FIELD GUIDE FOR LEED 2009
NEW CONSTRUCTION AND
MAJOR RENOVATION PROJECTS

PROJECT NAME

PROJECT NUMBER

DATE
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SS Prerequisite 1: Construction Activity Pollution Prevention

**Objective:** Reduce soil erosion, waterway sedimentation and dust from construction activities.

**Requirement:** Verify that Storm Water Pollution Prevention Plan (SWPPP) is prepared and submitted by contractor before starting construction activity. Ensure plan is followed during construction.

- Confirm required documentation is provided:
  - Copy of project drawings and specifications documenting erosion & sedimentation control measures implemented on the site,
  - Copy of SWPPP Plan and SWPPP Book that includes fully executed TPDES Permit and copy of Best Management Practices (BMPs) implemented
- Observe implementation of erosion and sedimentation control plan (SWPPP) for consistency with plan prepared during the design phase of the project
- Monitor erosion and sedimentation control features throughout all construction activities
- Identify erosion and sedimentation control features that are not effective so that they can be adjusted or replaced
- Ensure that TPDES Permit and SWPPP Book are maintained and properly displayed on site
- Confirm that all temporary SWPPP required BMPs are removed only after the site has been permanently stabilized

**Cl Point of Contact – Party responsible for meeting credit requirements:**

| Name | Organization | Phone Number |
|------|--------------|--------------|--------------|
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Objective: To ensure energy-related systems perform according to construction contract documents. Benefits include reduced energy use, lower operating costs, fewer callbacks.

Requirement: Verify that the following commissioning activities are being performed:

- Develop and implement a commissioning plan (CM-R)
- Verify the installation and performance of the systems to be commissioned (CM-R)
- Complete a summary commissioning report (CM-R)

Commissioning process activities must be completed for the following energy-related systems:

- Heating, ventilating, air conditioning and refrigeration (HVAC&R) systems (mechanical and passive)
- HVAC controls
- Lighting and daylighting controls
- Domestic hot water systems
- Renewable energy systems (e.g., wind, solar)

See EA Credit 3 for Enhanced Commissioning requirements.

CI Point of Contact – Party responsible for meeting credit requirements:

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SS Credit 5.1: Site Development—Protect or Restore Habitat

Objective: To conserve existing natural areas and restore damaged areas to provide habitat and promote biodiversity.

Requirements:

CASE 1. Greenfield Sites (Not previously developed or graded and remain in a natural state)
Limit all site disturbance to the following parameters:
• 40 feet beyond the building perimeter;
• 10 feet beyond surface walkways, patios, surface parking and utilities less than 12 inches in diameter;
• 15 feet beyond primary roadway curbs and main utility branch trenches;
• 25 feet beyond constructed areas with permeable surfaces (such as pervious paving areas, stormwater detention facilities and playing fields) that require additional staging areas to limit compaction in the constructed area.

CASE 2. Previously Developed Areas or Graded Sites
Restore or protect a minimum of 50% of the site (excluding the building footprint) or 20% of the total site area (including building footprint), whichever is greater, with native or adapted vegetation (noninvasive species or not a noxious weed). Projects earning SS Credit 2: Development Density and Community Connectivity may include vegetated roof surface in this calculation if the plants are native or adapted, provide habitat, and promote biodiversity.
CI Point of Contact – Party responsible for meeting credit requirements:

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CI RESPONSIBILITY.

☐ Greenfield Sites: Review the project’s site/grading drawings highlighting the designated site disturbance boundaries and monitor throughout construction to confirm boundaries are being maintained.

☐ Previously Developed/Graded Sites: Review the project’s site/landscape plan regarding restored site area and planting materials and monitor restoration & planting to confirm installation complies with project restoration plan.
SS Credit 7.1: Heat Island Effect—Nonroof

**Objective:** To reduce the heat islands to minimize impacts on microclimates and human and wildlife habitats.

**Requirements:**

**OPTION 1.** Use any combination of the following strategies for 50% of the site hardscape (including roads, sidewalks, courtyards and parking lots):

- Provide shade from the existing tree canopy or within 5 years of landscape installation. Landscaping (trees) must be in place at the time of occupancy.
- Provide shade from structures covered by solar panels that produce energy used to offset some nonrenewable resource use.
- Provide shade from architectural devices or structures that have a Solar Reflectance Index (SRI) of at least 29.
- Use hardscape materials with an SRI of at least 29.
- Use an open-grid pavement system (at least 50% pervious).

