ENERGY EFFICIENCY

Measure File Guide

Lighting – Retrofit

January 2025

ONCOR®
TAKE A LOAD OFF, TEXAS

Energy Efficiency Project Process

Oncor

Service Provider

IA Phase

Create project in EEPM account. Enter each Customer site using last 7 digits of 17 digit ESIID.

Enter project data in Measure File.

Submit IA to Oncor after Host Customer Agreement is signed and uploaded to EEPM.

PM Review and Approval

FA Phase

Take and label pre-equipment photos of each unique existing fixture (nameplate wattage and profile photos).

Upload photos and submit additional documents, such as DLC and LED Spec Sheets. Consolidate each respective document category in a single PDF file.

Submit FA to Oncor.

PM Review.

Pre-Inspection of existing pre-equipment. (Pass/Fail)

PM Reviews and Approves FA if project passes pre-inspection. Measure file updated to reflect inspection results.

IN Phase

E-sign Reservation of Funds Agreement. After Oncor RFA signature, project moves to IN Open status and SP can begin measure installation.

Take & label post-equipment photos of each unique LED model (LED nameplate model # and profile photos).

Upload photos and additional documents, such as DLC and LED Spec Sheets, signed Installation Notice (IN), Project Invoice. Consolidate each respective document category in a single PDF file.

Submit IN to Oncor.

PM Review.

Post-Inspection of installed post-equipment. (Pass/Fail)

PM Reviews and Approves IN if project passes post-inspection. Measure file updated to reflect inspection results.

SR Phase

After project moves to SR Open status in EEPM, sign Savings Report and submit SR to Oncor.

PM will approve project for incentive payment.

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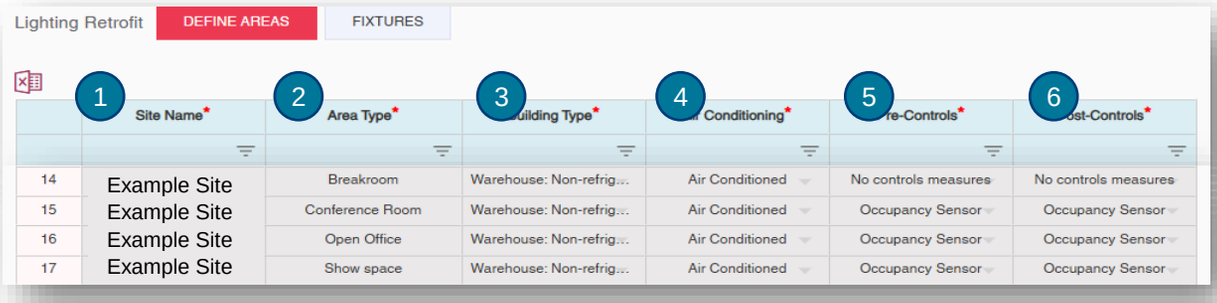
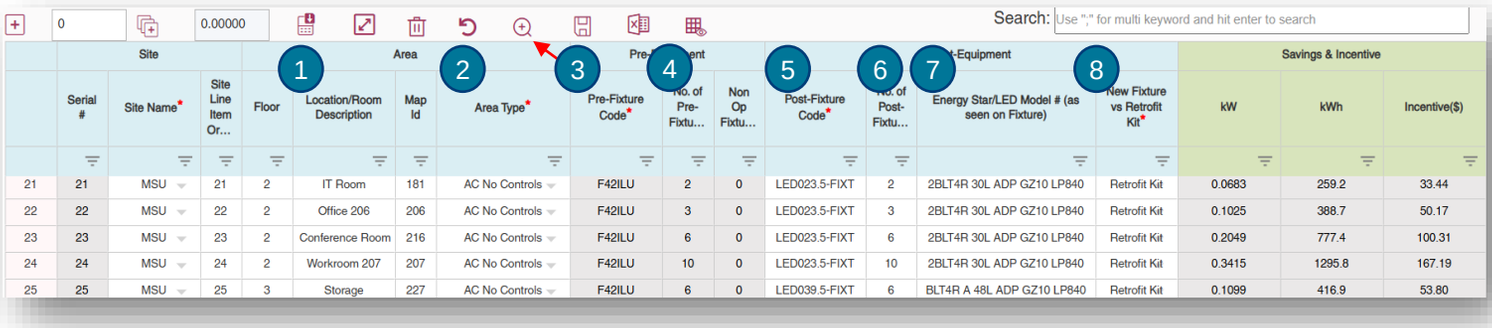
IA Phase - Measure File

