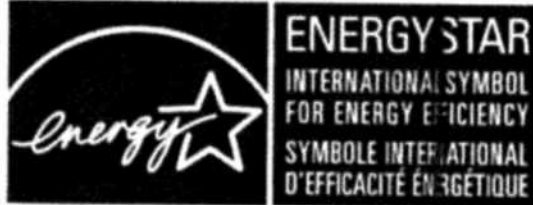




NRCan File Number

EN8412-N52



Participant Administrative Arrangement – General

between

- >> **Office of Energy Efficiency,
Natural Resources Canada**

and

- >> **Nova Scotia Procurement Services, a division of the
Department of Economic and Rural Development and
Tourism**

*A Participant in promoting the international ENERGY STAR®
symbol in Canada*

*This document is a voluntary arrangement between Natural
Resources Canada's Office of Energy Efficiency and organizations
that manufacture, sell or promote products that meet the
ENERGY STAR levels of energy performance.*

*This Administrative Arrangement sets out the guidelines for
organizations that wish to use the ENERGY STAR symbol to identify
and/or promote products that meet the high-efficiency technical
specifications.*

Participant Administrative Arrangement – General

ENERGY STAR®, the international symbol for energy efficiency



Application Procedure

Complete this Arrangement template directly on your computer. The red boxed areas will show you where to enter the required information (detailed below). Be sure to PRINT two copies of the entire Arrangement when you are done. Unfortunately, you will not be able to save the text that you add to this PDF file, so you may want to keep a printed copy for your reference.

Verify the name of your organization and input text as required

- Cover page – verify name of the organization.
- Page 7 – complete information on signing authority.
- Pages 8 and 9 – verify name of the organization and check the boxes of products that apply.
- Pages 10 and 11 – enter full details for Responsible Parties and Contacts.

Next steps by organization

- Print two full copies of the completed Arrangement and obtain the required signature on both copies from your organization.
- Review the ENERGY STAR Guidelines and distribute them to the necessary personnel in your organization.
- Mail both copies (eleven pages each) of the signed Arrangement to Natural Resources Canada (NRCAN) to the address on page 6 for countersignature.

Next Steps by NRCAN

A countersigned copy of the Arrangement will be sent by mail to your organization. An e-mail will give notification of acceptance and will include instructions on how to access the Participants extranet Web site including a user name and password for the designated contact.

Any changes to this Administrative Arrangement template must be completed by Natural Resources Canada (omitting the areas where input has been requested from the applicant). For further information or clarification, contact the appropriate NRCAN account manager.

Stéphane LeBlanc: Heating, Cooling Equipment	13-947-2319 stleblan@nrcan.gc.ca
Gisèle Maillet: Public Sector	13-992-4535 gmaillet@nrcan.gc.ca
Isabelle Guimont: Retail Sector, Utilities and Lighting	13-996-5281 iguimont@nrcan.gc.ca
Elizabeth Westbrook: Office Equipment, Electronics	13-947-1219 ewestbrook@nrcan.gc.ca
Sherry Graves-Morrison: Web Coordinator	13-943-9226 sgravesm@nrcan.gc.ca
Nancy Fecteau: Major Appliances and Commercial Sector	13-996-3768 nfecteau@nrcan.gc.ca
Steve Hopwood: fenestration Sector	13-995-6741 shopwood@nrcan.gc.ca



Participant Administrative Arrangement – General

General Terms

"ENERGY STAR® Participant" in Canada is defined as the representative who signs the Administrative Arrangement on behalf of a company or organization and makes a commitment to ensure that the participation guidelines are followed. In this document, the representative or organization is referred to as the ENERGY STAR Participant. Natural Resources Canada's (NRCan's) Office of Energy Efficiency (OEE) is responsible for developing criteria promoting ENERGY STAR as it relates to energy-using products and equipment.

