Compliance and Certification Management System (CCMS)

Step-by-Step Guide

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CCMS

The following steps apply to users of the system:

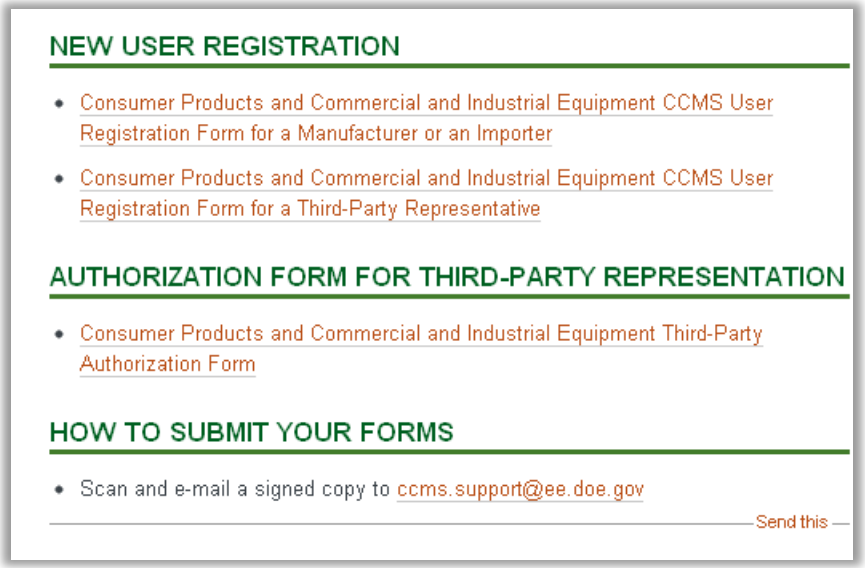
- Register for a user account via New User Registration
- If applicable, authorize any third party organization submitting on your behalf via the appropriate Authorization Form for Third Party Representation
- Download the appropriate CCMS-approved Certification Report template via the CCMS Website – Product Templates
- Once the report is completed and the overall status displays as **OK**, login to **CCMS** and upload the report via **New Submission**
- Report all existing and new models, discontinuations and corrections via CCMS

Welcome to CCMS

- All first-time users must first register then request login access to CCMS.
- **Manufacturers** and **Third-party Representatives** can select the appropriate form from Registration and Authorization Forms.

New User/New Manufacturer Registration

- Download and complete the appropriate form
- Submit the form to ccms.support@ee.doe.gov.
- After you receive the email confirmation that your registration form has been accepted, you will receive an email from Technical Support to set your password. If you have questions contact the CCMS Administrator – Phone +1-505-663-1302



NEW USER REGISTRATION

- Consumer Products and Commercial and Industrial Equipment CCMS User Registration Form for a Manufacturer or an Importer
- Consumer Products and Commercial and Industrial Equipment CCMS User Registration Form for a Third-Party Representative

AUTHORIZATION FORM FOR THIRD-PARTY REPRESENTATION

- Consumer Products and Commercial and Industrial Equipment Third-Party Authorization Form

