

Private Labeling/Multiple Listing Policy

This Private Labeling/Multiple Listing Policy is intended to allow manufacturers the option to re-list qualified products under alternate organizations without having to submit duplicate testing information. Recognizing the varied needs of different types of organizations, the DLC requires the following supporting documentation to be submitted. This information should be sufficient for the large majority of private labeling partnerships and multiple listing scenarios. Organizations submitting information for multiple brands should provide this information and the applicable fees with the original application. Organizations submitting information to private label an original equipment manufacturer's (OEM) products must provide this documentation after the OEM products have been qualified. Private labeling applications must be submitted through the Manufacturer Application Portal.

Note: If the private labeler is using OEM test reports to submit a product or family group for qualification under a Single for Family Grouping application, please complete the Test Report Authorization form and refer to the application instructions for Single Products and Family Groupings (form found on [Single Products](#) and [Family Groupings](#) pages). Please note that a private labeler is only able to use OEM test reports to submit a Single or Family Grouping application if the OEM product is not DLC qualified. If the OEM product is already DLC qualified, the private labeler must go through the Private Labeling/Multiple Listing policy.

NEW: Additionally, the principle behind Private Label applications is that products are identical to the originally qualified versions. Therefore, the DLC lists private labeled versions of products with exactly the same performance information as their OEM versions. The reasoning behind this is that identical products should reasonably be expected to have identical performance ratings, even if brand, manufacturer, model number, date qualified, and similar descriptive fields are necessarily different.

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Required Documentation

- Download and complete the [Private Label Application form \(xlsx\)](#). The OEM's qualified products must be downloaded directly from the DLC QPL and the model numbers listed in the form. Instructions for downloading products from the DLC QPL are available in the new How to Download the DLC QPL [guidance](#).
- Download and complete the [Private Label Agreement form \(docx\)](#). This private label statement must be signed by representatives of all organizations involved, and filled out in its entirety. If one organization is listing products under different brand names, the signature of a representative of the parent organization is sufficient.
 - Note: An organization that is a signatory to the private label statement may choose to withdraw its consent at any time by submitting to the DLC a written request that the private label listing be terminated. Any such request must be signed by an authorized representative of the organization. Upon receipt of such request, the DLC will delist the private labeled model numbers from the QPL.
- Private labeler's specification sheet for the new model numbers being submitted.
 - Private labeling manufacturer must submit the specification sheet they are using in the marketplace. Spec sheets created for DLC submission only are not acceptable.

- Product specification sheet must clearly detail dimming capabilities if products capable of dimming are submitted.
- OEM product specification sheet for the model numbers being private labeled.
 - Note: If the OEM specification sheet submitted with the Private Label application materials is different than the specification sheet that the OEM originally submitted, the DLC will follow up with the OEM to revise their product listing on the QPL.
- Signed [Self-certification Statement \(PDF\)](#) signed by a representative of the Private Labeling organization.
- Proof of safety certification under the private labeler’s organization name and model number(s) from an appropriate safety certification body relevant in the US or Canada.
 - Note: Documentation must indicate that the products as sold under the Private Label organization, brand, and model number, are covered by an appropriate certification from an applicable safety organization.
- Installation instructions must be provided for private labels of Linear Replacement Lamps, Retrofit Kits, Four Pin-Base Replacements for CFLs, and Screw-Base Replacements for HID Lamps.

Application Fees

The Private Labeling Policy fees are based on those of the original application. The private labeling application fees are as follows:

- \$50 for each \$500 charged through the original application.
- \$25 for each additional family member charged through the original application.
- For additional products necessary to be private labeled ONLY to identify the differing dimming performance, manufacturers will either be required to pay the \$25 per product fee, or the fee based on the chart below, whichever amounts to the lower total application fee. Note that the size of the family group is based on the total number of additional products necessary to be private labeled ONLY to identify the differing dimming performance.

Number of Products in the Private Label ONLY to Identify Differing Dimming Performance	Fee
1-10	\$260.00
11-100	\$365.00
101-500	\$445.00
501-1000	\$520.00
1001-2500	\$625.00
2501+	\$675.00

Note: This policy is intended to apply when multiple companies are involved in the cross-listing of products. Products listed under multiple brands of the same company are treated as product family members of the original product.

Application Review Time Frames

Prior to sending payment information for application fees, a DLC reviewer will conduct an initial review of documentation submitted to ensure the application is complete and the submitted product is eligible for DLC qualification. Upon payment of the application fees, a DLC reviewer will conduct a comprehensive review of the performance information submitted against the Technical Requirements. Below are time frames for these steps for each application type:

Application Type	Initial Review	Comprehensive Review
Private Label	5 business days	5 business days
Single Product	2 business days	10 business days
Family Groupings	5 business days	10 business days

Forms

- [Private Label Application form \(xlsx\)](#)
- [Private Label Agreement form \(docx\)](#)
- [Self-certification Statement \(PDF\)](#)