Participant's General Commitments

The ENERGY STAR Participant recognizes ENERGY STAR as a collaborative effort between the public and private sectors – an effort intended to promote products and equipment that use less energy, while providing the same or better performance than those with conventional designs. The ENERGY STAR Participant wishes to use the ENERGY STAR name and/or symbol in association with qualified products or equipment.

The ENERGY STAR Participant agrees to use its formal alliance with NRCan and the ENERGY STAR registered mark to promote energy efficiency as a simple and desirable option for organizations and consumers who wish to reduce greenhouse gas (GHG) emissions, protect the environment and help Canadians save on their energy bills. The ENERGY STAR Participant agrees that it is important to maintain the meaning and build the reputation of the ENERGY STAR registered mark as a trustworthy symbol for energy-efficient products.

Participant's Commitments for Product(s)

The ENERGY STAR Participant has read the following text and supporting documents and agrees to fulfill all requirements:

ENERGY STAR Participant Commitment Section – Canada

The Commitment Section identifies the scope of the Participant's activities under ENERGY STAR. The Commitment Section applies to organizations that manufacture, distribute and sell products, as well as those engaged in promoting products that meet ENERGY STAR performance levels. The Commitment Section also identifies a responsible party for each area of participation and for updating NRCan's OEE on the efforts undertaken through the Arrangement.

ENERGY STAR Review Policy

The Participant understands that NRCan must review and approve any major educational or promotional material that feature the ENERGY STAR name or symbol before final production or printing to ensure consistency with the Guidelines. Materials will be submitted to the NRCan account manager or primary contact, who will ensure timely turnaround of review. On-going advertisements (such as flyers or catalogues) where the certification version of the symbol is placed next to or on a qualified product(s) do not need to be approved.

Participant Administrative Arrangement – General

ENERGY STAR®, the international symbol for energy efficiency



Supporting documents

- *The Guidelines for Reproducing, Applying and Using the International*

ENERGY STAR Symbol – Canada

The Guidelines describe how the ENERGY STAR name and registered mark may be used.

The Participant will adhere to these guidelines and ensure that its authorized representatives – such as advertising agencies, dealers and distributors – also comply.

- *ENERGY STAR Technical Specifications – Qualified Products*

The Participant must ensure that the products labelled, promoted or targeted for specific programs by the organization also meet the performance levels for using the ENERGY STAR mark on, and/or in association with, products.

Participant's Commitments for Reporting

ENERGY STAR Participants must report on the progress and outcomes of their activities as a condition of participation. This practice allows NRCan to evaluate how well the Participant is meeting its objectives and to determine the impact of the Participant's activities on reducing GHG emissions. In consultation with the Participant, NRCan will promote the organization's efforts on the ENERGY STAR Web site and in other promotional material and public recognition activities.

The Participant will do the following:

1. Participate in NRCan's *Annual ENERGY STAR Survey*, providing relevant data as requested.
2. Promote the ENERGY STAR name and ENERGY STAR qualified products in accordance with the Guidelines. The ENERGY STAR certification symbol will appear **ONLY** on or beside qualified products as stipulated in the Guidelines.
3. Promote the organization as an ENERGY STAR Participant.
4. If applicable, the Participant will submit an outline of activities that use incentives to promote the sale of ENERGY STAR qualified products.
5. Train staff on ENERGY STAR and its objectives, in order to :
 - ensure that those who deal with the public can answer questions about how and what products qualify for the ENERGY STAR symbol;
 - provide information on the proper use of the ENERGY STAR symbol; and
 - provide correct information on how to describe ENERGY STAR and product eligibility in promotional literature or on Web sites.
6. Feature products that meet ENERGY STAR technical specifications, where possible and applicable, in literature, on its Web site and in other promotional material that includes ENERGY STAR qualified products and, where possible and applicable, provide a link to NRCan's ENERGY STAR Web site (energystar.gc.ca).



Performance for Distinction

As part of its commitments, NRCan will undertake various initiatives to recognize and/or support the efforts of Participants. These initiatives include providing special recognition through case studies, energy efficiency awards, news articles and features on the ENERGY STAR Web site.