HOW TO SUBMIT YOUR FORMS

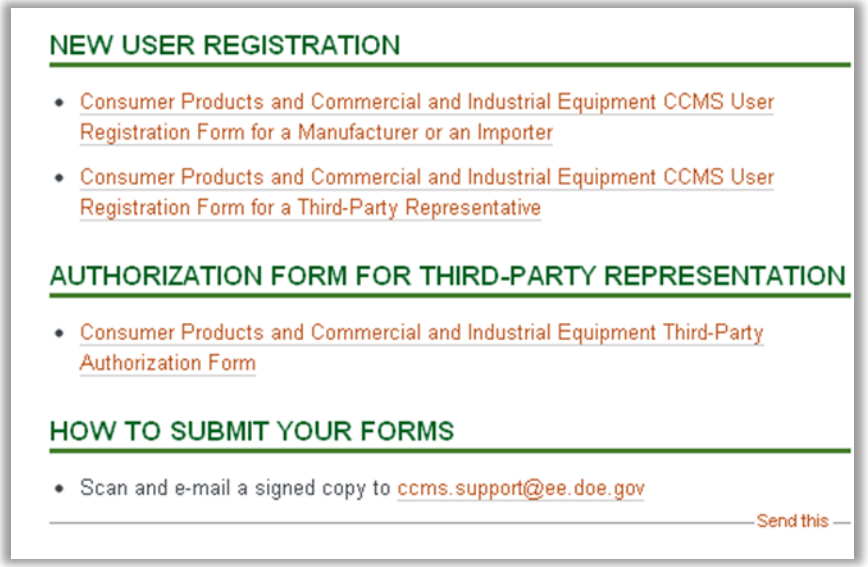
- Scan and e-mail a signed copy to ccms.support@ee.doe.gov

Send this

Third-Party Representation Authorization

Manufacturers requesting authorization and CCMS access for third party representation must complete, sign and email the appropriate form.

- Download and complete the appropriate form
- Submit the form to ccms.support@ee.doe.gov
- After you receive the email confirmation that your registration form has been accepted, you will receive an email from Technical Support with instructions for setting your password. If you have questions contact the CCMS Administrator – Phone +1-505-663-1302



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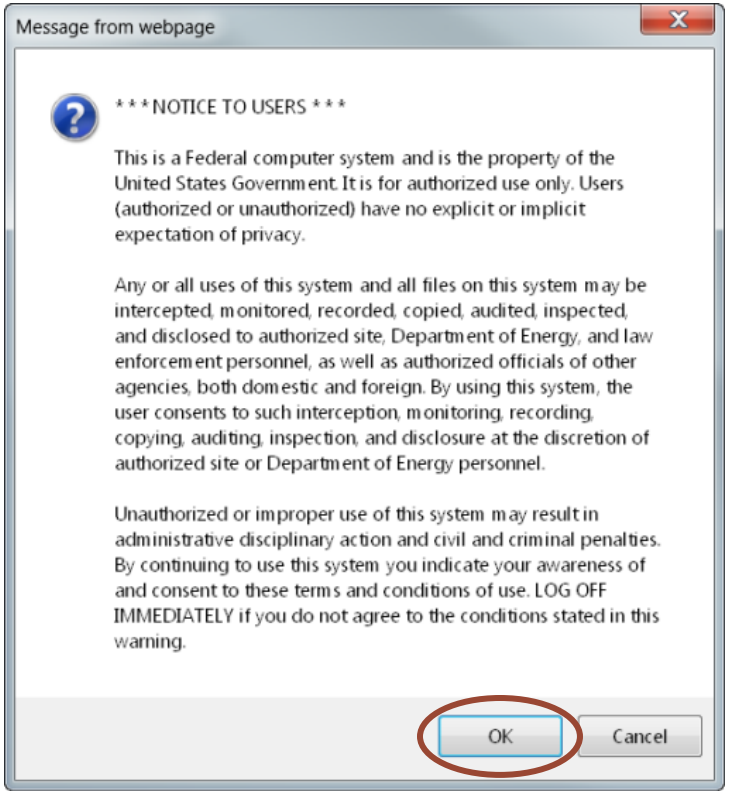
Login to CCMS

Once you have registered and have your Username and Password. You may **Login to CCMS**

