

Guide to LEED Certification: Volume

LEED Volume Certification Supplement

[Download pdf](#)

[Overview](#)

[Register](#)

[Precertify](#)

[Certify](#)

[Fees](#)

Interested in pursuing LEED volume certification? Great.

This supplement to the Guide to LEED Certification will explain the basic process of LEED volume certification.

Certification through LEED volume certification involves three main steps:

1. **Get started** with LEED volume certification by applying for admittance, connecting with your new account manager and attending the required orientation after submitting the volume certification admission fee.
2. **Precertify** a prototype that can be applied across your building portfolio by submitting key

**As of August 2016, LEED Core and Shell may also pursue LEED volume certification.*

Before we dive in to the process for participating in LEED volume certification, let's review the basics behind how volume certification works.

Since LEED volume certification is designed to streamline certification processes and costs across an

- **Portfolio Team Member:** The individual responsible for managing submittals for the volume project and for coordinating with the Portfolio Manager on the quality control and education processes. This individual can be contracted, as well.
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Precertify

are best suited for the standard one-off LEED review process.

- For projects submitted under a LEED BD+C prototype, construction or renovations can begin only after the prototype has earned precertification.
- For projects submitted under a LEED O+M prototype and pursuing an initial certification, the performance period must include at least three months that are post-precertification. The performance period must also include at least three months that the project is under the volume participant's management. These two periods could happen concurrently. We strongly recommended that the performance period for all credits start after you achieve precertification.
- For projects submitted under a LEED O+M prototype and pursuing recertification, the performance period does not need to include three months that are post-precertification, however, the performance period end date of all credits cannot precede the prototype precertification date.

Submitting your prototype precertification application

In order to complete your application, you'll need to provide documentation that addresses both the prototype credit strategies that you will pursue as well as the education, quality control and audit documentation that you will have in place to support these strategies. The format for these submittals is flexible to allow you to leverage your own organizational processes, tools and technology platforms as you facilitate LEED volume certification. For additional details regarding submittals, see the LEED Volume Program: Submittal Guidance, which your account manager will provide you.

Your precertification application consists of general and credit-level documentation.

The general submittals include a high-level overview of your organization as well as a quality control plan and education plan, which must show that you have the processes, tools, and education program necessary to deliver projects that consistently meet the LEED credit requirements.

The credit level submittals must include the following four components:

- Technical documentation demonstrates that the prototype meets the LEED credit requirements.
- The quality control process demonstrates the specific steps and tools that are in place to ensure that the LEED credit requirements are consistently met in the volume projects.
- The education process demonstrates that everyone involved in the process is properly educated on the required implementation steps for each credit.
- Finally, the audit documentation should identify sample deliverables that will be collected during a potential future audit to demonstrate that processes and procedures were followed.

Prototypes must ensure that related projects satisfy the requirements of all MPRs, prerequisites, and enough LEED credits to achieve certification along with all needed documentation.

Which prototype credits to include

Prototypes are designed to be applied across a large number of buildings that, although very similar, may have specific nuances. For this reason, we offer you the flexibility to prototype as many credits that you believe are suitable for the group of volume projects under the prototype. We encourage you to consider the prototype credits as a catalog of offerings to utilize for your volume projects. Once you achieve precertification for your prototype, you can draw from this "catalog" and apply credits in various combinations to achieve LEED certification success in your volume project.

Which prototype credits not to include

There are no requirements for how frequently a given prototype credit must be used on volume projects.

Rather, we encourage you to consider the frequency that you anticipate applying each credit when deciding whether or not to include a credit in the prototype precertification. For credits that you anticipate using less frequently, you may opt to leave them out of your prototype precertification and instead, supplement the

Certify

Once your prototype has achieved precertification (congratulations!), you're ready to enter the certification phase, at which point your volume projects can be certified using the prototype standards. During the certification phase, you can register and begin construction on your volume projects, and pursue certification for them using the prototyped standards and credits. For LEED EB: O+M prototypes, you may begin the performance period for your volume projects.

Review process

The review process for this phase is slightly different than the review process outlined in the Guide to LEED Certification, since it relies on audits for quality control. Volume project reviews occur in two parts: the preliminary review, and a final review, in which the full audit documentation is reviewed for the first three projects and those thereafter randomly selected for audit. The audit process ensures that your volume projects are in compliance with LEED standards and verify that your quality control and education processes are working effectively.

Part 1: Preliminary Review

- Note: please be sure to verify the accuracy of the volume project scorecard that you submit. This is a critical step in your process. The scorecard must reflect accurate credit achievement and a certification level that you have verified prior to submission.
 - You submit the project's basic information, LEED volume project scorecard and key metrics for

Audits are a key element of quality control throughout the volume process, helping to ensure that volume projects achieve the same rigorous standards as one-off projects that go through the traditional LEED certification process.

We want your volume projects to succeed and we will provide you with the guidance and expertise that will set you up for success. However, in certain instances, if a project has not successfully achieved a prototype credit that is submitted on a volume project scorecard, GBCI may deny these credits. You may pursue the standard appeals process, detailed above in the “Prototype precertification” section, for any denied credits. If GBCI determines through the appeals process that the volume project did indeed fail to achieve the credits in question, GBCI will remove the denied prototype credit from the prototype scorecard, and you are not eligible to apply the prototype credit to a volume project until you have precertified it again. You may precertify a denied prototype credit again using the process to add or revise credits noted in the “Additional or changed credits” paragraph in the “Precertify” section.

The following audit review outcomes will result in a failed volume project, requiring you to submit a remediation plan for a fee:

- Three or more denied prototype credits
- The failure of a prerequisite
- If the denial of one or more prototype credits reduces the total number of points awarded such that the project cannot achieve the level of LEED certification indicated on the volume project scorecard

pursued as prototype credits. You should document individual credits using the standard LEED credit forms and supporting documentation, and indicate the individual credits you've pursued on the scorecard for

certification.

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certification participants are organizations that own, manage or lease real estate ?however, please note that

Informal feedback

Volume prototypes and projects are held to all LEED requirements that are in place when the prototype is registered (rather than those that are in place when the you pay the volume certification admission fee). In order to assist you in the prototype development process and give you an idea of what review teams look for,

facilitate LEED volume certification. For additional details regarding submittals, see the LEED Volume Program: Submittal Guidance, which your account manager will provide you.

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construction methods, policy updates, etc.). If this occurs, please reach out to your account manager as soon as possible. If the changes affect the quality control process, audit documentation, credit options or paths, or the performance levels of the credits (in design and construction), then they are considered substantive changes that will require you to submit relevant documentation for a further round of precertification review

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and GBCI will respond within 20 business days. If the project is also selected for audit, the individual credit review will occur concurrently with the audit review.

Project information

Please check out the Guide to LEED Certification for a full rundown of how USGBC utilizes project data. In addition to the project directory and other information we collect for all LEED projects, for volume certification participants, we also collect:

- Name of Volume participant
- Number of projects pursuing LEED volume certification
- Square footage associated with a participant's projects pursuing LEED volume certification
- Prototype registration date
- Prototype precertification date
- Prototype precertification level
- Prototype points earned
- Prototype scorecard
- Prototype rating system and version

[Fees](#)

Fees

LEED volume certification provides an exceptional value for your money. So, how much does it cost to participate?

- **Program admission fee:** The program admission fee is a one-time fee due once you've been accepted into LEED volume certification. Payment is due before your team participates in the orientation workshop. Once you've submitted payment, the program admission fee unlocks access to your