



# Instructions for Submitting Variable Refrigerant Flow Air Conditioners and Heat Pumps Appliance Data (Last Updated March 2025)

## Introduction

Certification of appliance data is submitted through the Modernized Appliance Efficiency Database System (MAEDbS). This document contains instructions for submitting appliance data and a declaration to the California Energy Commission (CEC) using MAEDbS. These instructions are intended for manufacturers and third party certifiers. Please read this document in its entirety before beginning to submit 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).

Begin by downloading all the contents in the certification packet listed under Variable Refrigerant Flow ACs and HPs to submit appliance data at the following link: [Certification Packets for Appliances](#).

The certification packet will include the following (shown below):

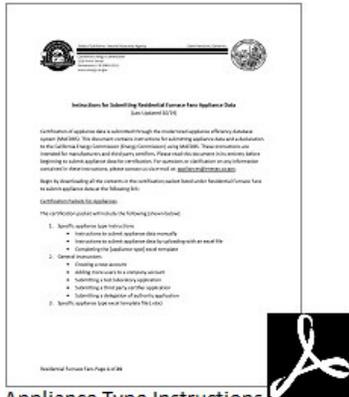
1. Specific appliance type instructions

- Instructions to submit appliance data manually
- Instructions to submit appliance data by uploading with an excel file
- Completing the [appliance type] excel template

2. General instructions

- Creating a new account
- Adding more 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