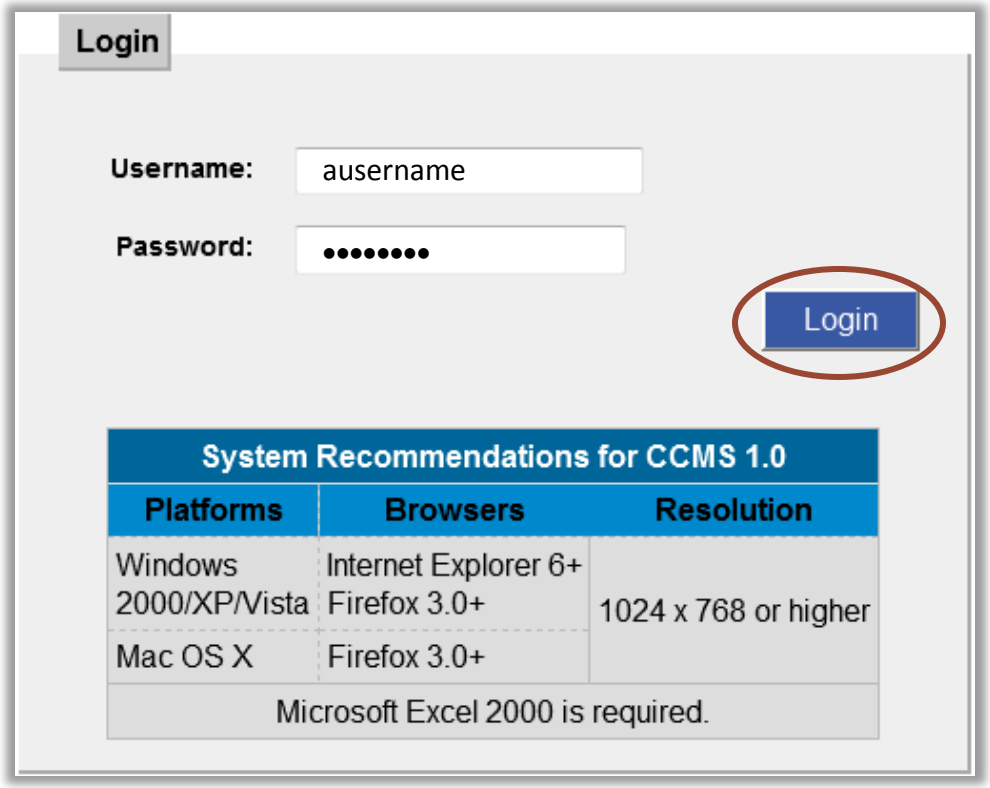
Login Notice to Users

- Read the Department of Energy (DOE) NOTICE TO USERS
- Click **OK** if you agree to the conditions stated in the warning



Login

- Enter your **Username** and **Password**
- Login



Download Templates

Click **Product Templates** to display a list of current templates available for download

Download Templates

Manufacturers, including importers, must use the product-specific templates to certify compliance with the U.S. Department of Energy prior to distributing a basic model to commerce in the United States and annually thereafter. These templates should then be submitted electronically to the Department through the use of the Compliance Certification Management System.

Note: All of the information in the product-specific templates is a reflection of the certification and compliance information that is required to be submitted pursuant to Part 429. It is mandatory that you complete the compliance statement embedded in each product-template before uploading it to CCMS.

Product-Specific Certification Regulations (10 CFR, linked to e-cfr)	CCMS Template Description and Current Version Number	Initial Certification Required By:	Annual Certification Required By (10 CFR 429.12(d))*:	Latest CCMS Template Revision Must be Used By**:
429.14	Residential Refrigerators, Refrigerator-Freezers and Freezers, v4.3	Before Distribution in Commerce for New Basic Models	Aug. 1st	Jul 26, 2011
429.15	Room Air Conditioners, v4.2	Before Distribution in Commerce for New Basic Models	July 1st	May 13, 2011

- Choose a product type from the list
- Click on the template link
- Save the Excel file to the preferred location on your local drive

