

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: https://esasafe.com/utilities/bulletins/

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 preassessment 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 adddtional 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:

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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

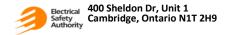
A pre-assessment fee of up to \$175 will be charged by ESA to review the documentation submitted for installations exceeding 50 luminaires.

The pre-assessment fee varies depending on the size of the installation and the contractor's eligibility for selective inspection as part the Retrofitted Luminaire program under Risk-based Oversight (RBO). See www.esasafe.com for more information about Risk-based Oversight.

The pre-assessment fee is charged once the notification is scheduled ready for inspection.

- 1. Contractors ineligible for selective inspection \$175
- 2. Contractors eligible for selective inspection at the time the notification is scheduled for inspection:
 (a) 51-200 luminaires \$35

(b) 201+ luminaires - \$175



Retrofitted Luminaires Notification

Account #:	EC	RA/ESA Lic #:				Da	te:					
	Payment Method Ready for:							eady for:				
Charge to ESA Account	Credit (Card										Will Notify
ESA account customer - provid				e the last 4 digits of the credit card saved on file with ESA						- +	*Rough In *Final	
Call 1-877-372-7233 to discuss fees; attach the cheque / money order to the completed form and mail to the address hours (M-F, 7:00 AM - 4:30 PM) to process your credit card payment. Please DO NOT include any credit card information on this form.								"F	Ready date:			
noted above.								BO/Joh #				
Applicant / Installer Information (mailing address) PO/Job #								PO/JOD #				
Name:								- L				
Unit/Ste: City: Phone:	Fa		State:		_		ountry: Email:	-		Postal Code:	i	_
	Fa	x		Site In	format		Email:					_
Site Type: Commercial	Industrial	Agricultural	Street Ligh			Apartr	nents			Residential Total Fixture Quantity:		
				•		1						
Site Name:			vic #:			-	Street:					
If street is a #'d Regional Rd, Cou	niy Ku, Hwy - note the alternate s	sueet name (if appl):										
City/Town:						-	Twp/Re	egion:				
Main Intersection:											Water Travel Requ	uired? Yes
Work Contact (applicant's representative) -	this notification will be retu			phone / ema	ail addr	ress ar	e not pr					
Name:		P	hone:						Email:			
Retrofit Type				Retrofit P	roject l	Details	5				Oty of Luminaires - '	'Retrofit Type a" ONLY
a T12 to T8 Fluorescent BALLAST REF	LACEMENT ONLY (the s	same number of la	nps as before,	NO new re	eflector	rs, NO	new se	ockets	s or en	d plates)	city of Luminum co	Retront Type a Oner
Retrofit Type				Are the existi lamp socket			ballasted Are approved					
Retrofit Type List		(select letter Qty of from Retrofit Type list)				lamp installed?		d? used?		Retrofit Kit Details		
T12 to T8 Fluorescent Luminaires				Yes	No	Yes	No	Yes	No	Manufacturer	Model Number	Certified By:
b (including ballast replacement, new reflectors, s	ockets 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 a	Warning labels are provided and will be applied?											
Yes No												
Installation Instructions provided will be followed?												
Yes No						D	ECLA			O BE COMPLETED FOR EACH NOTIF		
Is retrofit kit compatible with existing luminaires? Installer					Installer Name The information provided on this form is true and accurate							
Yes No Date:												
Total Fee Estimate:												

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