

Certified Product Listing Report Submission Checklist

for Window Attachment Manufacturers

AERC Accepted Simulators will use this checklist to compile the information necessary for a complete Certified Product Listing Report (CPLR) submission. Items that will either come from or be reviewed by the window attachment manufacturer are highlighted in yellow. As a rule, there should be one product line per CPLR. Please refer to the referenced AERC standards for more detailed information. Upon program launch, manufacturers will only be able to certify to Baseline Window B (see AERC 1).

Prior to preparing a submission, the manufacturer should communicate information about the product line, material name, color, manufacturer name, etc. to their simulator. To complete a submission, the simulator will upload the completed CPD upload spreadsheet to the CPD, then email the remaining files to Karen Yetter at Intertek (Karen.yetter@intertek.com). After the submission is complete, Intertek will invoice the manufacturer in the amount of applicable fees and require a signed Acceptance Agreement. Upon signature, the manufacturer should direct their simulator to submit applicable shading layers to the CGDB Shading Layer Library.

- CAD files and/or drawings
- THERM file(s)
- WINDOW simulation file(s)
- ARC.300.CPLR Form (signed by ACE Responsible-in-Charge and Accepted Simulator)
- AERCalc Export spreadsheet
- Certified Product Database upload spreadsheet
 - Simulator will copy and paste the performance properties and rating information from the AERCalc export and add in manufacturer-provided information and grouping relationships
- If the manufacturer owns the material listing in the CGDB, provide the Homogeneity/Tolerance Report(s) (optional – will accelerate review process)
- Test report(s) (if applicable – see AERC 1.2)
- CGDB Shading Layer Library submission

Secondary Listing Submission

If submitting a secondary listing for inclusion in the CPD, please submit the following materials:

- ARC.300.CPLR Form (signed by ACE Responsible-in-Charge and Accepted Simulator)
- ARC.300.SLA – Secondary Listing Agreement
- Certified Product Database upload spreadsheet – with Secondary Listing information completed