



ESA Program for Acceptance of Retrofitted Luminaires Notification

A Notification is required for each Project Site with retrofitted luminaires. All other electrical work not part of this program, including luminaire replacement, must be submitted on a separate Notification & Fee Estimate. For information on the Program for Acceptance of Retrofitted Luminaires, see the technical guideline posted at:

<http://www.esasafe.com/business/retrofitted-luminaires>

When a luminaire is retrofitted, it is no longer approved. 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. A field evaluation or field certification will be required on all retrofitted luminaires if a retrofit installation is completed using only approved parts, or an approved retrofit kit that has been modified or altered to fit into the existing luminaire.

To determine if the retrofitted luminaire is compliant to safety standard requirements and can be accepted by ESA, the Notification and supporting documentation are reviewed. The pre-assessment process begins with completing a Retrofitted Luminaires Notification.

The Notification must be submitted by the installer of the luminaire retrofit. Please follow the checklist below to ensure the Notification to be submitted is complete.

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

Notification 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



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Fax: 1-800-667-4278
Email: esa.cambridge@electricalsafety.on.ca

Ready for:

Rough-In
 Final
 Will Notify

Retrofitted Luminaires Notification

Date: _____ Account #: _____ ACP #: _____ ECRA/ ESA Lic #: _____ Date Ready: _____

Applicant Information (Mailing Address)

Installer Company Name: _____ Address: _____ PO/Job #: _____
Unit/Suite: _____ City: _____ Province/ State: _____ Country: _____ Postal Code: _____
Phone: _____ Fax: _____ Email: _____

Site Information

Site Type: Commercial Industrial Agricultural Street Lighting Apartments Residential Total Fixture Quantity: _____
Site Name: _____ Civic #: _____ Street: _____
If street is a #d Regional Rd, County Rd, Hwy - note the alternate street name (if any): _____ Other: _____
City/Town/PPN: _____ Twp/RMN _____ Rural Lot: _____ Con: _____
City/Town/Populated Place Name Township/Regional Municipality Name
Site Contact Name: _____ Site Contact Phone #: _____

Retrofit Project Details

Retrofit Type a T12 to T8 Fluorescent BALLAST REPLACEMENT ONLY (the same number of lamps as before, NO new reflectors, NO new sockets or end plates) Qty of Luminaires - "Retrofit Type a" ONLY

Retrofit Type List	Retrofit Type (select letter from Retrofit Type list)	Qty of Luminaires	Voltage	Are the existing lamp sockets used?		Are self-ballasted lamp installed?		Are approved retrofit kits used?		Retrofit Kit Details		
				Yes	No	Yes	No	Yes	No	Manufacturer	Model Number	Certified By:
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")

COMMENTS:

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 _____

Name _____

Installer Name (please print): _____

Date: _____

Signature: _____

DECLARATION - TO BE COMPLETED FOR EACH NOTIFICATION:

The information provided on this form is true and accurate

Total Fee Estimate: _____

Total # of pages: (including Notification form)

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 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 consents 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.esasafe.com