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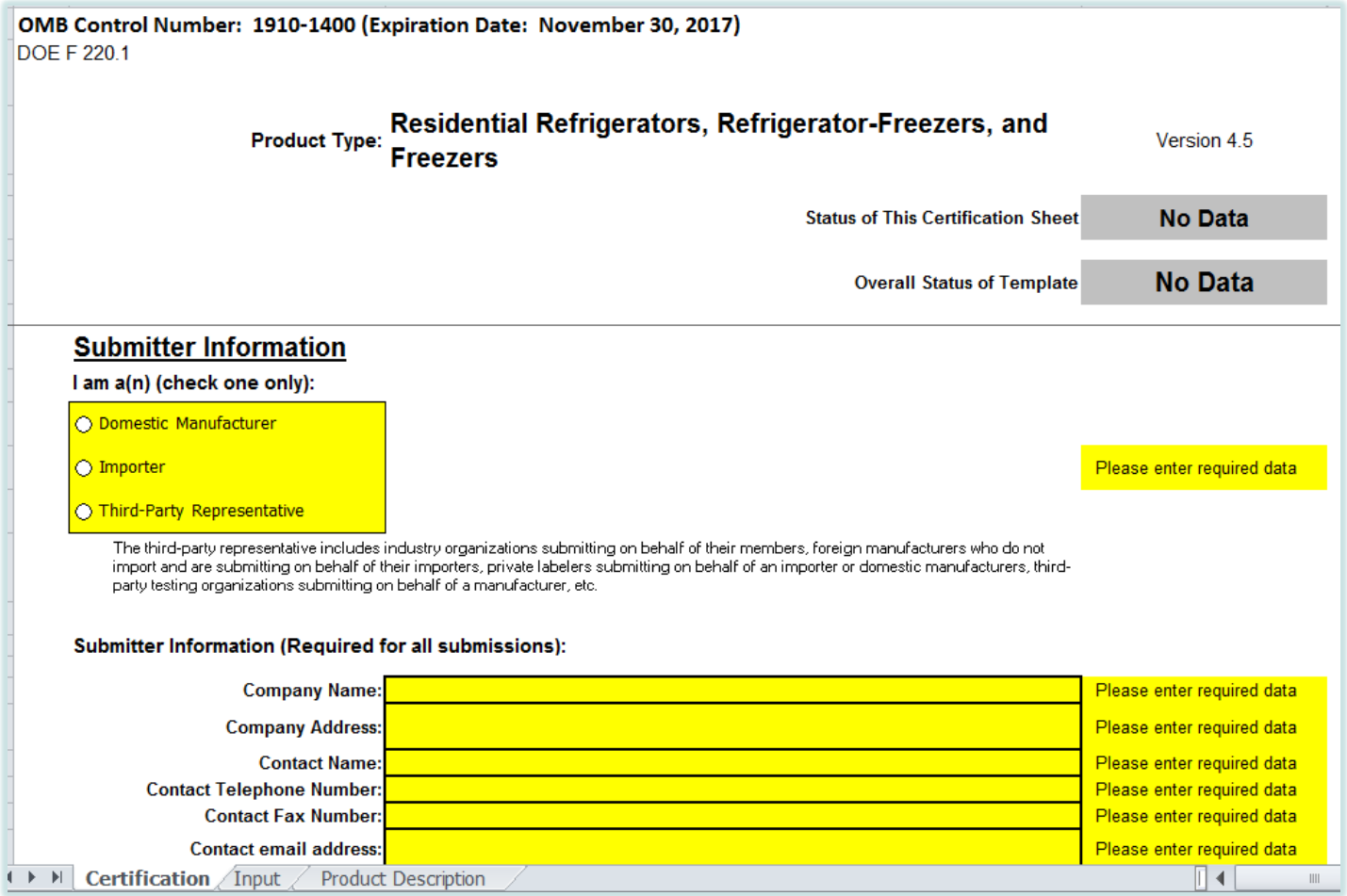
Complete all necessary information on the **Certification** tab



OMB Control Number: 1910-1400 (Expiration Date: November 30, 2017)
DOE F 220.1

Product Type: **Residential Refrigerators, Refrigerator-Freezers, and Freezers** Version 4.5

Status of This Certification Sheet **No Data**

Overall Status of Template **No Data**

Submitter Information

I am a(n) (check one only):

- ○ Domestic Manufacturer
- ○ Importer
- ○ Third-Party Representative

Please enter required data

The third-party representative includes industry organizations submitting on behalf of their members, foreign manufacturers who do not import and are submitting on behalf of their importers, private labelers submitting on behalf of an importer or domestic manufacturers, third-party testing organizations submitting on behalf of a manufacturer, etc.

Submitter Information (Required for all submissions):

Company Name:		Please enter required data
Company Address:		Please enter required data
Contact Name:		Please enter required data
Contact Telephone Number:		Please enter required data
Contact Fax Number:		Please enter required data
Contact email address:		Please enter required data

Certification | Input | Product Description

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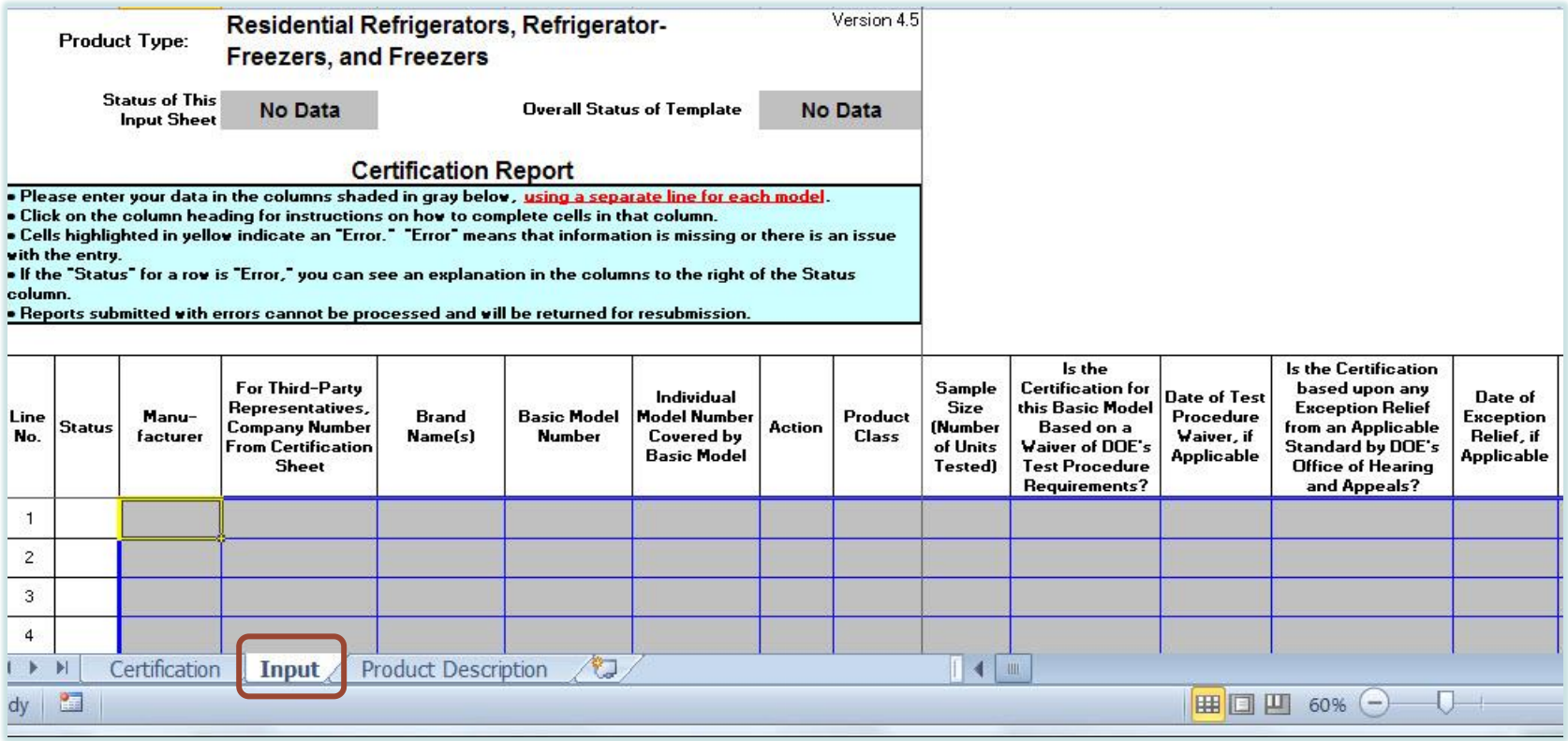
Insert product information by clicking the **Input** tab



Product Type: Residential Refrigerators, Refrigerator-Freezers, and Freezers

Version 4.5

Status of This Input Sheet: No Data

Overall Status of Template: No Data

Certification Report

- Please enter your data in the columns shaded in gray below, using a separate line for each model.
- Click on the column heading for instructions on how to complete cells in that column.
- Cells highlighted in yellow indicate an "Error." "Error" means that information is missing or there is an issue with the entry.
- If the "Status" for a row is "Error," you can see an explanation in the columns to the right of the Status column.
- Reports submitted with errors cannot be processed and will be returned for resubmission.

Line No.	Status	Manu-facturer	For Third-Party Representatives, Company Number From Certification Sheet	Brand Name(s)	Basic Model Number	Individual Model Number Covered by Basic Model	Action	Product Class	Sample Size (Number of Units Tested)	Is the Certification for this Basic Model Based on a Waiver of DOE's Test Procedure Requirements?	Date of Test Procedure Waiver, if Applicable	Is the Certification based upon any Exception Relief from an Applicable Standard by DOE's Office of Hearing and Appeals?	Date of Exception Relief, if Applicable
1													
2													
3													
4													

Certification | Input | Product Description

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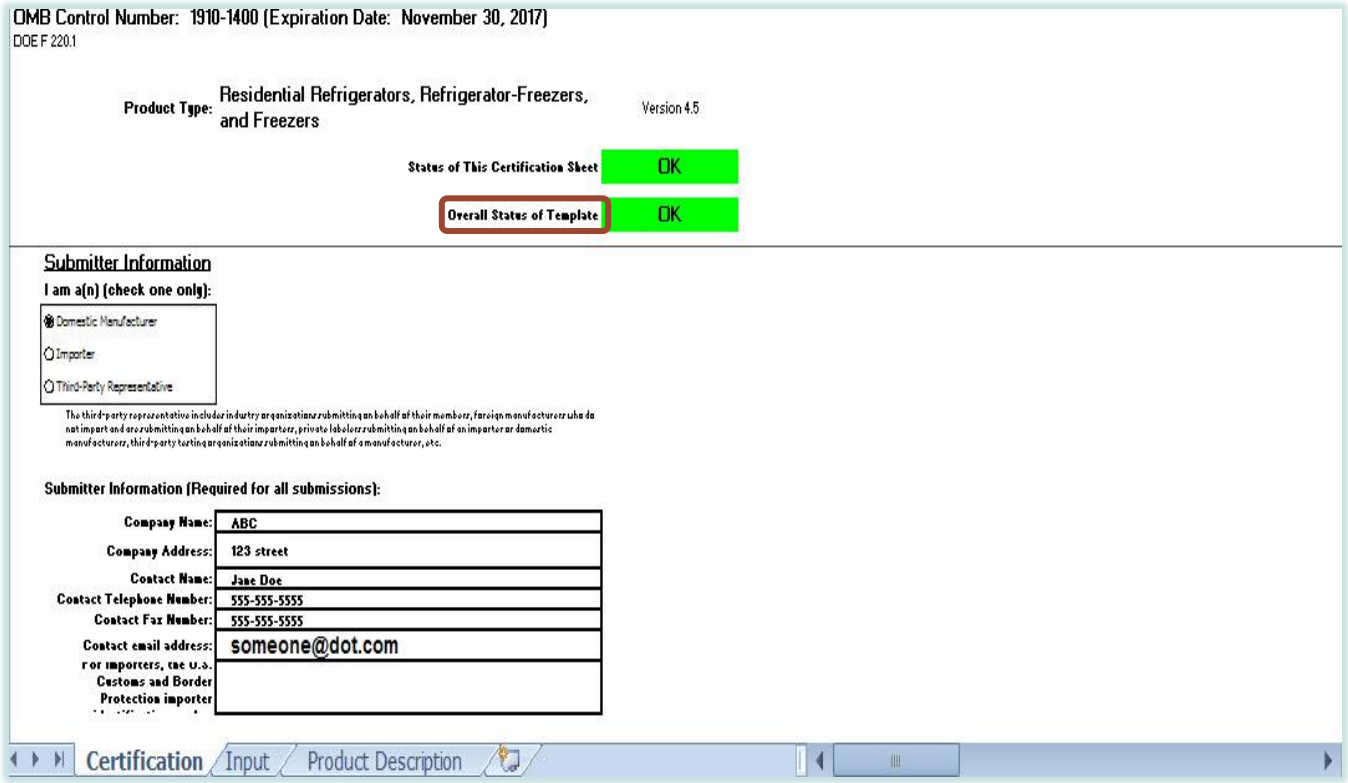
Template

