

## ECA Guidance Note 2: Making a Product Application for inclusion on the Energy Technology Product List (ETPL)

12 August 2014

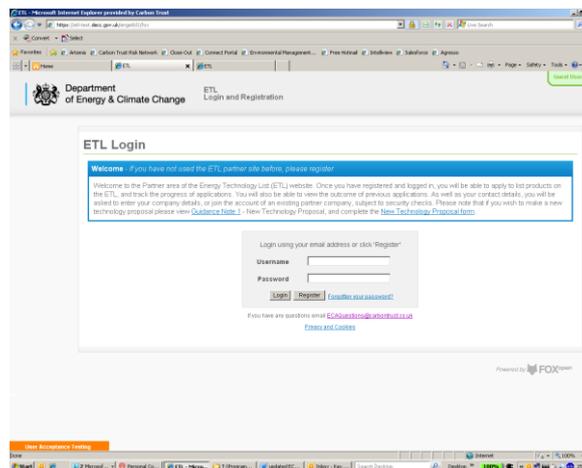
This guidance note takes you step-by-step through the ETL product application process to apply for a product to be included on the Energy Technology Product List (ETPL).

NOTE: It does not cover guidance for Combined Heat and Power, Lighting, Pipework Insulation and Component-based AMT technology categories, nor Air Source Split and Multi-split (inc VRF) Heat Pumps as these are not ETL 'listed' technology categories.

1. Visit the ECA Energy website at <https://etl.decc.gov.uk/etl>
2. Before you submit an ETL product application, you will need to check that your product fits into one of the existing eligible technology or sub-technology categories and meets the relevant eligibility criteria. To do this, go to the Eligibility Criteria tab and download the relevant criteria. If you feel you can demonstrate that your product meets these criteria, then submit a product application.

You should note that your entire product proposed for listing should meet the eligibility criteria. You are not able to apply for listing for a larger non-eligible product on the basis that an eligible component is contained within your product. In this case, you should provide a statement to your customers to the fact that your product contains X eligible component which is included on the ETL as at x date.

3. To do this you will need to log into the Partner site (on left hand menu of main site). From here you will be taken to the ETL Login:

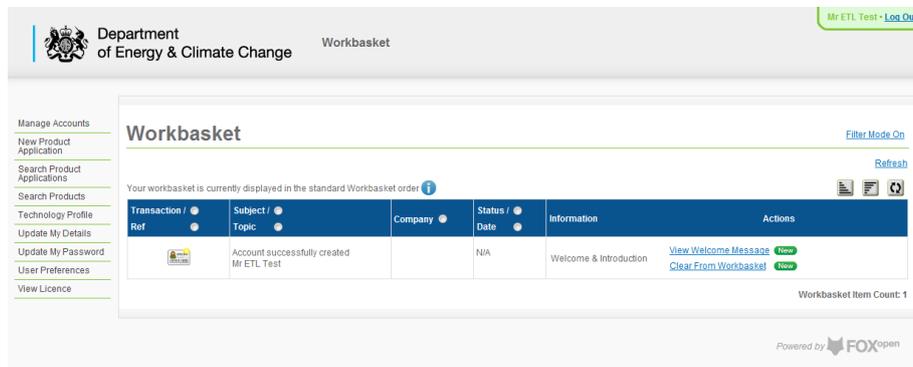


The screenshot shows a web browser window displaying the ETL Login page. The page header includes the Department of Energy & Climate Change logo and the text 'ETL Login and Registration'. The main content area is titled 'ETL Login' and contains a welcome message for partners. Below the message is a login form with fields for 'Username' and 'Password', and buttons for 'Login', 'Forgot your password?', and 'Register'. A footer note mentions 'Powered by FOX'.

NOTE: If you are a new user, you must first register to use the site, by clicking the 'Register' button on the login page. Once registered, please check whether your company is already listed (by accessing the pull down menu) and request to become a secondary contact. This ensures that all of your company's products will be listed together, maximising the sales opportunities for your company when potential purchasers access your listing. Once you have confirmed your request to become a secondary contact, an email will be sent to the primary contact for your company and access will be granted to you once that person has confirmed this is OK. If your company does not already exist then you may register a new company and become the primary contact.