Define Areas



1. **Site Name**: Refers to the location where the Lighting Retrofit Project is being implemented.
2. **Area Type**: Refers to distinct, identifiable spaces within a site. For example, if a site includes both an unconditioned warehouse without controls and a conditioned office space with controls, a separate line should be added for the office space.
3. **Building Type**: Determines the number of operating hours. Select the building type that represents the majority of the square footage (e.g., a warehouse with an attached office is categorized as a warehouse, not an office).
4. **Air Conditioning**: If area is air-conditioned, select the appropriate cooling type (e.g., air-conditioned, evaporative cooling, medium-temperature refrigeration, or low-temperature refrigeration). If the area is not air-conditioned, select “Unconditioned/Uncooled.”
5. **Pre-Controls**: If the space has no existing controls, select “No Control Measures.” For outdoor spaces or those lit by daylight, select the appropriate option. If controls exist, choose the corresponding type (e.g., occupancy sensor, personal tuning, institutional tuning, or a combination of these).
6. **Post-Controls**: If the project includes installing or updating controls, select the appropriate control type. If no updates or installations are planned, select the same option chosen under Pre-Controls.

Fixtures



1. **Location/room description:** Provide the name and a detailed description of the location or room where the line items are being installed. The more specific, the easier it will be for inspectors to identify and verify the line items on the Measure File at the site.
2. **Area Type**: Select the appropriate area type from the “Define Areas” tab.
3. **Pre-Fixture Code**: Click the magnifying glass above the measure file to choose the correct fixture code.
4. **No. of Pre-Fixtures**: Enter the number of existing fixtures in the Location/Room and specify how many are non-operational.
5. **Post-Fixture Code**: Use the rated wattage from the DLC or Energy Star sheet to select the fixture code, rounding up to the nearest half-watt.
6. **No. of Post-Fixtures**: Indicate the number of fixtures that will be upgraded in the selected area.
7. **Energy Star/LED Model #**: Enter the Energy Star/LED model number as shown on the new fixture. It must match the documentation and inspection photos.
8. **New Fixture vs. Retrofit Kit**: Select whether the upgrade involves a Retrofit Kit or a New Fixture.

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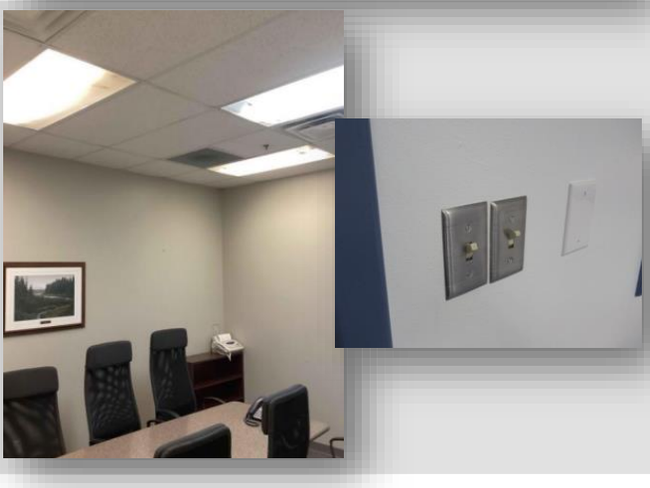
FA Stage – Pre-Inspection

Fixture Code: F43ILU	Fixture Description: 3 Lamp 32W 4ft T8 Troffer	Model Number TR-T8-4 ft-32W-3
1 Lamp Stamp		
2 Fixture Image		
3 Area Image		

For each unique pre-fixture code provide the following:

1. **Lamp Stamp:** A clear, focused photo image of the lamp/tube showing wattage.
2. **Fixture Image:** A profile shot that clearly shows the number of lamps inside the fixture, allowing the inspector to count them.
3. **Area Image**: Several area photos ed on of the locations/rooms listed in the Measure Fixture file. Include photos of any controls or occupancy sensors. Try to take photos with lights turned on.

Tips:

- Each fixture line should include a detailed location/room description and/or Map ID reference sufficient to locate the fixture line during inspections. Include any project building maps that will help the Service Provider Inspection Contact locate each location/room or Map ID listed in the Measure Fixture file.
- If a location/room to be retrofitted has fixtures not being replaced (e.g., existing LEDs), list these fixtures in EEPM using the same pre- and post-fixture codes and quantities.
- Any LED to be installed that is not DLC or Energy Star certified should have a post fixture code showing “Non Qualifying LED”.
- All document categories should be consolidated in single PDF files and uploaded in EEPM.

Building Type Documentation:

- Include clear photo(s) of building type (exterior/interior).
- For manufacturing buildings with multiple shifts, include production area photos and a letter/e-mail from the Customer with total weekly operation hours broken down by each shift and the product being manufactured.
- For outdoor lighting operating dusk to dawn, provide a letter/e-mail from the Customer indicating that the lights operate dusk to dawn using photocell, time, or building management system.
- For air-conditioned buildings, include photo of RTU/chiller, or use an aerial image (e.g., Google Maps).