**OPTION 2.**
Place a minimum of 50% of parking spaces under cover. Any roof used to shade or cover parking must have an SRI of at least 29, be a vegetated green roof or be covered by solar panels that produce energy used to offset some nonrenewable resource use.
CI Point of Contact – Party responsible for meeting credit requirements:

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**CI RESPONSIBILITY.**

- Option 1: Verify that one or more of the strategies identified above have been implemented.

- Option 2: Verify that the strategies identified above have been implemented.
EA Credit 3: Enhanced Commissioning

Objective: To begin the commissioning process early in the design process and execute additional activities after systems performance verification is completed.

Requirements:
Implement, or have a contract in place to implement, the following additional commissioning process activities in addition to the requirements of EA Prerequisite 1: Fundamental Commissioning of Building Energy Systems and in accordance with the LEED Reference Guide for Green Building Design and Construction, current edition or version under which project is registered:

- Prior to the start of the construction documents phase, designate an independent commissioning authority (CxA) to lead, review and oversee the completion of all commissioning process activities.
- The CxA must conduct, at a minimum, 1 commissioning design review of the owner’s project requirements, basis of design, and design documents prior to the mid-construction documents phase and back-check the review comments in the subsequent design submission.
- The CxA must review contractor submittals applicable to systems being commissioned for compliance with the owner’s project requirements and basis of design. This review must be concurrent with the review of the architect or engineer of record and submitted to the design team and the owner.
- The CxA or other project team members must develop a systems manual that gives future operating staff the information needed to understand and optimally operate the commissioned systems.
- The CxA or other project team members must verify that the requirements for training operating personnel and building occupants have been completed.
- The CxA must be involved in reviewing the operation of the building with operations and maintenance (O&M) staff and occupants within 10 months after substantial completion. A plan for resolving outstanding commissioning-related issues must be included.
CI Point of Contact – Party responsible for meeting credit requirements:

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**CI RESPONSIBILITY:**

- Become familiar with what the CxA roles and responsibilities are for the project, and verify that the enhanced commissioning requirements are being implemented.
MR Credit 1.1: Building Reuse-Maintain Existing Walls, Floors and Roof

Objective: To extend the lifecycle of existing building stock, conserve resources, retain cultural resources, reduce waste and reduce environmental impacts of new buildings as they relate to materials manufacturing and resources.

Requirements:
Maintain the existing building structure (including structural floor and roof decking) and envelope (the exterior skin and framing, excluding window assemblies and non-structural roofing material). Hazardous materials that are remediated as a part of the project must be excluded from the calculation of the percentage maintained. If the project includes an addition that is more than 2 times the square footage of the existing building, this credit is not applicable.
CI Point of Contact – Party responsible for meeting credit requirements:

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**CI RESPONSIBILITY.**

- Become familiar with those structural and envelope elements of the existing building structure that are designated for reuse and monitor whether each element is reused per the design.
MR Credit 1.2: Building Reuse-Maintain Interior Nonstructural Elements

**Objective:** To extend the lifecycle of existing building stock, conserve resources, retain cultural resources, reduce waste and reduce environmental impacts of new buildings as they relate to materials manufacturing and transport.

**Requirements:**
Use existing interior nonstructural elements (e.g., interior walls, doors, floor coverings and ceiling systems) in at least 50% (by area) of the completed building, including additions. If the project includes an addition with square footage more than 2 times the square footage of the existing building, this credit is not applicable.
**CI Point of Contact – Party responsible for meeting credit requirements:**

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**CI RESPONSIBILITY.**

- Become familiar with those nonstructural elements of the existing building structure that are designated for reuse and monitor whether each element is reused per the design.
MR Credit 2: Construction Waste Management

Objective: To divert construction and demolition debris from disposal in landfills and incineration facilities. Redirect recyclable recovered resources back to the manufacturing process and reusable materials to appropriate sites.

Requirements:
Recycle and/or salvage nonhazardous construction and demolition debris. Develop and implement a construction waste management plan that, at a minimum, identifies the materials to be diverted from disposal and whether the materials will be sorted on-site or comingled. Excavated soil and land-clearing debris do not contribute to this credit.
CI Point of Contact – Party responsible for meeting credit requirements:

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**CI RESPONSIBILITY.**

- Obtain a copy of the contractor’s published Construction Waste Management Plan and become familiar with the plan’s recycling requirements.