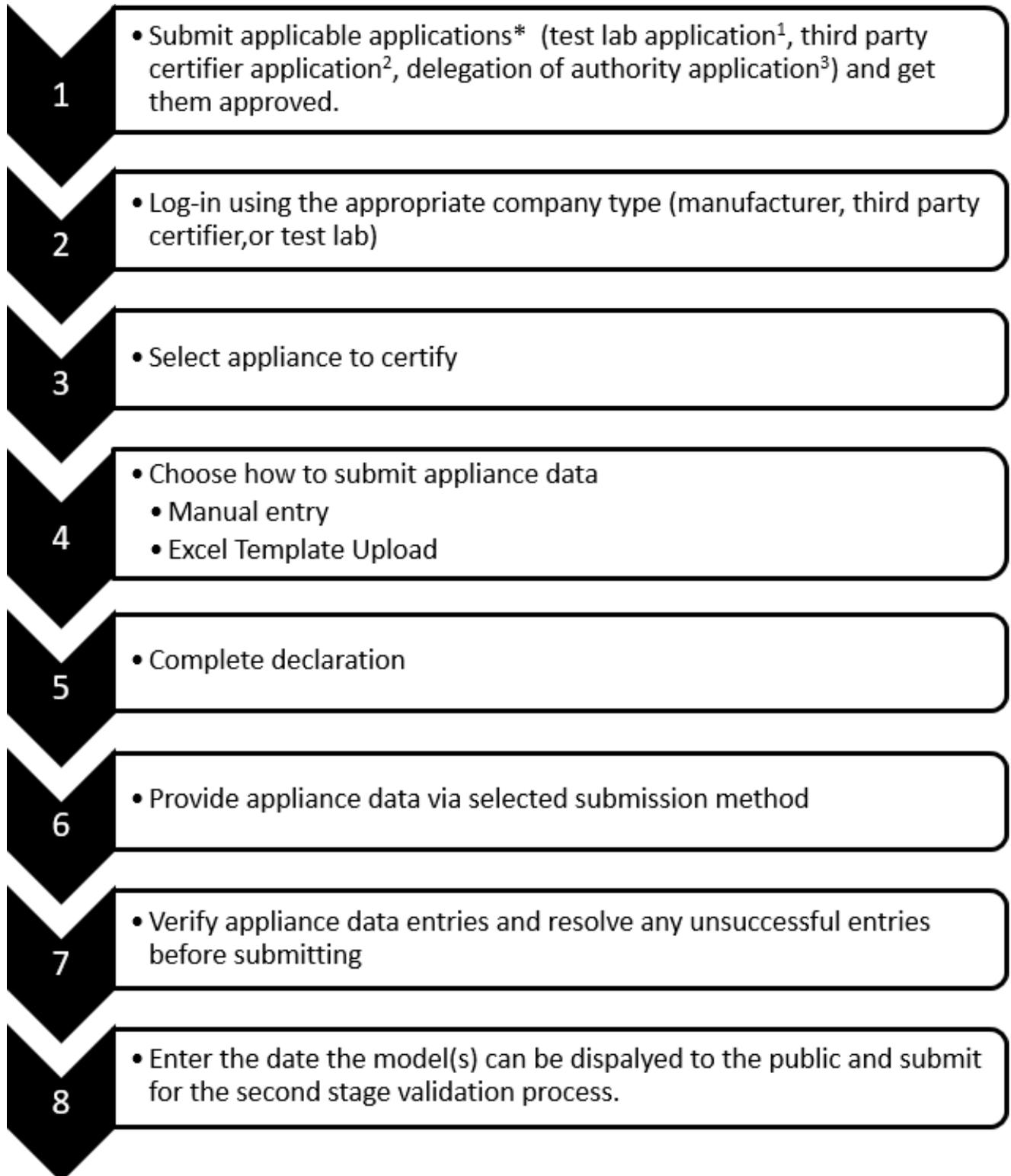


Appliance Type Template

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## Process Overview of Submitting Appliance Data using MAEDbS (1st Stage)



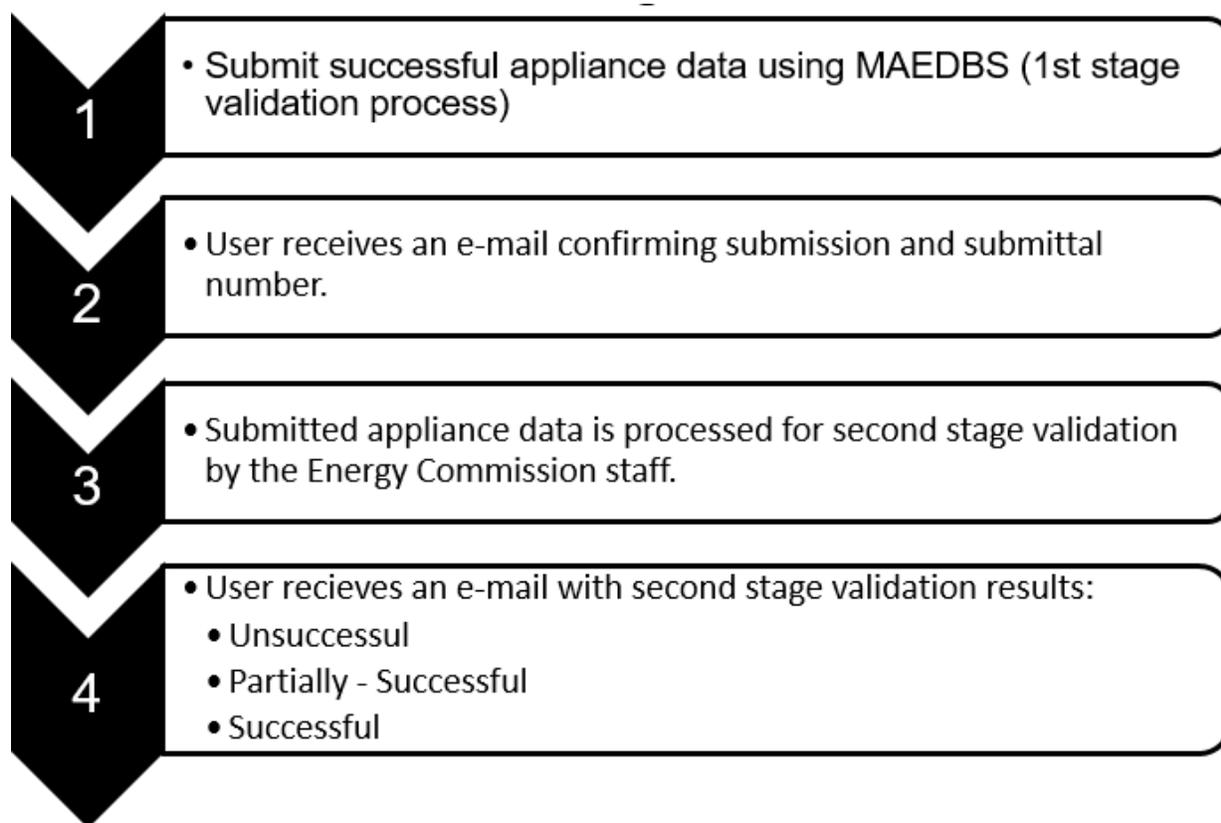
<sup>1</sup>The Test Laboratory that tested the appliance data being certified must be approved by the Energy Commission by submitting a test laboratory application.

<sup>2</sup>The Third Party Certifier must be approved by the Energy Commission by submitting a third party certifier application.

<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 an excel sheet, begin by downloading and completing the excel file using the spreadsheet in the Variable Refrigerant Flow Air Conditioners and Heat Pumps (VRFACHP) certification packet. The excel spreadsheet 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	Y	Z	AA
1	Action	Manufacturer	Brand	RegulatoryStatus	ModelNumber	OutdoorUnit1	OutdoorUnit2	OutdoorUnit3	OutdoorUnit4	OutdoorUnit5	OutdoorUnit6	OutdoorUnit7	ProductCode	SampleSize	TestProcedureWaiver	HearingAndAppealsWaiver	RatedCoolingCapacity	IEER	SEER	SEER2	HSPF	HSPF2	COP	RatedHeatingCapacity	TestedCombination	IndoorUnits	
2																											
3																											
4																											
5																											
6																											
7																											
8																											
9																											
10																											
11																											
12																											
13																											

### Uploading appliance data into the MAEDBS must adhere to the following rules:

- The file type must be in the form of Excel 2010 or higher (.xlsx) file.
- Enter one model per row. Multiple models cannot be submitted in a single row.
- The limit of model listings per excel file is 1000.
- Do not leave completely blank rows between rows containing data.
- The top row (Row 1) must contain column titles, starting at the top-left cell (cell A1).
- Do not change the column headings in the spreadsheet.
- All column titles must be present in the spreadsheet.

- 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 indicated in the instructions.
- If you are deleting and adding the same model from/to the database, do not include them 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.

## Variable Refrigerant Flow ACs And HPs (Multi Split Systems)

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

Outdoor Unit 1

Outdoor Unit 2

Outdoor Unit 3

Outdoor Unit 4

Outdoor Unit 5

Outdoor Unit 6

Outdoor Unit 7

Product Code

Please Select

Sample Size

DOE Test Procedure Waiver

None

DOE Hearing And Appeals Waiver

None

Rated Cooling Capacity

Integrated Energy Efficiency Ratio (IEER)

Integrated Energy Efficiency Ratio (IEER) Std

Seasonal Energy Efficiency Ratio (SEER)

Seasonal Energy Efficiency Ratio (SEER) Std

Seasonal Energy Efficiency Ratio 2 (SEER2)

Seasonal Energy Efficiency Ratio 2 (SEER2) Std

Heating Seasonal Performance Factor (HSPF)

Heating Seasonal Performance Factor (HSPF) 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. This set of instructions is for the Variable Refrigerant Flow ACs and HPs appliance type only. Please read all these instructions carefully.

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

**E:** refers to specific instructions for the excel Template

**M:** refers to specific instructions for manual entries

- **Action [Action]:**

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

**M:** Select the appropriate action from the dropdown menu of options below.

Acceptable Inputs:

[Code] - Manual Dropdown Selection

[A] - Add

[D] - Delete

[C] - Change

**Important:** For changes, the manufacturer name, model number, and brand name must match the original submission and all remaining identifier columns must also match except the fields you are changing. 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 will automatically be entered using the information from the declaration.

