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INTRODUCTION

Through more than 15 years of shared effort, EPA and partners have built something of real value: the Energy Star® brand. Maintaining the value of this brand requires ensuring products with the Energy Star label deliver on their promise to the consumer. The program is now focused on enhancements to the Energy Star program through testing and verification efforts.

ANAB is recognized by EPA under the Energy Star Program Version 1.0. As part of this recognition, ANAB has developed sector-specific program requirements. These requirements are used to assess laboratories to the requirements of the EPA Conditions and Criteria for Recognition [accreditation] of Laboratories for the ENERGY STAR® Program.

ANAB’s program meets the objectives of the Energy Star supplemental requirements that laboratories shall maintain accreditation to ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories, by an EPA-recognized accreditation body.

ANAB will continue to work with the EPA to support the accreditation of laboratories to unified sector-specific standards based on international standards supporting the goals of the National Technology Transfer and Advancement Act (1996) as implemented by the National Institute of Standards and Technology (NIST).

REFERENCES

Conditions and Criteria for Recognition of Laboratories for the ENERGY STAR® Program – 6/30/2010
Conditions and Criteria for Recognition of Accreditation Bodies for the ENERGY STAR® Laboratory Recognition – 6/30/2010
Letter to “Partner or Interested Party” from EPA dated 06/30/2010
Application for Recognition of Accreditation Bodies by EPA under the ENERGY STAR® Program Version 1.0 – OMB Control No. 2060-0528
Draft Guidelines for Publication of Evaluation Reports (APLAC requirements)
ISO/IEC 17011, Conformity assessment – Requirements for accreditation bodies accrediting conformity assessment bodies
ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories
Relevant APLAC, ILAC, and NACLA requirements

DEFINITIONS

JCGM 200:2012 International Vocabulary of Metrology – Basic and general concepts and associated terms (VIM)

1. LABORATORY REQUIREMENTS

1.1. General Energy Star Requirements Additional Terms and Conditions
1.1.1. Having requested that ANAB provide Energy Star Laboratory Accreditation Program services, the laboratory acknowledges and agrees to the following terms and conditions in addition to those on the Application for Accreditation Estimate on file. These terms are in addition to the application form and Accreditation Agreement.

1.1.2. The EPA will maintain a limited amount of oversight of accreditation bodies (ABs) such as ANAB. This oversight means ANAB must provide information to EPA per requirements, which may include:

- Verification that all assessment findings are resolved and corrective actions have been implemented before granting accreditation to a laboratory.
- Forwarding any questions related to EPA-specific test procedures to the EPA for resolution and abiding by the decisions of the EPA relative to the resolution of those questions.
- Electronic copies of accreditation information, including the date the accreditation is effective, accreditation expiration date, scope of accreditation, matrices for which the laboratory is accredited, and any adverse accreditation actions taken.
- Upon request, electronic copies of laboratory accreditation information, including:
  - Accreditation effective date;
  - Accreditation expiration date (if applicable);
  - Energy Star-relevant accredited test methods; and
  - List of qualified personnel per Energy Star-relevant accredited test methods.
- An up-to-date list identifying all laboratories currently accredited by ANAB under the Energy Star program. At a minimum, this list will contain:
  - Laboratory name, address, and phone number;
  - Laboratory point of contact;
  - Accreditation effective date;
  - Accreditation expiration date;
  - Scope of accreditation.
- Upon request, copies of laboratory assessment documentation, including corrective action plans, documentation of resolution of deficiencies, and any laboratory feedback on assessors or the assessment process.
- Notifying the EPA in writing and updating ANAB’s website to document any action that adversely affects the accreditation status of a laboratory accredited to the requirements of the Energy Star program.
- Any additional information requested by the EPA.