Supporting Documentation:

- **DLC/ENERGY STAR Screenshot:** Ensure that the DLC/ES reported wattage matches the fixture code in the Measure File. Variable wattage LEDs must be reported at the highest wattage.
- **LED Specification Sheets:** Showing ordering code breakdown and option description..

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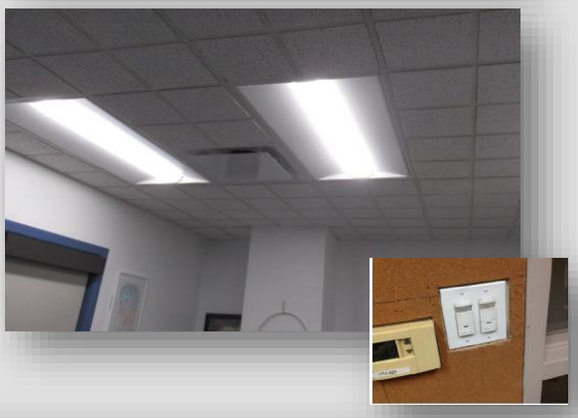
IN Phase – Post-Inspection

Map ID #206

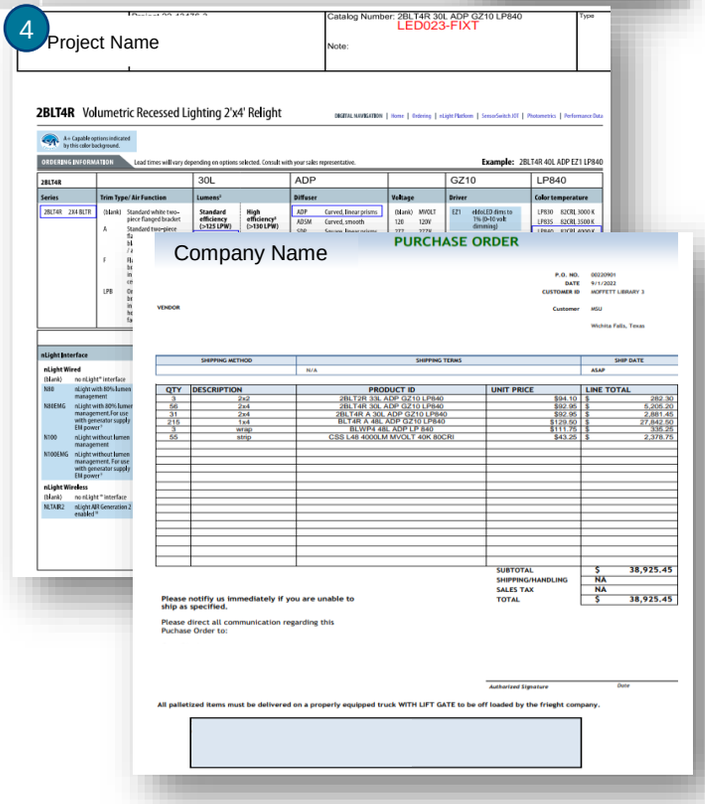
1 Lamp Stamp

2 Fixture Image

3 Area Image



4 Project Name



For each unique post-fixture code provide the following:

1. **Lamp Stamp:** A clear, focused photo image of the LED nameplate showing a readable model number. The LED nameplate model number should exactly match the reported model in the Measure fixture file and be consistent with the DLC and/or Energy Star certification sheet model number.
2. **Fixture Image:** A profile shot.
3. **Area Image:** Several area photos ed on of the locations/rooms listed in the Measure Fixture file. Include photos of any controls or occupancy sensors.
4. **Supporting Documentation:**
   - **DLC/ENERGY STAR Screenshot:** Ensure that the DLC/ES reported wattage matches the fixture code in the Measure File. Variable wattage LEDs must be reported at the highest wattage.
   - **LED Spec Sheets:** Ordering code breakdown and option description.
   - **Project Invoice:** Includes Customer name, project address, labor materials and other cost associated with installation of the lighting.

Tips:

- Each fixture line should include a detailed location/room description and/or Map ID reference sufficient to locate the fixture line during inspections.
- If a location/room to be retrofitted has fixtures not being replaced (e.g., existing LEDs), list these fixtures in EEPM using the same pre- and post-fixture codes and quantities.
- Any LED to be installed that is not DLC or Energy Star certified should have a post fixture code showing “Non Qualifying LED”.
- All document categories should be consolidated in single PDF files and uploaded in EEPM.

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