To earn distinction, the Participant can consider the following voluntary measures:

- Provide timely, written information to NRCan on the efforts taken by the ENERGY STAR Participant to promote awareness of ENERGY STAR and its messages.
- Improve the energy efficiency of company facilities.
- Purchase ENERGY STAR qualified products.
- Revise the company's purchasing or procurement guidelines to include ENERGY STAR technical specifications.
- Provide procurement officials with contact information from NRCan for periodic updates and co-ordination.
- Circulate general ENERGY STAR product information to employees for use when making purchases for their homes.
- Post information on its Web site about ENERGY STAR qualified products that are available for federal and other institutional purchasers.
- Ensure the power management feature is enabled on all ENERGY STAR qualified monitors in use in company facilities, particularly upon installation and after service is performed.
- Provide general information about the ENERGY STAR program to employees whose jobs are relevant to the development, marketing, sales, and service of current ENERGY STAR qualified product models.
- Provide a simple plan to NRCan outlining specific measures that the Participant plans to undertake beyond the program requirements listed above. By doing so, NRCan may be able to coordinate, communicate, and/or promote Participant's activities, or include news about the event in the ENERGY STAR newsletter on the ENERGY STAR Web pages, etc.

NRCan's Commitments to the ENERGY STAR Mark

NRCan will undertake various efforts to build awareness, maintain the credibility of the ENERGY STAR name and registered mark, use the guidelines consistently and promote the benefits of energy-efficient products. NRCan will strive to:

- Increase awareness of the ENERGY STAR name and registered mark across the residential, commercial and industrial sectors by distributing key messages on the benefits of ENERGY STAR qualified products.
- Provide easy access through the Internet and other means to new versions of the Guidelines, the ENERGY STAR Technical Specifications and Qualified Products listing.
- Maintain a Web site that furnishes information on Canada's efforts and responsible key contact for ENERGY STAR.
- Publicly recognize the ENERGY STAR Participant, through the Web site and other mechanisms, for its efforts in promoting the ENERGY STAR symbol.

Participant Administrative Arrangement – General

ENERGY STAR®, the international symbol for energy efficiency



Disclaimers

The ENERGY STAR Participant will not construe, claim or imply that its participation in any activities promoting ENERGY STAR constitutes OEE/NRCan approval, acceptance or endorsement of anything other than the Participant's commitment. The ENERGY STAR Participant understands that its participation in this initiative does not constitute OEE/NRCan endorsement of the ENERGY STAR Participant or its products. The ENERGY STAR Participant understands that the activities it undertakes in connection with ENERGY STAR are voluntary and are not intended to provide services to the Government of Canada. As such, the ENERGY STAR Participant will not submit a claim for compensation to any agency of the Government of Canada.

Entry into Effect and Duration of Administrative Arrangement

Duration of Arrangement

Both parties concur that this Administrative Arrangement and the terms outlined in the supporting documents will become effective when signed by both parties. This document may be updated at any time to add new areas for which the ENERGY STAR Participant wishes to be recognized as a Participant.

Termination of Arrangement

Both parties concur that this Administrative Arrangement is wholly voluntary and maybe terminated by either party at any time and for any reason, with 30 day notice and no penalty.

Actions that will cause NRCan to terminate the arrangement and deny authorization of the use of the ENERGY STAR registered mark include, but are not limited to, failure of the Participant to comply with:

- the terms of this document;
- the ENERGY STAR Guidelines;
- the ENERGY STAR technical specifications for qualified products.

NRCan will actively pursue actions for resolving issues of non-compliance.

Participant Administrative Arrangement – General

ENERGY STAR®, the international symbol for energy efficiency



The undersigned hereby execute this Administrative Arrangement on behalf of their parties. The signatories of this document affirm that they have the authority to execute this understanding on behalf of the ENERGY STAR Participant and Natural Resources Canada.