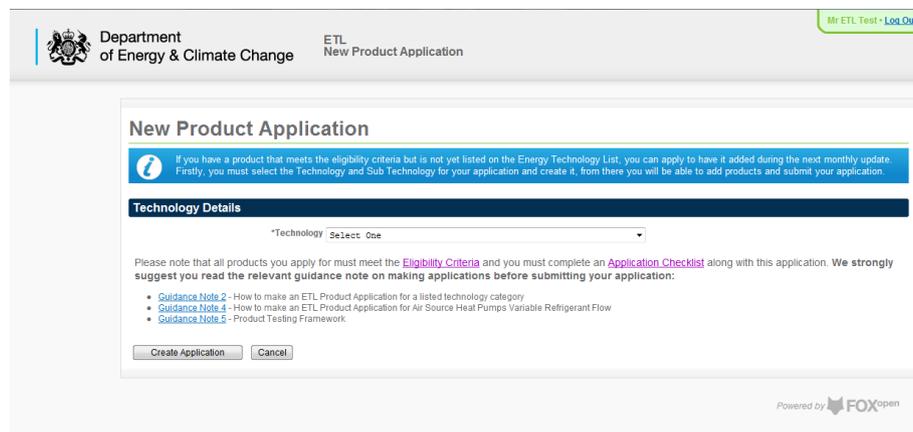
If you have any problems with this registration process, please contact [ECAQuestions@carbontrust.com](mailto:ECAQuestions@carbontrust.com) or call the ECA Helpline on 0300 3300657.

- Once you have logged in as a registered user, you will be taken to your company 'Workbasket'. From here you will be able to make new product applications, as well as viewing any application in progress.



You should also note that you must be the manufacturer/re-badger of the product if you wish to list or the sole UK supplier. If you are a distributor of a product, and the product is already included on the ETL then you do not need to make an ETL Product Application. You should simply refer your customer to the ECA Scheme website so they are able to confirm that they can make an ECA claim. Multiple listings of the same product are not permitted on the ETL.

- You will firstly need to select the technology (and if relevant) sub-technology areas for which you wish to submit a ETL product application (see below). Note if you have products from more than one sub-technology category, you must submit a new ETL product application for each sub-technology.



- Once you have selected the technology/sub-technology category for your ETL product application you will need to click on 'Create Application', which takes you to the add details of each product you're applying to be listed (see below). To do this, select Create Application, New Product Application and either "Add a Product" (to add products individually) or "Download template" (to add large numbers of products).

**NOTE: You should only enter products which are variants of the same basic design on each application. Products of differing designs should be entered on separate applications.**

The screenshot shows the 'New Product Application' form. At the top, it displays the Department of Energy & Climate Change logo and the text 'ETL New Product Application'. Below this, there are three green status bars: 'Application Reference Not Yet Assigned Created Date 31-JAN-2013 10:21:29', 'Partner (Applicant) ETL Test (Mr ETL Test)', and 'App Contact Mr ETL Test Status Draft'. The main heading is 'New Product Application'. Under 'Technology Details', there are dropdown menus for 'Technology' (set to 'Boiler Equipment') and 'Sub Technology' (set to 'Flue Gas Economizers'). A note states: 'Please note that all products you apply for must meet the Eligibility Criteria and you must complete an Application Checklist along with this application. We strongly suggest you read the relevant guidance note on making applications before submitting your application:'. Below this are three links: 'Guidance Note 2 - How to make an ETL Product Application for a listed technology category', 'Guidance Note 4 - How to make an ETL Product Application for Air Source Heat Pumps Variable Refrigerant Flow', and 'Guidance Note 5 - Product Testing Framework'. The 'Product List' section says: 'You may add products to an application on an individual basis or for multiple product applications you can download the XLS template, fill this in and upload it to add several products at once.' It includes an 'Add Product' button, a 'Download Template' link, and an 'Upload Application' link. The 'Product Documents' section says: 'Please upload all necessary documents for this application.' It has an 'Add Product Document' button and a dropdown menu for '\*Are you submitting any documents by post?' (set to 'One'). The 'Terms and Conditions' section says: 'I have read and accept the Terms and Conditions'. It includes a 'Reassign Application' button and a 'Submit Application' button.

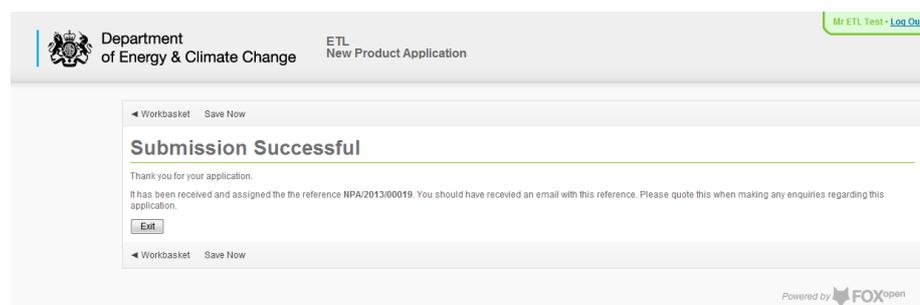
7. A separate screen will appear to allow you to enter the details for the first product you wish to submit. On this screen, you will be asked for technical and performance details of your product to demonstrate it meets the eligibility criteria. Note that all fields on this screen are mandatory and will differ for each sub-technology category to reflect the criteria for that category.

