



ESA Program for Acceptance of Retrofitted Luminaires - Updates

October 2016



Retrofitted Luminaires Program Update

- Program for Acceptance of Retrofitted Luminaires was launched on November, 2014

A retrofitted luminaire is acceptable to ESA when a suitable, approved retrofit kit is used, installed in accordance with installation instructions, and passes ESA inspection.

The pre-assessment process begins with completing a Retrofitted Luminaires Application for Inspection Form.

- After more than 1 year of implementation, the Program is reviewed and updated
- **Update launch date - October 13th, 2016**

Retrofitted Luminaires Program Update

Why is the Program updated?

- After one year of implementation, ESA reviewed the Program results and discovered that some retrofitted luminaire installations were not properly identified and have not followed Program requirements.
- In addition, one of the recognized certification agencies, UL, has issued a warning identifying the need for properly installed, approved retrofit kits in order to keep retrofitted installation safe. For UL advisory, click [here](#).

Retrofitted Luminaires Program Update

What is changed?

- The Retrofitted Luminaires Application for Inspection Form is simplified.
- T12 to T8 ballast replacements are now part of the Acceptance of Retrofitted Luminaires Program and must be filed on the Retrofitted Luminaires application. (T12 to T8 ballast replacements were previously filed under ACP Small Job ICIA Form).
- Certificate of Inspection (for ACP and Non-ACP, created based on the Special Form) has been revised to include a statement that the installation is compliant with the requirements of ESA's Acceptance of Retrofitted Luminaires Program.

Retrofitted Luminaires Program Update

Application Form – Page 1 (New)

Retrofitted Luminaires Application for Inspection Form – new Page 1, Checklist

Applications with missing or incorrect information will be returned to the applicant

Application Checklist:

- Read: [ESA Program for Acceptance of Retrofitted Luminaires Guide](#) to confirm the retrofit installation is part of the program. (i.e. lamp for lamp replacement or a complete luminaire replacement are not part of the Retrofitted Luminaires Program).
 - "Applicant Information" section is complete
 - "Site Information" section is complete, including site contact name and telephone number.
 - "Ready For" section is complete.
 - "Retrofit Project Details" - All Applicable information is provided for each style of luminaire retrofitted
- NOTE:** Select "Retrofit Type a" for T12 to T8 fluorescent ballast replacements **ONLY**, where there is **NO** change in the number of installed lamps and no new reflectors, new sockets or new end plates installed. If other changes are made select "Retrofit type b" and provide the required details.
- "Retrofit kit Installation" section is complete for ALL retrofit types, **EXCEPT "Retrofit Type a"**; all three questions answered, including any additional comments.
 - "Declaration" section is complete and signed by the retrofit installer

For all retrofit types with quantity greater than 50, EXCEPT "Retrofit Type a"; Supply the following information:

- Specification sheet(s) for all retrofit kit/ components being installed
- Installation instructions for all retrofit kit/ components being installed
- Certification Agency file number (i.e. CSA, cUL, cETL, etc.), or Field Evaluation approval confirmation

Retrofitted Luminaires Program Update

Application Form – Page 2

Retrofitted Luminaires Application for Inspection Form – Page 2 changed, simplified “Retrofit Type” section

Electrical Safety Authority
400 Sheldon Dr, Unit 1
Cambridge, Ontario N1T 2H9

Phone: 1-877-654-SAFE (372-7233)
Fax: 1-800-667-4278

Retrofitted Luminaires Application for Inspection

Date: _____ Account #: _____ ACP #: _____

Applicant Information

Installer Company Name: _____ Address: _____
Unit/ Suite: _____ City: _____ Provincial State: _____
Postal Code: _____ Phone: _____

Site

Site Type: Commercial Industrial Agricultural Street Lighting
Site Name: _____ Civic #: _____ Street: _____
City/Town/PPN: _____ Twp/RMN: _____
Site Contact Name: _____ Site Code: _____

Retrofit Type

a T12 to T8 Fluorescent ballast replacements ONLY (the same number of lamps as before, 0 new reflectors)

Retrofit Type List	Retrofit Type (select letter from Retrofit Type list)	Qty of Luminaires	Voltage	Est. Yr.
b T12 to T8 Fluorescent Luminaires (including ballast replacement, new reflectors, sockets or end plates)				
c T12 or T8 to T5 Fluorescent Luminaires				
d Incandescent luminaires retrofitted to LED				
e Fluorescent luminaires retrofitted to LED				
f HID luminaires retrofitted to LED				
g LED Retrofits for Commercial Refrigerators				
h LED retrofits for Roadway or Post-Top Luminaires				
i Other (Describe in Comments section)				

Retrofit Kit Installation (for all types except "Retrofit Type a")

Warning labels are provided and will be applied?
Yes No

Installation instructions provided will be followed?
Yes No

Is retrofit kit compatible with existing luminaires?
Yes No

Payment Method Account Credit Card Cheque

Card #: _____ Expiry: _____

Installer's (please print) Name: _____ Signature: _____

Total Fee Estimate: _____ Total # of pages: (including Application form)