1.1.3. Furthermore, the laboratory agrees to:

- Allow the EPA or its authorized representative(s) to witness any assessments performed for compliance with the requirements of the Energy Star program.
- Submit to ANAB all test methods relevant to the Energy Star program that the laboratory would like on the scope of accreditation under this program.
- Provide ANAB evidence that the laboratory employees regularly participate in and pass ethics and compliance audits.
- Provide ANAB evidence that mechanisms for reporting and responding to attempts to exert undue influence on test results are in place.
- Records relevant to the accreditation being kept at ANAB for at least five years.

1.1.4. ANAB will remain fair and impartial in all interactions with laboratories. ANAB services are available to all interested laboratories without regard to size, scope of accreditation, or membership in any organization, unless directed otherwise by the EPA. ANAB will participate in meetings with the
EPA at which ANAB is expected to share the status of the program, common deficiencies, and issues related to accreditation of laboratories.

2. ASSESSMENT REQUIREMENTS

2.1. ANAB Assessment Process Requirements

2.1.1. The ANAB Energy Star supplemental requirements assessment process is based on an ISO/IEC 17025 accreditation. The ANAB assessment process for an ISO/IEC 17025 accreditation is defined in the ANAB Client Instruction Manual. ANAB Energy Star supplemental requirements assure EPA recognition of ANAB’s accreditation of labs. ANAB shall:

- Assess laboratory operations for compliance with Energy Star Laboratory Recognition Requirements.
  - Upon a satisfactory outcome, attest to the technical competence of laboratories to perform tests required for Energy Star qualification as outlined in the Energy Star Laboratory Recognition Requirements. This should include ensuring that the list of specific test methods for which the laboratory has been accredited is included within the laboratory’s scope of accreditation.
  - Notify EPA of any observed test method interpretations that require clarification.
  - Assess documentation demonstrating the impartiality and freedom of laboratory management and personnel from any undue internal or external commercial, financial or other pressures and influences that may adversely affect the quality of their work, as required by ISO/IEC 17025.

Note: It is EPA’s expectation that ABs will systematically monitor the impartiality of laboratories on an ongoing basis. Document review, consistent with the requirements of ISO/IEC 17025, shall include but may not be limited to the following:

i) organization chart showing that the responsibilities, authorities, and inter-relationships of all personnel who manage, perform or verify laboratory results are free from influence that may adversely affect the quality of their work;

ii) dates of internal audits, audit findings, and any corrective actions taken;

iii) any customer complaints and corrective action taken;

iv) original testing records containing sufficient information for repeatability, including the names of staff who participated;

v) evidence that laboratory employees participate in and regularly pass ethics and compliance audits; and

vi) evidence that mechanisms for reporting and responding to attempts to exert undue influence on test results are in place.

2.2. Required Standards, External Policies, and Manuals

2.2.1. The laboratories shall follow and control the following Standards and Policies and Manuals:

- ISO/IEC 17025
- Relevant ANAB policies and manuals
3. ASSESSOR RESPONSIBILITIES


3.1.1. During an assessment visit, the ANAB assessor(s) evaluate the laboratory’s quality system documentation and implementation. All items listed on the proposed scope of accreditation are technically witnessed to determine the laboratory’s compliance with ISO/IEC 17025, applicable accreditation requirements, and ANAB Energy Star supplemental requirements. The laboratory must complete ANAB form FM 2900 and submit it to ANAB with the required laboratory documentation indicated on the documentation checklist. ANAB must have all required documentation prior to scheduling an assessment visit. ANAB reviews the documentation for compliance with the requirements and will resolve any issues prior to the assessment per the ANAB procedures.

4. SCOPE OF ACCREDITATION

4.1. Proposed Scope of Accreditation

4.1. It is the responsibility of the applicant laboratory and ANAB to develop the proposed scope of accreditation in accordance with the appropriate proposed scope guidelines.

5. USE OF THE ANAB SYMBOL

5.1. The laboratory can use the ANAB accreditation symbol upon accreditation per specified ANAB requirements.

REVISION HISTORY

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<th>Description</th>
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<tr>
<td>Original Release</td>
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<tr>
<td>1</td>
<td>Deleted reference to AG 2110 and version years for ISO/IEC 17011 and ISO/IEC 17025.</td>
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