- Monitor whether the plan’s goals are being met by all parties during construction.
MR Credit 4: Recycled Content

**Objective:** To increase demand for building products that incorporate recycled content materials, thereby reducing impacts resulting from extraction and processing of virgin materials.

**Requirements:**
Use materials with recycled content such that the sum of postconsumer recycled content plus 1/2 of the preconsumer content constitutes at least 10% or 20%, based on cost, of the total value of the materials in the project. The recycled content value of a material assembly is determined by weight. The recycled fraction of the assembly is then multiplied by the cost of assembly to determine the recycled content value.

Mechanical, electrical and plumbing components and specialty items such as elevators cannot be included in this calculation. Include only materials permanently installed in the project. Furniture may be included if it is included consistently in MR Credit 3: Materials Reuse through MR Credit 7: Certified Wood.
CI Point of Contact – Party responsible for meeting credit requirements:

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**CI RESPONSIBILITY.**

- Review Recycled Content data included in each of the relevant contractor’s submittals. Ensure product provided by contractor meets established criteria per spec and approved submittal.

- A review of the project’s LEED general requirements section in Division 01 of the specifications will provide information on how this credit will be achieved.

- Notes
MR Credit 5: Regional Materials

Objective: To increase demand for building materials and products that are extracted and manufactured within the region, thereby supporting the use of indigenous resources and reducing the environmental impacts resulting from transportation.

Requirements:
Use building materials or products that have been extracted, harvested or recovered, as well as manufactured, within 500 miles of the project site for a minimum of 10% or 20%, based on cost, of the total materials value. If only a fraction of a product or material is extracted, harvested, or recovered and manufactured locally, then only that percentage (by weight) can contribute to the regional value. Mechanical, electrical and plumbing components and specialty items such as elevators and equipment must not be included in this calculation. Include only materials permanently installed in the project. Furniture may be included if it is included consistently in MR Credit 3: Materials Reuse through MR Credit 7: Certified Wood.
CI Point of Contact – Party responsible for meeting credit requirements:

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CI RESPONSIBILITY:
☐ Review Regional Materials data included in each of the relevant contractor’s submittals. Ensure product provided by contractor meets established criteria per spec and approved submittal.

☐ A review of the project’s LEED general requirements section in Division 01 of the specifications will provide information on how this credit will be achieved.

☐ Notes

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MR Credit 7: Certified Wood

**Objective:** To encourage environmentally responsible forest management.

**Requirements:**
Use a minimum of 50% (based on cost) of wood-based materials and products that are certified in accordance with the Forest Stewardship Council’s principles and criteria, for wood building components. These components include at a minimum, structural framing and general dimensional framing, flooring, sub-flooring, wood doors and finishes.
Include only materials permanently installed in the project. Wood products purchased for temporary use on the project (e.g., formwork, bracing, scaffolding, sidewalk protection, and guard rails) may be included in the calculation at the project team’s discretion. If any such materials are included, all such materials must be included in the calculation. If such materials are purchased for use on multiple projects, the applicant may include these materials for only one project, at its discretion. Furniture may be included if it is included consistently in MR Credits 3, Materials Reuse, through MR Credit 7, Certified Wood.
CI Point of Contact – Party responsible for meeting credit requirements:

Name                  Organization                        Phone Number

CI RESPONSIBILITY.
☐ Review Certified Wood data included in each of the relevant contractor’s submittals. Ensure product provided by contractor meets established criteria per spec and approved submittal.

☐ A review of the project’s LEED general requirements section in Division 01 of the specifications will provide information on how this credit will be achieved.

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IEQ Credit 3.1: Construction Indoor Air Quality Management Plan – During Construction

Objective: To reduce indoor air quality (IAQ) problems resulting from construction or renovation and promote the comfort and well-being of construction workers and building occupants.

Requirements: Develop and implement an IAQ management plan for the construction and preoccupancy phases of the building as follows:

- During construction, meet or exceed the recommended control measures of the Sheet Metal and Air Conditioning National Contractors Association (SMACNA) IAQ Guidelines For Occupied Buildings Under Construction, 2nd Edition 2007, ANSI/SMACNA 008-2008 (Chapter 3).
- Protect stored on-site and installed absorptive materials from moisture damage.
- If permanently installed air handlers are used during construction, filtration media with a minimum efficiency reporting value (MERV) of 8 must be used at each return air grille, as determined by ASHRAE Standard 52.2-1999 (with errata but without addenda1). Replace all filtration media immediately prior to occupancy.
**CI Point of Contact – Party responsible for meeting credit requirements:**

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**CI RESPONSIBILITY.**

- Obtain a copy of the contractor’s IAQ Management Plan and become familiar with the plan’s various requirements.