Retrofit Type List

Retrofit Type (select letter from Retrofit Type list)	Qty of Luminaires
a	
b	
c	
d	
e	
f	
g	
h	
i	

BY SUBMITTING PERSONAL INFORMATION TO THE ELECTRICAL SAFETY AUTHORITY, OR ITS AGENTS AND SERVICE PROVIDERS, YOU AGREE THAT ESA MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH ITS PRIVACY POLICY, APPLICABLE LAWS OR POLICIES. IF YOU PROVIDE US WITH THE PERSONAL INFORMATION ON BEHALF OF ANOTHER INDIVIDUAL, YOU REPRESENT THAT YOU HAVE ALL NECESSARY AUTHORITY AND/OR HAVE OBTAINED ALL NECESSARY CONSENTS FROM SUCH INDIVIDUAL IN ORDER FOR US TO COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION FOR THE PURPOSES SET FORTH ABOVE. "Privacy Policy" A copy of our policy is located on our website at www.esa.ca. Form 1434 (2019)

Retrofitted Luminaires Program Update

T12 to T8 Ballast replacements

- For ACP contractors, T12 to T8 ballast replacements were previously filed under ACP Small Job ICIA Form.
- This created a lot of confusion, as usually work included more modifications to the fixture.
- This retrofit option (T12 to T8) is now added into the Form and is no longer permitted to be filed online.

“Retrofit Type” and “Declaration section” only are to be completed

Retrofit Project Details	
Retrofit Type	Quantity of Luminaires for "Retrofit Type a" only
a T12 to T8 Fluorescent ballast replacements ONLY (the same number of lamps as before, NO new reflectors, NO new sockets or end plates)	

Retrofit Kit Installation (for all types except "Retrofit Type a") Warning labels are provided and will be applied? Yes <input type="checkbox"/> No <input type="checkbox"/> Installation Instructions provided will be followed? Yes <input type="checkbox"/> No <input type="checkbox"/> Is retrofit kit compatible with existing luminaires? Yes <input type="checkbox"/> No <input type="checkbox"/> Payment Method Account <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque <input type="checkbox"/> Card # _____ Expiry _____ Name _____	COMMENTS: DECLARATION - TO BE COMPLETED FOR EACH APPLICATION: The information provided on this form is true and accurate Installer Name (please print): _____ Date: _____ Signature: _____ Total Fee Estimate: _____ Total # of pages: (including Application form) _____
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By submitting personal information to the Electrical Safety Authority, or its agents and service providers, you agree that ESA may use and disclose such personal information in accordance with its privacy policy, applicable laws or pursuant to our administrative agreement with the Province of Ontario. If you provide us with the personal information on behalf of another individual, you represent that you have all necessary authority and/or have obtained all necessary consent from such individual to enable us to collect, use and disclose such personal information for the purposes set forth in our Privacy Policy. A copy of our policy is located on our website at www.esa.ca. See 2010 Electrical Inspection Fee Schedule for Details. Form 1434 (07/12) The Total Cost may change Pending a site visit.

Retrofitted Luminaires Program Update

Certificate of inspection update



www.esasafe.com

400 Sheldon Dr, Unit 1, Cambridge, ON, N1T 2H9
For inquiries:
TOLL FREE TEL: 1-877-372-7233 TOLL FREE FAX: 1-800-867-4278

Certificate of Inspection - ACP

MIKE CLAERHOUT
IS AWESOME AND DO NOT DENY IT
155 MATHESON BLVD W
MISSISSAUGA ON L5R 3L5

NOTICE DATE: August 11, 2016
NOTIFICATION #: 14454520
PRINT DATE: August 11, 2016
CUSTOMER ID: 12064
ACP #: WCR0070
LICENCE NUMBER: 0007001212

Re:
LETS TEST NEW CODE GROUPS OK
100 SHELDON DR
CAMBRIDGE ON N1R 7S7

We hereby certify that an electrical inspection of the aforementioned address was conducted or is deemed conducted on the installation described herein.

The retrofitted luminaires at this address are deemed compliant with the requirements of ESA's Program for Retrofitted Luminaires. The program includes LED retrofits for fluorescent, incandescent and HID luminaires; LED retrofits for commercial refrigerators; LED retrofits for roadway or post-top luminaires; and fluorescent retrofits for tubular fluorescent luminaires. The Program does not include lamp replacements where application for inspection is not required; or luminaire replacements where a standard application for inspection is required. For more details about the Program, visit <http://www.esasafe.com/business/retrofitted-luminaires>.

1 ACP - RETROFITTED LUMINAIRES 51-200
BUNCH - O - LUMINAIRES

The Electrical Safety Authority (ESA) operates as a delegated authority on behalf of the provincial government in accordance with Part VIII, section 113 of the Electricity Act, 1998, S.O. 1998, c.15, Sched. A, (the Act), and the Safety and Consumer Statutes Administration Act, 1998, S.O. 1998, c.19. ESA's mandate is to administer the Act and corresponding Regulations on behalf of the Province of Ontario.

ESA is a not-for-profit corporation under the direction and control of a Board of Directors and is accountable to the Ministry of Government and Consumer Services in accordance with an Administrative Agreement.

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Shared with IESO, EDA and Utilities.