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.

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 addtional 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 Notification

<table>
<thead>
<tr>
<th>Account #:</th>
<th>ECRA/ESA Lic #:</th>
<th>Payment Method</th>
<th>ACP #:</th>
<th>Date:</th>
<th>Ready for:</th>
<th>Ready date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Credit Card</td>
<td></td>
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</tr>
<tr>
<td>Yes</td>
<td></td>
<td>Charge to ESA Account</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>No</td>
<td></td>
<td>Cheque / Money Order</td>
<td></td>
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</tr>
</tbody>
</table>

- **ESAs account customer - provide the last 4 digits of the card saved on file with ESA**
- **One-time / non-account customer - submit the completed application and an ESA representative will call to process the credit card payment.**

### Applicant / Installer Information (mailing address)

- **Name:**
- **Unit/Site:**
- **City:**
- **Province/State:**
- **Country:**
- **Postal Code:**
- **Phone:**
- **Fax:**
- **Email:**
- **PO/Job #**

### Site Information

- **Site Type:**
  - Commercial
  - Industrial
  - Agricultural
  - Street Lighting
  - Apartments
  - Residential
- **Total Fixture Quantity:**
- **City/Town:**
- **Main Intersection:**
- **Twp/Region:**
- **Water Travel Required?**
- **Yes**
- **No**

### Work Contact

- **Name:**
- **Phone:**
- **Email:**

### Retrofit Project Details

#### Retrofit Type List

- **Qty of Luminaires - "Retrofit Type a" ONLY**

#### Retrofit Type

- **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)

#### Retrofit Kit Details

- **Retrofit Kit Details**
  - **Retrofit Kit Details**
  - **Qty of Luminaires - "Retrofit Type a" ONLY**
- **Retrofit Type List**
  - **Retrofit Type**
  - **Retrofit Type List**
  - **Retrofit Type**
  - **-select letter from Retrofit Type list**
  - **Qty of Luminaires**
  - **Voltage**
  - **Are the existing lamp sockets used?**
  - **Yes**
  - **No**
  - **Are self-ballasted lamp installed?**
  - **Yes**
  - **No**

### Retrofit Kit Details

- **Retrofit Kit Details**
- **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?**
- **Yes**
- **No**
- **Are self-ballasted lamp installed?**
- **Yes**
- **No**

### 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**

### Total Fee Estimate:

- **Total (# of pages) including Notification form**

### DECLARATION - TO BE COMPLETED FOR EACH NOTIFICATION:

- **The information provided on this form is true and accurate**
- **Installer Name**
- **please print:**
- **Date:**

### Signature: