MANUFACTURER GUIDANCE

SSL V6.0 & LUNA V2.0

Avoiding Common Issues in Your Application

Did you know?

Applications submitted without issues average **12.5** days to process

Applications with common issues average **25.9** days to process

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1. About this Guide

This guide identifies the most common issues that trigger reviewer comments and provides actionable steps to avoid them before you submit.

Applications submitted without issues are processed **more than twice as fast** as those that require back-and-forth with reviewers. The guidance below is based on patterns observed across hundreds of recent DLC applications.

Key Takeaway: *A clean submission averages 12.5 days to complete. Submissions with issues average 25.9 days — more than double. Every issue you prevent before submitting saves time for both you and DLC reviewers.*

1.1. Reference Documents

SSL V6.0 & LUNA V2.0 Technical Requirements
Clarifications & Updates Hub
Manufacturer Guidance
Guidance for Controls Options Tables
Tables-only version of the Technical Requirements for reference

2. Top Issues at a Glance

The following are the most frequently encountered issues across all application types, listed from most to least common. Each one is covered in detail in Section 3.

Specification Sheet Problems	Incomplete model breakdowns, missing controls options
Application Form Errors	Wrong application type, missing information
Slow or No Response to Reviewer Comments	The largest driver of extended processing times

Missing Documentation	Specification sheets, safety certification files, test reports, or IES files not provided
Controls Options Table Errors	Missing information, invalid entries
Test Report & IES File Issues	Outdated LM-79 versions, model mismatches
3-Pin Twistlock Receptacle Issues	Eligibility errors

3. Guidance by Topic

The sections below provide specific, actionable guidance for each common issue area. Following these recommendations before submitting will reduce the likelihood of processing delays.

3.1. Specification Sheet

This is the most flagged issue. Please make sure your specification sheet is complete, current, and consistent with all other documents.

- ✓ Include a complete model number breakdown on the specification sheet or in the application questionnaire.
- ✓ Ensure every character within the model number is explained so that reviewers understand how changes to the model number impact the specific luminaire configuration and options included.
- ✓ Model numbers may have options that are bracketed (e.g., multiple exterior paint colors listed as "[WH, BLK, SLV, GRY]") or options that are wildcarded (e.g., "[All Paint options]") within a single model number. All **bracketed/wildcarded options** must be clearly explained on the specification sheet or model number breakdown.
- ✓ All **controls options** must be clearly indicated on the specification sheet.
- ✓ **Performance data** on the specification sheet does not need to match the application form and test reports, however large variations will cause reviewers to check with the submitters for accuracy.
- ✓ For field adjustable products include the available settings and performance at the settings clearly. For Field Adjustable Color Temperature (FACT) these are the CCT options. For Field Adjustable Light Output (FALO), these are the light output and wattage settings at each FALO setting. For Field Adjustable Light Distribution these are the distribution options.

3.2. Application Form

- ✓ Select the **correct application type**. If products have not had any design changes since the last qualification, use SSL Simplified Update OEM/PL application type as it is the most efficient and cost-effective method to update to V6.0.
- ✓ If qualifying new products in an SSL OEM New application, select the **correct application** level. Multiple wattages/configurations require Level 2 application type. Additional details on the product options for level 1 application can be found here: https://designlights.org/our-work/solid-state-lighting/submit-a-product/level-1-applications#countid-1
- ✓ Model numbers **must correlate** to those on the spec sheet, including all option brackets and wildcards.
- ✓ Complete the **Field Adjustable Performance tab** for FALO, FACT, or FALD products.
- ✓ Include **driver model numbers** for all voltage ranges, not just the most common use case. Driver model numbers must also be included on the components tab of the application form
- ✓ Previously Premium products **may need to be submitted as two model numbers for Standard and Premium submissions** under V6.0.
- ✓ Products with a controls category of 0, "A luminaire, lamp, or retrofit with no integral control capabilities," are ineligible for Premium qualification.
- ✓ Products qualifying for DLC Premium must have capabilities resulting in a control category 1-6.
- ✓ This may require models that were previously qualified as Premium to be separated into different models that meet the threshold Controls Category for Premium listings and those that do not meet the threshold and may only be qualified as Standard.

3.3. Required Documentation

Missing documents are the second-highest driver of processing delays. Ensure you have everything ready before submitting.

- ✓ **Product specification sheet(s)** covering all options including control options which must align with the control options table on the application form.
- ✓ **Safety Certificate of Compliance.** This must be the certificate of compliance or notice of authorization. A notice of completion is not sufficient. Please provide in PDF format.
- ✓ **Installation instructions**, including how a FALO product can be adjusted and details on the sensor installation to ensure compliance with the 3-Pin twistlock requirements.
- ✓ **LM-79 test reports** and **IES files** for all configurations that are necessary to demonstrate compliance with the technical requirements.

- ✓ **TM-21 and LM-80 reports** for LED source lifetime claims.
- ✓ **Scaling methodology documentation** when reported performance is derived from tested data.
- ✓ **Product photos/images** showing each product variation without any extraneous background objects or text.

3.4. Test Reports & IES Files

- ✓ Use the **current LM-79 standard** (LM-79-19 or later). Older versions are not accepted.
- ✓ Model numbers **must correlate** across IES file, test report, and application form.
- ✓ If submitting a retrofit kit of the test housing must be included in the test report and match the approved host housings list.

3.5. Controls Options Table

- ✓ Review the **DLC Controls Options Table Guidance document** thoroughly before completing your table.
- ✓ Fill out **every column within the controls options table, as applicable**: Driver Type, Dimming Capability, Controller/Sensor Type, Receptacle Types, Sensor Function, Sensor Technology, NLC Product ID.
- ✓ Controls Option Codes must match the options specification sheet.

3.6. 3-Pin Twistlock Receptacles

- ✓ Products with **3-pin twistlock receptacles are generally not eligible** unless the product also contains an integral sensor.
- ✓ If both a 3-pin receptacle and integral sensor exist, **controls category is based on the sensor.**
- ✓ The **"blank" or "no sensor" option** is not eligible if the only controls feature is a 3-pin receptacle.
- ✓ Model numbers must explicitly indicate sensor options. Generic wildcards including no-sensor/3-pin-only are not acceptable.

3.7. Model Number Consistency

- ✓ Model numbers **must be consistent across all documents**: application form, specification sheet, IES files, test reports, safety certification.
- ✓ All options that affect the output of the product must list as separate model numbers within the application excel form.

3.8. Lumen, Wattage & Efficacy

- ✓ Verify **lumen output, input wattage, and efficacy** are consistent across all documents.
- ✓ Double-check efficacy: efficacy = lumens / watts. Rounding errors can push a product **below the V6.0 threshold.**
- ✓ For **Premium listings**, verify your product meets the higher efficacy threshold.
- ✓ If submitting high-bay and low-bay products, products above **10,000 lumens** require the High-Bay Primary Use Designation.

3.9. CCT & Field Adjustable Settings

- ✓ V6 technical requirements distinguish between **FACT,** where products and **CCT-Tunable** (digital control).
- ✓ FALO products must include the **Field Adjustable Performance tab** with all wattage settings.
- ✓ Provide **operating instructions** showing how to adjust CCT and/or wattage.
- ✓ The spec sheet should list **all available CCT options** and performance data.

3.10. Primary Use Designation

- ✓ Select the **correct Primary Use Designation (PUD)**. Refer to the Appendix A of the technical requirements for additional information.
- ✓ Retrofit kits must be tested in the appropriate host housings listed here: https://designlights.org/our-work/solid-state-lighting/technical-requirements/approved-pre-approved-housings/retrofit-kits
- ✓ Products tested in decorative housings cannot use area/roadway PUDs.

3.11. Photos & Images

- ✓ Please submit **one product image per product variation**. The same image can be used for multiple products within the application, but each image must contain only one product. Images cannot include multiple product variations.
- ✓ Provide **separate images** for each form factor (e.g., 1x4, 2x4, 2x2).

3.12. NLC Agreements

- ✓ DLC-qualified NLC references require a completed **SSL-NLC Manufacturer Agreement**.
- ✓ Complete agreements through the **SSL/NLC Agreements** module in the portal.
- ✓ Controls options with NLC IDs **will not be approved** until the agreement is signed.

✓ Not required if the SSL and NLC Manufacturer are the **same company**.

3.13. Invoices & Payment

✓ **Please pay invoices promptly.** Outstanding invoices may lead to application closure.
✓ Monitor the portal and email for invoice notifications after initial review.
✓ Budget for application fees when planning your submission timeline.

4. Pre-submission Checklist

Category	Checklist Item	☐
Application Form	Correct application type selected (New, Update, Simplified Update)	☐
	Correct application level selected (Level 1 or Level 2) if submitting an OEM New application	☐
	All fields in Reported Performance Table completed	☐
	Specification sheet must include all model number variations submitted	☐
	Driver model numbers listed for all voltage ranges	☐
	Field Adjustable Performance tab completed (if FALO/FACT/FALD)	☐
Spec Sheet	Model number breakdown included and complete	☐
	All options/brackets/wildcards match application form	☐
	Controls options clearly shown	☐
	Performance data aligns application form and test reports	☐
	Field Adjustable performance listed (if applicable)	☐
Test Reports	LM-79 reports to current standard (LM-79-19 or later)	☐
	IES files include luminous length and width	☐
	IES data provided and aligns with other documentation: LUMCAT, TEST, TESTLAB, ISSUEDATE	☐
	Model numbers align across test report, IES, and application	☐
	Scaling methodology provided	☐
Controls Options	Controls Options Table fully completed	☐

Category	Checklist Item	☐
	Control Option Codes match spec sheet	☐
	SSL-NLC Agreement completed (if referencing a DLC-qualified NLC system)	☐
Docs	Safety Certificate of Compliance (PDF format)	☐
	Installation instructions (if applicable)	☐
	Product photos (one product within each image)	☐
Eligibility	No 3-pin twistlock as sole controls feature	☐
	Efficacy meets V6.0 Standard or Premium threshold	☐
	Correct Primary Use Designation (PUD) for test housing for retrofit kits	☐

5. Responding to Reviewer Comments

Even with careful preparation, some applications will receive reviewer comments. How quickly and thoroughly you respond has a major impact on your total processing time.

> ***Inactivity is the #1 delay driver.*** *Not responding to reviewer comments adds nearly 20 extra days to processing time — the largest single penalty of any issue.*

5.1. Best Practices for Response Management

- ✓ **For best results, respond within 3 business days** of receiving a reviewer comment. Extended inactivity may result in closure.
- ✓ **Please be sure to address all items** in a single response. Partial responses may lead to additional review rounds.
- ✓ Monitor your application portal and email regularly during the review period.
- ✓ If you need to cancel an application, please do so promptly rather than letting it lapse.
- ✓ Communicate your timeline needs early. DLC staff can sometimes prioritize when timing is critical.

Questions?

For application questions, contact your assigned DLC reviewer through the application portal.

For Controls Options Table questions email: controls@designlights.org

For general program questions visit: www.designlights.org