On Behalf of (Procurement Services, Gov't of Nova Scotia)

Name: Natalie McLean

Title: Acting Director, Procurement Services

Signature: *Natalie McLean*

Date: June 15, 2011

On Behalf of the Office of Energy Efficiency, Natural Resources Canada

Name: Kathy Deeg

Title: Chief, Equipment Labelling Program

Signature: *Kathy Deeg*

Date: June 21, 2011

Please complete and sign two copies of this Administrative Arrangement and return them

by Canada Post

Natural Resources Canada
Office of Energy Efficiency
Equipment Labelling Program
1 Observatory Crescent
Building One, 2nd floor
Ottawa ON K1A0E4
Canada

by Courier

Natural Resources Canada
Office of Energy Efficiency
Equipment Labelling Program
930 Carling Avenue
Observatory Building One, 2nd Floor
Ottawa ON K1Y 4X2
Canada

To the attention of:

- Stéphanette Blanc: Heating, Cooling Equipment
- Gisèle Mallet: Public Sector
- Isabelle Guimont: Retail Sector, Utilities and Lighting Equipment
- Elizabeth Westbrook: Office Equipment, Electronics
- Sherry Graves-Morrison: Web Coordinator
- Nancy Fecteau: Major Appliances - Residential and Commercial Sector
- Steve Hopwood: Fenestration Sector
- New Homes

Once the signed Arrangements have been received by our office, the authorized NRCan officer will countersign and return a copy to you by mail.



Participant Administrative Arrangement – General

ENERGY STAR®, the international symbol for energy efficiency

ENERGY STAR Participant Commitment Section – Canada

Enter full company name.

(Procurement Services, Gov't of Nova Scotia)

As an ENERGY STAR Participant, we commit to fulfill the requirements for each product selected from the list of qualified products or services.

In the table below, identify the ENERGY STAR qualified product(s) you will be promoting by placing a check mark in the appropriate box(es).

Please click on the boxes to select the product(s).

Major Household Appliances	
	Promote
Bottled water coolers	<input checked="" type="checkbox"/>
Clothes washers	<input type="checkbox"/>
Dehumidifiers	<input checked="" type="checkbox"/>
Dishwashers	<input checked="" type="checkbox"/>
Freezers	<input type="checkbox"/>
Refrigerators	<input checked="" type="checkbox"/>

Heating, Cooling and Ventilation Equipment	
	Promote
Air conditioners – Central	<input checked="" type="checkbox"/>
Air conditioners – Room	<input checked="" type="checkbox"/>
Boilers – Residential:	<input checked="" type="checkbox"/>
<input type="checkbox"/> Oil	
<input type="checkbox"/> Gas	
Ceiling fans	<input checked="" type="checkbox"/>
Furnaces – Residential:	<input checked="" type="checkbox"/>
<input type="checkbox"/> Gas	
<input type="checkbox"/> Propane	
<input type="checkbox"/> Oil	
Heat pumps – Air source	<input checked="" type="checkbox"/>
Heat pumps – Ground source	<input checked="" type="checkbox"/>
Ventilating fans	<input checked="" type="checkbox"/>
Water heaters – Residential:	<input checked="" type="checkbox"/>
<input type="checkbox"/> Gas storage tank	
<input type="checkbox"/> Gas tankless	
<input type="checkbox"/> Gas condensing units	
<input type="checkbox"/> Heat pump	
<input type="checkbox"/> Solar	

Windows and Doors	
	Promote
Entry doors, sidelights and transoms	<input checked="" type="checkbox"/>
Skylights	<input checked="" type="checkbox"/>
Sliding glass doors	<input checked="" type="checkbox"/>
Windows	<input checked="" type="checkbox"/>

Participant Administrative Arrangement – General

ENERGY STAR®, the international symbol for energy efficiency



ENERGY STAR Participant Commitment Section – Canada

Please click on the boxes to select the product(s).

