



## 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

**A pre-assessment fee of up to \$151 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](http://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 - \$151
2. Contractors eligible for selective inspection at the time the notification is scheduled for inspection:
  - (a) 51-200 luminaires - \$30.20
  - (b) 201+ luminaires - \$151



### Retrofitted Luminaires Notification

<b>Account #:</b> _____		<b>ECRA/ESA Lic #:</b> _____		<b>Date:</b> _____									
<b>Payment Method</b>													
<input type="checkbox"/> <b>Charge to ESA Account</b>  <input type="checkbox"/> <b>Cheque / Money Order</b>  <small>Call 1-877-372-7233 to discuss fees; attach the cheque / money order to the completed form and mail to the address noted above.</small>		<input type="checkbox"/> <b>Credit Card</b>  <input type="checkbox"/> <b>ESA account customer</b> - provide the last 4 digits of the credit card saved on file with ESA _____  <small><b>One-time / non-account customer</b> - To comply with Credit Card Payment security requirements, an ESA representative will contact you during regular business 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.</small>											
					<b>Ready for:</b>								
					<input type="checkbox"/> <b>Will Notify</b>								
					<input type="checkbox"/> *Rough In								
					<input type="checkbox"/> *Final								
					<b>*Ready date:</b>								
<b>Applicant / Installer Information (mailing address)</b>													
<b>Name:</b> _____ <b>Address:</b> _____													
<b>Unit/Ste:</b> _____		<b>City:</b> _____		<b>Postal Code:</b> _____									
<b>Phone:</b> _____		<b>Fax:</b> _____		<b>Country:</b> _____									
				<b>Email:</b> _____									
<b>Site Information</b>													
<b>Site Type:</b> <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Street Lighting <input type="checkbox"/> Apartments <input type="checkbox"/> Residential		<b>Total Fixture Quantity:</b> _____											
<b>Site Name:</b> _____		<b>Civic #:</b> _____		<b>Street:</b> _____									
<small>If street is a #d Regional Rd, County Rd, Hwy - note the alternate street name (if appl):</small> _____													
<b>City/Town:</b> _____		<b>Twp/Region:</b> _____											
<b>Main Intersection:</b> _____					<b>Water Travel Required?</b> Yes <input type="checkbox"/>								
<b>Work Contact (applicant's representative) - this notification will be returned if a Work Contact name &amp; cell phone / email address are not provided</b>													
<b>Name:</b> _____		<b>Phone:</b> _____		<b>Email:</b> _____									
<b>Retrofit Project Details</b>													
<b>Retrofit Type</b>					<b>Qty of Luminaires - "Retrofit Type a" ONLY</b>								
a T12 to T8 Fluorescent BALLAST REPLACEMENT ONLY (the same number of lamps as before, NO new reflectors, NO new sockets or end plates)													
<b>Retrofit Type List</b>		<b>Retrofit Type (select letter from Retrofit Type list)</b>	<b>Qty of Luminaires</b>	<b>Voltage</b>	<b>Are the existing lamp sockets used?</b>	<b>Are self-ballasted lamp installed?</b>	<b>Are approved retrofit kits used?</b>	<b>Retrofit Kit Details</b>					
					Yes	No	Yes	No	Yes	No	<b>Manufacturer</b>	<b>Model Number</b>	<b>Certified By:</b>
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)													
<b>COMMENTS:</b>													
<b>Retrofit Kit Installation (for all types except "Retrofit Type a")</b>													
<b>Warning labels are provided and will be applied?</b>													
Yes <input type="checkbox"/> No <input type="checkbox"/>													
<b>Installation Instructions provided will be followed?</b>													
Yes <input type="checkbox"/> No <input type="checkbox"/>													
<b>Is retrofit kit compatible with existing luminaires?</b>													
Yes <input type="checkbox"/> No <input type="checkbox"/>													
<b>Total Fee Estimate:</b> _____		<b>Total # of pages: (including Notification form)</b> _____											
<b>DECLARATION - TO BE COMPLETED FOR EACH NOTIFICATION:</b> The information provided on this form is true and accurate													
<b>Installer Name (please print):</b> _____				<b>Date:</b> _____									
<b>Signature:</b> _____													

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