- Monitor whether the plan’s goals are being met by all parties during construction.
**IEQ Credit 3.2: Construction Indoor Air Quality Management Plan – Before Occupancy**

**Objective:** To reduce indoor air quality (IAQ) problems resulting from construction or renovation to promote the comfort and well-being of construction workers and building occupants.

**Requirements:**
Develop an IAQ management plan and implement it after all finishes have been installed and the building has been completely cleaned before occupancy.

**OPTION 1. Flush-Out**

**PAT H 1**
After construction ends, prior to occupancy and with all interior finishes installed, install new filtration media and, perform a building flush-out by supplying a total air volume of 14,000 cubic feet of outdoor air per square foot of floor area while maintaining an internal temperature of at least 60°F and relative humidity no higher than 60%.

**PAT H 2**
If occupancy is desired prior to completion of the flush-out, the space may be occupied following delivery of a minimum of 3,500 cubic feet of outdoor air per square foot of floor area. Once the space is occupied, it must be ventilated at a minimum rate of 0.30 cubic feet per minute (cfm) per square foot of outside air or the design minimum outside air rate determined in IEQ Prerequisite 1: Minimum Indoor Air Quality Performance, whichever is greater. During each day of the flush-out period, ventilation must begin a minimum of 3 hours prior to occupancy and continue during occupancy. These conditions must be maintained until a total of 14,000 cubic feet per square foot of outside air has been delivered to the space.

**OPTION 2. Air Testing**
CI Point of Contact – Party responsible for meeting credit requirements:

Name                  Organization                        Phone Number

CI RESPONSIBILITY.
☐ Obtain a copy of the contractor’s IAQ Management Plan and become familiar with the selected Option and Path.

☐ Monitor whether the plan’s goals are met prior to occupancy.
IEQ Credit 4.1: Low-Emitting Materials-Adhesives and Sealants

**Objective:** To reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well-being of installers and occupants.

**Requirements:**
All adhesives and sealants used on the interior of the building (i.e., inside of the weatherproofing system and applied on-site) must comply with the following requirements as applicable to the project scope:

- Adhesives, Sealants and Sealant Primers must comply with South Coast Air Quality Management District (SCAQMD) Rule #1168. Volatile organic compound (VOC) limits listed in the table below correspond to an effective date of July 1, 2005 and rule amendment date of January 7, 2005.
**CI Point of Contact – Party responsible for meeting credit requirements:**

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**CI RESPONSIBILITY.**

☐ Review product submittals for compliance with credit requirements for low-emitting materials.

☐ Prior to installation, check that products delivered to the site are consistent with those submitted.
IEQ Credit 4.2: Low-Emitting Materials-Paints and Coatings

Objective: To reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well-being of installers and occupants.

Requirements:
Paints and coatings used on the interior of the building (i.e., inside of the weatherproofing system and applied onsite) must comply with the following criteria as applicable to the project scope:

- Anti-corrosive and anti-rust paints applied to interior ferrous metal substrates must not exceed the VOC content limit of 250 g/L established in Green Seal Standard GC-03, Anti-Corrosive Paints, 2nd Edition, January 7, 1997.
- Clear wood finishes, floor coatings, stains, primers, and shellacs applied to interior elements must not exceed the VOC content limits established in South Coast Air Quality Management District (SCAQMD) Rule 1113, Architectural Coatings, rules in effect on January 1, 2004.
**CI Point of Contact – Party responsible for meeting credit requirements:**

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**CI RESPONSIBILITY.**

- [ ] Review product submittals for compliance with credit requirements for low-emitting materials.

- [ ] Prior to installation, check that products delivered to the site are consistent with those submitted.
IEQ Credit 4.3: Low-Emitting Materials-Flooring Systems

Objective: To reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and well-being of installers and occupants.

