energy efficiency ratio (CEER), in Btu/Wh, for single duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to one (1) decimal place.

- **Rounded Seasonally Adjusted Cooling Capacity (SACC) in Btu/h for Single Duct Configuration [Round\_SACC\_Single\_Btuh]:**

*If the portable air conditioner has only a dual duct configuration leave blank.*

Enter the unit's rounded seasonally adjusted cooling capacity (SACC), in Btu/h, for single duct configurations as determined using the appropriate test method. The entry should be a numeric value that must be rounded as specified in Table 1 of ANSI/AHAM PAC-1-2015.

- **Adjusted Cooling Capacity at 83°F Conditions (ACC83) in (Btu/h) for Single Duct Configuration [ACC83\_Single\_Btuh]:**

*If the portable air conditioner has only a dual duct configuration leave blank.*

Enter the unit's adjusted cooling capacity at 83°F conditions, in Btu/h, for single duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Adjusted Cooling Capacity at 95°F Conditions (ACC95) in (Btu/h) for Single Duct Configuration [ACC95\_Single\_Btuh]:**

*If the portable air conditioner has only a dual duct configuration leave blank.*

Enter the unit's adjusted cooling capacity at 95°F conditions, in Btu/h, for single duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Annual Energy Consumption in Off-cycle Mode (AECoc) in (kWh/year) for Single Duct Configuration [AEC\_Off-CycleMode\_Single\_kWhyear]:**

*If the portable air conditioner has only a dual duct configuration leave blank.*

Enter the unit's annual energy consumption in off-cycle mode (AECoc), in kWh/year, for single duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Annual Energy Consumption in Inactive or Off Mode (AECim or AECCom) in (kWh/year) for Single Duct Configuration [AEC\_InactiveOrOffMode\_Single\_kWhyear]:**

*If the portable air conditioner has only a dual duct configuration leave blank.*

Enter the unit's annual energy consumption in inactive or off mode (AECim or AECCom), in kWh/year, for single duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Annual Energy Consumption in Cooling Mode (AECsd) in (kWh/year) for Single Duct Configuration [AEC\_CoolingMode\_Single\_kWhyear]:**

*If the portable air conditioner has only a dual duct configuration leave blank.*

Enter the unit's annual energy consumption in cooling mode (AECsd), in kWh/year, for single duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Combined Energy Efficiency Ratio (CEER) in Btu/Wh for Dual Duct Configuration [CEER\_Dual\_BtuWh]:**

*If the portable air conditioner has only a single duct configuration leave blank.*

Enter the unit's combined energy efficiency ratio (CEER), in Btu/Wh, for dual duct configurations as determined using the appropriate test method. The entry should be a numeric value that must be reported to one (1) decimal place.

- **Rounded Seasonally Adjusted Cooling Capacity (SACC) in Btu/h for Dual Duct Configuration [Round\_SACC\_Dual\_Btuh]:**

*If the portable air conditioner has only a single duct configuration leave blank.*

Enter the unit's rounded seasonally adjusted cooling capacity (SACC), in Btu/h, for dual duct configurations as determined using the appropriate test method. The entry should be a numeric value that must be rounded as specified in Table 1 of ANSI/AHAM PAC-1-2015.

- **Adjusted Cooling Capacity at 83°F Conditions (ACC83) in (Btu/h) for Dual Duct Configuration [ACC83\_Dual\_Btuh]:**

*If the portable air conditioner has only a single duct configuration leave blank.*

Enter the unit's adjusted cooling capacity at 83°F conditions, in Btu/h, for dual duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Adjusted Cooling Capacity at 95°F Conditions (ACC95) in (Btu/h) for Dual Duct Configuration [ACC95\_Dual\_Btuh]:**

*If the portable air conditioner has only a single duct configuration leave blank.*

Enter the unit's adjusted cooling capacity at 95°F conditions, in Btu/h, for dual duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Annual Energy Consumption in Off-cycle Mode (AECoc) in (kWh/year) for Dual Duct Configuration [AEC\_Off-CycleMode\_Dual\_kWhyear]:**

*If the portable air conditioner has only a single duct configuration leave blank.*

Enter the unit's annual energy consumption in off-cycle mode (AECoc), in kWh/year, for dual duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.