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

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

**M:** Locate the brand name from the dropdown menu. If it does not appear, enter the full name of the brand in which it will appear on the appliance and under which it 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 one hundred (100) 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 below will result as an unsuccessful entry.

**M:** Select from the dropdown menu using the option below.

Acceptable Inputs:

[Code] - Manual Dropdown Selection

[C] - Federally-Regulated Consumer Product

[I] - Federally-Regulated Commercial & Industrial Equipment

- **Outdoor Unit 1 [OutdoorUnit1]\*:**

Enter the model number of the outdoor unit module 1 used 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.

All representations for basic models of VRF multi-split systems must be based on the least efficient outdoor unit model(s) distributed in commerce.

- **Outdoor Unit 2 [OutdoorUnit2]:**

Enter the model number of the outdoor unit module 2 used 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.

All representations for basic models of VRF multi-split systems must be based on the least efficient outdoor unit model(s) distributed in commerce.

- **Outdoor Unit 3 [OutdoorUnit3]:**

Enter the model number of the outdoor unit module 3 used 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.

All representations for basic models of VRF multi-split systems must be based on the least efficient outdoor unit model(s) distributed in commerce.

- **Outdoor Unit 4 [OutdoorUnit4]:**

Enter the model number of the outdoor unit module 4 used 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.

All representations for basic models of VRF multi-split systems must be based on the least efficient outdoor unit model(s) distributed in commerce.

- **Outdoor Unit 5 [OutdoorUnit5]:**

Enter the model number of the outdoor unit module 5 used 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.

All representations for basic models of VRF multi-split systems must be based on the least efficient outdoor unit model(s) distributed in commerce.

- **Outdoor Unit 6 [OutdoorUnit6]:**

Enter the model number of the outdoor unit module 6 used 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.

All representations for basic models of VRF multi-split systems must be based on the least efficient outdoor unit model(s) distributed in commerce.

- **Outdoor Unit 7 [OutdoorUnit7]:**

Enter the model number of the outdoor unit module 7 used 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.

All representations for basic models of VRF multi-split systems must be based on the least efficient outdoor unit model(s) distributed in commerce.

- **Product Code [ProductCode]:**

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

**M:** Select the appropriate Product Code from the dropdown menu using the options below.

Acceptable Inputs:

[Code] - Manual Dropdown Selection

- [1] - ACAirCool $\geq$ 65k $<$ 135kElectricResistanceOrNone
- [2] - ACAirCool $\geq$ 135k $<$ 240kElectricResistanceOrNone
- [3] - ACAirCool $\geq$ 240k $<$ 760kElectricResistanceOrNone
- [4] - HPAirCool $\geq$ 65k $<$ 135kWithoutHeatRecovery
- [5] - HPAirCool $\geq$ 65k $<$ 135kWithHeatRecovery
- [6] - HPAirCool $\geq$ 135k $<$ 240kWithoutHeatRecovery
- [7] - HPAirCool $\geq$ 135k $<$ 240kWithHeatRecovery
- [8] - HPAirCool $\geq$ 240k $<$ 760kWithoutHeatRecovery
- [9] - HPAirCool $\geq$ 240k $<$ 760kWithHeatRecovery
- [10] - HPWaterS $<$ 65kWithoutHeatRecovery
- [11] - HPWaterS $<$ 65kWithHeatRecovery
- [12] - HPWaterS $\geq$ 65k $<$ 135kWithoutHeatRecovery
- [13] - HPWaterS $\geq$ 65k $<$ 135kWithHeatRecovery
- [14] - HPWaterS $\geq$ 135k $<$ 240kWithoutHeatRecovery
- [15] - HPWaterS $\geq$ 135k $<$ 240kWithHeatRecovery
- [16] - HPWaterS $\geq$ 240k $<$ 760kWithoutHeatRecovery
- [17] - HPWaterS $\geq$ 240k $<$ 760kWithHeatRecovery
- [18] - ACAirCool $<$ 65k
- [19] - HPAirCool $<$ 65k

- **Sample Size [SampleSize]:**

Enter the number of units tested for the base model; For variable refrigerant flow multi-split air conditioners and heat pumps with a cooling capacity of less than 65,000 Btu/h or multi-split systems other than the “tested combination,” the number of units tested for each individual combination or individual model.