- Overall Status tells you if your form has been filled out correctly and completely. If all fields have been correctly completed, you are given an "**OK**" status.
- Save your file to a local drive on your computer and prepare to upload the report to CCMS



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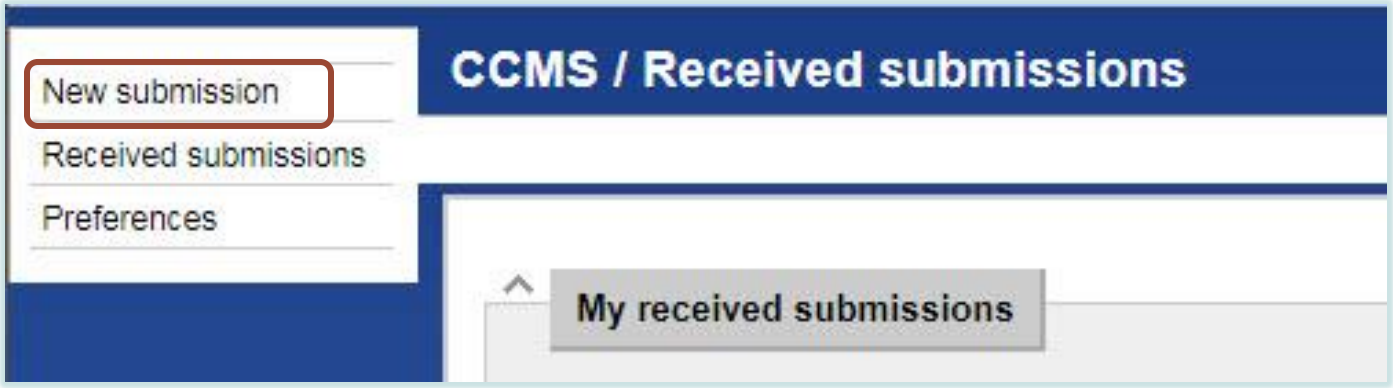
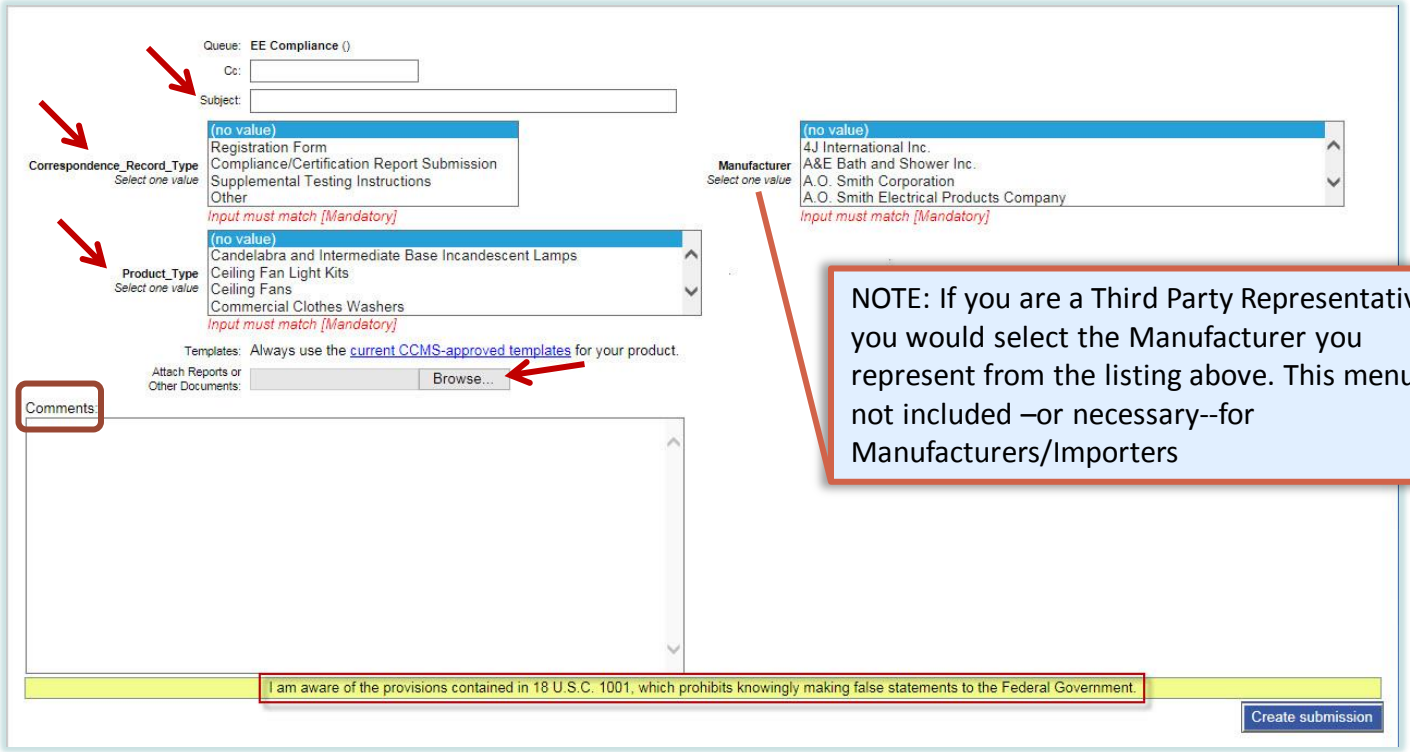
To submit a report, choose **New Submission**



Create Submission – Submit Report

- Type in **Subject** (for example, ABC Dishwasher Report 9-9-10)
- Choose the appropriate **Correspondence Record Type** from the drop down list
- Choose the **Product Type** from the drop down list
- Browse your local drive, choose the completed CCMS approved template and click **Open** to upload
- Enter any necessary information in the **Comment** entry box



Submission Verification

- All correctly submitted reports have a unique tracking number (#59025 in the example below)
- Retrieve and view status on your submission by choosing **Received submissions**
- Find a specific submission by entering your tracking number and clicking **Go to submission**

Contacts for Questions

- Building Technologies Program
  - Ashley Armstrong
    (202) 586-6590
    ashley.armstrong@ee.doe.gov
  - Laura Barhydt
    (202) 287-5772
    laura.barhydt@ee.doe.gov
- CCMS Technical Support
  - Technical Support
    CCMS Administrator
    (505) 663-1302
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