- **Annual Energy Consumption in Inactive or Off Mode (AECim or AECOM) in (kWh/year) for Dual Duct Configuration [AEC\_InactiveOrOffMode\_Dual\_kWhyear]:**

*If the portable air conditioner has only a single duct configuration leave blank.*

Enter the unit's annual energy consumption in inactive or off mode (AECim or AECOM), in kWh/year, for dual duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Annual Energy Consumption in Cooling Mode at 83°F Conditions (AEC83) in (kWh/year) for Dual Duct Configuration [AEC\_CoolingMode83\_Dual\_kWhyear]:**

*If the portable air conditioner has only a single duct configuration leave blank.*

Enter the unit's annual energy consumption in cooling mode at 83°F conditions (AEC83), in kWh/year, for dual duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

- **Annual Energy Consumption in Cooling Mode at 95°F Conditions (AEC95) in (kWh/year) for Dual Duct Configuration [AEC\_CoolingMode95\_Dual\_kWhyear]:**

*If the portable air conditioner has only a single duct configuration leave blank.*

Enter the unit's annual energy consumption in cooling mode at 95°F conditions (AEC95), in kWh/year, for dual duct configurations as determined using the appropriate test method. The entry should be a numeric value that can be reported to the nearest whole number.

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.

The screenshot shows the MAEDBS Log In page. At the top is the California Energy Commission logo with 'CA.GOV' and 'CALIFORNIA ENERGY COMMISSION'. The main heading is 'MAEDBS Log In'. Below it are two input fields: '\*User ID \* (Required)' and '\*Password \* (Required)'. There is a checkbox for 'I have read and agree to the Login Policy' and links for 'Forgot your User ID?' and 'Forgot your Password?'. A 'Sign In' button is at the bottom of the login box. To the right of the login box is a callout box with the text '1. Log in with registered account.' pointing to the login fields. Below the login box are three sections: 'Don't have an account' with a 'Register new account' button, 'Public Search' with an 'Appliance Search' button, and '3rd Party and Test Laboratory Approvals' with a 'Search' button. At the bottom, there is a footer with contact information for the Appliances Hotline.

**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	Select Appliance	Type of Entry
Please Select ▼	Please Select ▼	Please Select ▼



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:** Non-Central AC and HP Products
- **Appliance:** Portable Air Conditioner
- **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 <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"/>	<input type="button" value="Search"/>

**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 <input type="text" value="Intertek Testing Service NA, Inc."/>		<input type="button" value="Search"/>	
Address 1 <input type="text" value="3933 US RT 11"/>		Address 2 <input type="text"/>	
City <input type="text" value="Cortland"/>	State <input type="text" value="NY"/>	ZIP/Postal Code <input type="text" value="13045"/>	Country <input type="text" value="USA"/>
Company Website (URL) <input type="text" value="http://www.intertek.com"/>			

### 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 Appliance Type 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).

### Miscellaneous Refrigeration Products

SaveCancel

#### 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.
- Brand codes are not accepted.

\*Action

Please Select

\*Model Number

Manufacturer

Add Date

Brand

Please Select

New Brand

\*Regulatory Status

Please Select

Misc. Refrig. Product Class

Please Select

Variable Defrost Control (T/F)

None

Least Time Between Defrosts

Maximum Time Between Defrosts

Variable Anti-sweat Heater Control (T/F)

None

Heater Watts at 5 percent humidity (watts)

Heater Watts at 15 percent humidity (watts)

Heater Watts at 25 percent humidity (watts)

Heater Watts at 35 percent humidity (watts)

Heater Watts at 45 percent humidity (watts)

Heater Watts at 55 percent humidity (watts)

Heater Watts at 65 percent humidity (watts)

Heater Watts at 75 percent humidity (watts)

Heater Watts at 85 percent humidity (watts)

Heater Watts at 95 percent humidity (watts)

Testing conducted with modifications to standard temperature sensor locations (T/F)

None

Total Refrigerated Volume (cu. ft.)

Total Adjusted Volume (cu. ft.)

Annual Energy Use (kWh/year)

Annual Energy Use Std (kWh/year)

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 you 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.

Cancel

### Results

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

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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.