- **DOE Test Procedure Waiver [TestProcedureWaiver]:**

**E:** Enter the appropriate code representing the Certification is Based on a Waiver of DOE's Test Procedure Requirements. Other entries not shown below will be unsuccessful.

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

Acceptable Inputs:

[Code] – Manual drop down selection

[T] – Certification is Based on a Waiver of DOE's Test Procedure Requirements.

[F] – Certification is not Based on a Waiver of DOE's Test Procedure Requirements.

- **DOE Hearing And Appeals Waiver [HearingAndAppealsWaiver]:**

**E:** Enter the appropriate code representing the Certification Is Based upon an Exception Relief from an Applicable Standard by DOE. Other entries not shown below will be unsuccessful.

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

Acceptable Inputs:

[Code] – Manual drop down selection

[T] – Certification is Based upon an Exception Relief from an Applicable Standard by DOE.

[F] – Certification is not Based upon an Exception Relief from an Applicable Standard by DOE.

- **Rated Cooling Capacity [RatedCoolingCapacity]:**

Enter the rated cooling capacity of the unit in Btu per hour. The entry must be a numeric value and should be reported as an integer greater than zero.

- **Seasonal Energy Efficiency Ratio (SEER) [SEER]:**

*Voluntary only for units that have SEER values (Product Group Codes 18 and 19), otherwise leave blank.*

Enter the SEER value for the unit. The entry must be a numeric value and should be reported up to two (2) decimal places.

- **Seasonal Energy Efficiency Ratio 2 (SEER2) [SEER2]:**

*Required only for units that have SEER2 values (Product Group Codes 18 and 19), otherwise leave blank.*

Enter the SEER2 value for the unit. The entry must be a numeric value and should be reported up to two (2) decimal places.

- **Heating Seasonal Performance Factor (HSPF) [HSPF]:**

*Voluntary only for heat pump units that have HSPF values (Product Group Code 19), otherwise leave blank.*

Enter the HSPF value for the unit. The entry must be a numeric value and should be reported up to two (2) decimal places.

- **Heating Seasonal Performance Factor 2 (HSPF2) [HSPF2]:**

*Required only for heat pump units that have HSPF2 values (Product Group Code 19), otherwise leave blank.*

Enter the HSPF2 value for the unit. The entry must be a numeric value and should be reported up to two (2) decimal places.

- **Integrated Energy Efficiency Ratio (IEER) [IEER]:**

*Required only for units that have IEER values (Product Group Codes 1 - 17), otherwise leave blank.*

Enter the IEER value for the unit. The entry must be a numeric value and should be reported up to two (2) decimal places.

- **Coefficient Of Performance (COP) [COP]:**

*Required only for units that have COP values (Product Group Codes 4 - 17), otherwise leave blank.*

Enter the COP value for the unit. The entry must be a numeric value and should be reported up to two (2) decimal places.

- **Rated Heating Capacity [RatedHeatingCapacity]:**

Enter the rated heating capacity of the unit in Btu per hour. The entry must be a numeric value and should be reported as an integer greater than zero.

- **Tested Combination [TestedCombination]\*:**

**E:** Enter the appropriate code representing the combination of indoor and outdoor units that were tested. Other entries not shown below will result as an unsuccessful entry.

**M:** Select the appropriate combination of indoor and outdoor units that were tested from the dropdown menu using the options below.

