

Submission Guidance

Congratulations, you're nearly ready to submit your project's data for review!

1. Review the *Data Review Checklist* below and conduct an internal audit/quality control before submitting documentation.
2. Verify the 12 month performance period start and stop dates are covered by valid data and documentation. Please clearly identify your intended Performance Period in your submission.

Data Review Checklist

What makes a complete data submission?

	Performance Period												Status	
	14-Dec	15-Jan	15-Feb	15-Mar	15-Apr	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	
Energy														
Inputs- Meter 1														Awarded
Documentation														
Inputs- Meter 2														
Documentation														
Inputs - Meter 3														
Documentation														
Water														
Inputs - Meter 1														Awarded
Documentation														
Inputs - Meter 2														
Documentation														
Waste														
Inputs														Awarded
Documentation														
Transportation														
Survey Data Range														Awarded
Human Experience														
Survey Data Range														Awarded
CO2 Inputs														
CO2 Documentation														
TVOC Inputs														
TVOC Documentation														

Information Present	
Information Missing	
Not Applicable	

Above is a snapshot from the review report of a project that met all the data submission requirements.

This project:

- Provided 12 consecutive months of data for Energy and Water.
- Provided documentation (utility bills) which directly supported **every** month of data entered in each meter.
- Provided at least one data point within the Performance Period (365 days) for Waste.
- Provided documentation of the waste audit(s).
- Administered the survey to capture data for Transportation and Human Experience, and achieved a minimum response rate within the Performance Period.
- Provided results from either an audit report or sensor readings for both CO2 and TVOC within the Performance Period.
- Provided supporting documentation of the CO2 and TVOC readings.
- Ensured documentation, survey results, and inputs for all credits fell within a shared 12 month Performance Period.

What makes an incomplete data submission?

	Performance Period												Status	
	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15		Dec-15
Energy													Pended	
Inputs														
Documentation														
Water													Pended	
Inputs														
Documentation														
Waste													Pended	
Inputs														
Documentation														
Transportation													Awarded	
Survey Data Range														
Human Experience													Pended	
Survey Data Range														
CO2 Inputs														
CO2 Documentation														
TVOC Inputs														
TVOC Documentation														

Information Present	
Information Missing	
Not Applicable.	

Above is a snapshot from the review report of a project that did not meet all of the data submission requirements.

This project:

- Did not input data for 12 consecutive months for Energy or Water; this project is missing two months of data entry for Energy and four for Water.
- Did not provide utility bills or similar documentation to support all data entered in Energy or Water.
- Did not provide a report or similar documentation to support the inputs of the waste audit.
- Did not provide a report or similar documentation to support the inputs for the Indoor Air Quality Audits of CO2 or TVOC.

To help streamline the review process, USGBC asks that while fulfilling the above requirements you please check for completion of the additional steps below.

BUILDING SETUP

- Ensure the Gross Floor Area, Typical Operating Hours, and Building Occupancy were determined in a manner that is consistent with calculator in the Arc data template.

ENERGY/WATER

- Verify that there are no gaps or missing months of data.
- Ensure that all meters for all fuel sources are reported.
- Make sure that the consumption values and service period dates for each individual meter are consistent between the data and the supporting documentation.
- For Commercial Interior projects: Ensure that all base building energy which has been provided to the project space (e.g. chilled/hot water consumption via plant systems, electrical/cooling/heating consumption associated with central ventilation units [DOAS], cooling tower water consumption, etc.) has been included in the inputs.

- ❑ Ensure that the usage captured by any submeters entered into the platform is not also captured by a main meter entered into the platform, as this will double count the usage and negatively affect the score.

WASTE

- ❑ Make certain that “Diverted Waste” weight is included in “Total Waste Generated” weight.
- ❑ Verify that the correct start and end dates are reflected in the platform. For example if a waste audit was conducted on one day, the period start and end date should be the same day.
- ❑ Make sure that all tenant waste is included if the project is a whole building.
- ❑ Ensure all material types specified in the Data Requirements are accounted for.
- ❑ Ensure all waste was weighed or directly estimated by volume. It is not sufficient to estimate waste based solely on the number of containers used.

TRANSPORTATION

- ❑ Ensure the transportation data falls within the Performance Period. Ensure that the minimum percentage of occupants have responded during the Performance Period. The minimum percentage for your project is found in the platform.

HUMAN EXPERIENCE

- ❑ Ensure that TVOC data is reported in $\mu\text{g}/\text{m}^3$; and if it was originally measured in another unit, please provide the conversion factor that the project team used.
- ❑ Clarify how the IAQ readings were conducted, for example through PID meters, lab testing, etc.
- ❑ Include the IAQ Data Template uploaded to the platform as part of your submittal documentation.
- ❑ Verify the CO₂ meter results are within reason. Readings which are below 400 ppm, a typical global average ambient outdoor concentration, should be justified through further documentation and narratives.
- ❑ Ensure the Human Satisfaction survey was conducted within the Performance Period.