The screenshot shows the 'Add Product' form. At the top, it displays the Department of Energy & Climate Change logo and the text 'ETL New Product Application'. Below this, there are three green status bars: 'Application Reference Not Yet Assigned Created Date 31-JAN-2013 10:21:29', 'Partner (Applicant) ETL Test (Mr ETL Test)', and 'App Contact Mr ETL Test Status Draft'. The main heading is 'Add Product'. Under 'Product Details', it says: 'Please provide the product's name, model number and certification type.' It has three input fields: '\*Product Name', '\*Model Number', and '\*Certification' (a dropdown menu set to 'One'). Under 'Technical and Performance Details', it says: 'Please provide the following technical and performance criteria for this product.' It has five input fields: '\*Design Boiler Size (kW) (p=0)', '\*Design Heat Recovery Rate (kW) (p=0)', '\*Net efficiency increase at 100% MCR (%) (p=3)', '\*Net efficiency increase at 50% MCR (%) (p=3)', and '\*Net efficiency increase at 30% MCR (%) (p=3)'. At the bottom, there are three buttons: 'Validate Product', 'Delete Product', and 'Back to Application'. The footer says 'Powered by FOXopen'.

You should also note that you must enter individually identifiable products (using the product and model no fields to make a unique record) and not product ranges or product names which could refer to more than one model. Failure to do this will result in the rejection of your application or subsequent removal of your product from the ETL. Also the ETL is designed for the listing of products of a fixed design - products which are bespoke cannot be listed.

8. Once you have entered the product details and want to proceed, please click 'Validate Product'. If there are any areas where the entry can't be validated, this will be indicated. Once validated successfully, please click 'Back to Application'. You will then be able to add product documents to complete your application (noting whether you need to send anything else in the post). Please check against the application checklist that you have included all relevant documentation, including a copy of the signed application checklist. You

- are able to “Edit” product details and “Delete” products as you are compiling your ETL Product application.
9. Once you have finished adding your documentation you have the choice of sending your application to us by going to ‘Submit Application’ or saving the application as a draft to resume at a later stage, by going to ‘Save Now’. Please note that you need to accept the Terms and Conditions before you submit.
  10. Once you submit your application you will receive an acknowledgement from the website. If you have indicated that you will be sending further documentation by post, you will be given 30 days to submit this. If your application is complete, you will receive an acknowledgement from the website that your application is now being processed.



Application checklists are designed to simplify the ETL product application process to clearly specify what information you need to provide for your product(s) to be fully assessed. This lessens the need for assessors to come back to applicants with queries requesting further information and introducing delays into the ETL product application process. It also assists assessors in making a robust decision on whether a product meets the current eligibility criteria or not.

Within 30 days of submitting your online ETL product application all additional supporting evidence that you are sending in the post should be directed to:

**ETL Team  
Jacobs  
The Metro Building  
33 Trafford Road  
Salford Quays  
Manchester M5 3NN**

11. Once your supporting evidence has been received, it will be distributed to a technical assessor for the technology or sub-technology category. **If your supporting evidence has been received before the middle of the month, the assessment of your product will normally be completed by the 1<sup>st</sup> of the following month, unless further information is required to complete the assessment.** If the technical assessor has queries regarding your ETL product application, they could request further information be submitted at any stage. This will be done by e-mail and you will then have 30 days to provide the requested information. If this is not received (or the evidence provided is not sufficient), then your product application will automatically be rejected at the end of the month. The outcomes of all ETL product applications are presented, by the Carbon Trust to the Department for Energy and Climate Change (DECC), at the end of each calendar month.

You will then be informed by e-mail that your product has either: been accepted on to Energy Technology Product List (ETPL) on the 1<sup>st</sup> of the following month; or alternatively that your product has been assessed as not meeting the eligibility criteria and therefore will not be included on the ETPL. If the latter, you will be able to login to the Partner area of the ETL website to view the reasons for this.

Please note that once a product application has been rejected, it is not possible for it to be reactivated and if you did want to resubmit, you would need to make a new product application as per this procedure. It will be possible for you to view your previous application (if the previous application occurred after 4<sup>th</sup> February 2013).

If you have any further queries about the ETL application process, then please contact [ECAQuestions@carbontrust.co.uk](mailto:ECAQuestions@carbontrust.co.uk) or call the ECA Helpline on 0300 3300657.