Acceptable Inputs:

[Code] - Manual Dropdown Selection

[N] – Non-ducted

[D] - Ducted

[SDHV] - Small duct high velocity

[ND] – Non-ducted/ducted mix

[NSDHV] - Non-ducted/SDHV mix

[DSDHV] - Ducted/SDHV mix

- **Indoor Units [IndoorUnits]:**

*Every individual combination distributed in commerce must be certified.*

Please enter all model numbers for indoor units that were used during testing while separating each individual model with a comma. The maximum number of characters for this field is three hundred (300).

For example, if you used three different indoor units, it should look like this:

INDOORUNIT1,INDOORUNIT2,INDOORUNIT3.

# Submitting Appliance Data

## Log-in

To begin making data submittals, start by logging into your 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 it has been approved by the CEC, log in with your registered account and **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?](#)

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.

#### Public Search

Search for publicly available appliance information

#### 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.

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).



## Company Login

### Company Type

---

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

- Manufacturer  Test Lab  3rd Party Certifier



## 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 then 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 View

## 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      Select Appliance      Type of Entry

Please Select      Please Select      Please Select

Please select the manufacturer you are submitting on behalf of

Please Select



### Third Party Certifier User View

Choose the following from the dropdown menus:

- **Category:** Non-Central AC & HP Products
- **Appliance:** Portable Air Conditioners
- **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, signing, 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 signing the declaration, you will continue to submit data either by entering the information manually or uploading the excel template.

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's 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 the '**Search**' button and select the person from the list. Only approved contact personnel will 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	Select Appliance	Type of Entry
Fans and Dehumidifiers ▾	Residential Furnace Fan: ▾	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 person's information will also be pre-populated to a default person associated with that company. To change the contact person 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 to select one.

### Test Laboratory

	Name	Test Methods
No records found		

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

**Add**

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 you are certifying for.

### 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"/>	<b>Search</b>

### 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:

<input type="checkbox"/>	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 approved for will appear. Select the appropriate test method in the Test Methods Performed section and click the **'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)	<input type="button" value="Add"/> <input type="button" value="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			
<input type="button" value="Add"/> <input type="button" value="Delete"/>			
<input type="checkbox"/> 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 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 with an Excel File

After completing the appliance submittal declaration, you will be redirected to the [Upload Document – Variable Refrigerant Flow ACs and HPs](#) page (shown below). This page only appears if you selected the type of entry to be **'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 spreadsheet template. After locating and selecting your excel file, click the **'Next'** button to upload the appliance data to 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 and it 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 Variable Refrigerant Flow ACs and HPs 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).

Variable Refrigerant Flow ACs And HPs (Multi Split Systems)

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

New Brand

Please Select

\*Regulatory Status

Please Select

Outdoor Unit 1

Outdoor Unit 2

Outdoor Unit 3

Outdoor Unit 4

Outdoor Unit 5

Outdoor Unit 6

Outdoor Unit 7

Product Code

Please Select

Sample Size

DOE Test Procedure Waiver

None

DOE Hearing And Appeals Waiver

Rated Cooling Capacity

None

Integrated Energy Efficiency Ratio (IEER)

Integrated Energy Efficiency Ratio (IEER) Std

Seasonal Energy Efficiency Ratio (SEER)

Seasonal Energy Efficiency Ratio (SEER) Std

Heating Seasonal Performance Factor (HSPF)

Heating Seasonal Performance Factor (HSPF) Std

Coefficient Of Performance (COP)

Coefficient Of Performance (COP) Std

Rated Heating Capacity

Tested Combination

Please Select

Indoor Units

Reference Number

Please refer to the 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

	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. Assuming all the uploaded appliance data entries pass:

- 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

- Successful submissions of appliance data through MAEDbS is then processed by CEC staff for second stage validation.
- The second stage validation process verifies if the appliance data meets federal and/or state standards.

## Troubleshooting

If all or some models failed, 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, and knowing how to correct the data entry, 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



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



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](#)



Most of the 'reasons of failure' can be corrected by following the instructions in the [Completing the Excel Template & Manual Entry Page](#) section in this document.

## **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.