Requirements:

OPTION 1
All flooring must comply with the following as applicable to the project scope:

- All carpet installed in the building interior must meet the testing and product requirements of the Carpet and Rug Institute Green Label Plus program.
- All carpet cushion installed in the building interior must meet the requirements of the Carpet and Rug Institute Green Label program.
- All carpet adhesive must meet the requirements of IEQ Credit 4.1: Adhesives and Sealants, which includes a volatile organic compound (VOC) limit of 50 g/L.
- All hard surface flooring must be certified as compliant with the FloorScore standard (current as of the date of this rating system, or more stringent version) by an independent third-party. Flooring products covered by FloorScore include vinyl, linoleum, laminate flooring, wood flooring, ceramic flooring, rubber flooring and wall base.
- An alternative compliance path using FloorScore is acceptable for credit achievement: 100% of the non-carpet finished flooring must be FloorScore-certified and must constitute at least 25% of the finished floor area.
- Examples of unfinished flooring include floors in mechanical rooms, electrical rooms and elevator service rooms.
- Concrete, wood, bamboo and cork floor finishes such as sealer, stain and finish must meet the requirements of South Coast Air Quality Management District (SCAQMD) Rule 1113, Architectural Coatings, rules in effect on January 1, 2004.
- Tile setting adhesives and grout must meet South Coast Air Quality Management District (SCAQMD) Rule 1168. VOC limits correspond to an effective date of July 1, 2005 and rule amendment date of January 7, 2005.

OPTION 2
All flooring elements installed in the building interior must meet the testing and product requirements of the California Department of Health Services Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers, including 2004 Addenda.
Cl Point of Contact – Party responsible for meeting credit requirements:

___________________________________________
Name                               Organization           Phone Number

Cl RESPONSIBILITY.
☐ Review product submittals for compliance with credit requirements for low-emitting materials.

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☐ Prior to installation, check that products delivered to the site are consistent with those submitted.

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IEQ Credit 4.4: Low-Emitting Materials-Composite Wood and Agrifiber Products

Objective: To reduce the quantity of indoor air contaminants that is odorous, irritating and/or harmful to the comfort and well-being of installers and occupants.

Requirements:
Composite wood and agrifiber products used on the interior of the building (i.e., inside the weatherproofing system) must contain no added urea-formaldehyde resins. Laminating adhesives used to fabricate on-site and shop-applied composite wood and agrifiber assemblies must not contain added urea-formaldehyde resins.

Composite wood and agrifiber products are defined as particleboard, medium density fiberboard (MDF), plywood, wheatboard, strawboard, panel substrates and door cores. Materials considered fixtures, furniture and equipment (FF&E) are not considered base building elements and are not included.
CI Point of Contact – Party responsible for meeting credit requirements:

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CI RESPONSIBILITY.

☐ Review product submittals for compliance with credit requirements for low-emitting materials.

☐ Prior to installation, check that products delivered to the site are consistent with those submitted.
ID Credits for Innovation in Design

Objective: To provide design teams and projects the opportunity to achieve exceptional performance above the requirements set by the LEED Green Building Rating System and/or innovative performance in Green Building categories not specifically addressed by the LEED Green Building Rating System.

Requirements:
Credit can be achieved through any combination of the Innovation in Design and Exemplary Performance paths as described below:

PATH 1. Innovation in Design
Achieve significant, measurable environmental performance using a strategy not addressed in the LEED 2009 for New Construction and Major Renovations Rating System.

PATH 2. Exemplary Performance
Achieve exemplary performance in an existing LEED 2009 for New Construction and Major Renovations prerequisite or credit. An exemplary performance point may be earned for achieving double the credit requirements and/or achieving the next incremental percentage threshold of an existing credit in LEED.
CI Point of Contact – Party responsible for meeting credit requirements:

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CI RESPONSIBILITY.

☐ Confirm that project is seeking Innovation Credits for performance during construction.

☐ Review appropriate submittals and monitor construction progress for achievement of innovation goals.
RP Credits for Regional Priority

Objective: To provide an incentive for the achievement of credits that address geographically-specific environmental priorities.

Requirements:
Credits are earned as identified by the USGBC regional councils and chapters as having environmental importance for a project’s region. The Regional Priority Credits available at UT Austin that involve construction are:
• SS Credit 5.1: Site Development—Protect or Restore Habitat
• MR Credit 2: Construction Waste Management
**CI Point of Contact – Party responsible for meeting credit requirements:**

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**CI RESPONSIBILITY.**

- **Confirm that project is seeking Regional Priority Credits for performance during construction.**

- **Review appropriate submittals and monitor construction progress for achievement of credits that focus on regional priority.**