Lighting Equipment		Promote	Promote
Compact fluorescent lamps	<input checked="" type="checkbox"/>	Residential lighting fixtures	<input checked="" type="checkbox"/>
Decorative light strings	<input type="checkbox"/>	Solid state lighting	<input checked="" type="checkbox"/>
Electronics		Promote	Promote
Audio products	<input type="checkbox"/>	External power adapters	<input checked="" type="checkbox"/>
Digital-to-analog converter boxes	<input type="checkbox"/>	Telephony:	<input type="checkbox"/>
DVD products	<input checked="" type="checkbox"/>	<input type="checkbox"/> Cordless telephones	
		<input type="checkbox"/> Answering machines	
		TVs	<input checked="" type="checkbox"/>
Office Equipment		Promote	Promote
Computers (desktop)	<input checked="" type="checkbox"/>	Imaging equipment:	<input checked="" type="checkbox"/>
Laptops	<input checked="" type="checkbox"/>	<input type="checkbox"/> Copiers	
Monitors	<input checked="" type="checkbox"/>	<input type="checkbox"/> Digital duplicators	
External power adapters	<input checked="" type="checkbox"/>	<input type="checkbox"/> Mailing machines	
		<input type="checkbox"/> Multi-function devices	
		<input type="checkbox"/> Fax machines	
		<input type="checkbox"/> Printers	
		<input type="checkbox"/> Printer/fax combinations	
		<input type="checkbox"/> Scanners	
Commercial Products		Promote	Promote
Commercial cooking equipment:	<input type="checkbox"/>	Commercial dishwashers	<input type="checkbox"/>
<input type="checkbox"/> Fryers		Commercial ice machines	<input type="checkbox"/>
<input type="checkbox"/> Hot food holding cabinets		Commercial solid door refrigerators and freezers	<input type="checkbox"/>
<input type="checkbox"/> Steam cookers			
New Homes		Promote	
	<input type="checkbox"/>		

Please enter your company web address.

Through our association with ENERGY STAR, we also commit to improve the energy performance of our own facilities.

Company Web site address (if applicable) :



Participant Administrative Arrangement – General

ENERGY STAR®, the international symbol for energy efficiency

ENERGY STAR Participant Commitment Section – Canada

Responsible Parties and Contact Names

Please indicate the contact(s) to be added to our e-mail list for news and updates or to access our secure Participants extranet Web site.

Designated Contact

Contact name: Lynda Rankin

Title: Manager, Sustainable Procurement Integration

Company: Nova Scotia Procurement Services

Address: 6176 Young Street

City: Halifax

Province/Territory: Nova Scotia Postal code: B3J 2V2

Telephone: Ext.: Fax:

E-mail: rankinx@gov.ns.ca E-mail List Extranet Access

Alternate Contact (if different)

Contact name: _____

Title: _____

Company: Nova Scotia Procurement Services

Address: _____

City: _____

Province/Territory: _____ Postal code: _____

Telephone: Ext.: Fax:

E-mail: _____ E-mail List Extranet Access

Participant Administrative Arrangement – General

ENERGY STAR®, the international symbol for energy efficiency



ENERGY STAR Participant Commitment Section – Canada

Additional Contact(s) (Marketing officer, etc.)

Contact name: _____

Title: _____

Company: Nova Scotia Procurement Services

Address: _____

City: _____

Province/Territory: _____ Postal code: _____

Telephone: Ext.: Fax:

Email: _____ E-mail List Extranet Access

Contact name: _____

Title: _____

Company: _____

Address: _____

City: _____

Province/Territory: _____ Postal code: _____

Telephone: Ext.: Fax:

Email: _____ E-mail List Extranet Access

Next steps

- Print **two full** copies of the completed Arrangement and obtain the required signatures from your organization.
- Mail **both** copies (eleven pages each) of the signed Arrangement to Natural Resources Canada (NRCan) to the address on page 7 for countersignature.