NAVFAC LEED Registration and Certification Instructions

(for building projects)
(Updated 11JUL14)

Synopsis of Registration Procedure

1. Login, complete the online registration form (see guidance below) at the GBCI LEED Online website and submit it online.
   https://www.leedonline.com/irj/servlet/prt/portal/prtroot/com.sap.portal.navigation.portallauncher.anonymous
2. Pay the registration fee via credit card. [Utilize NAVFAC Corporate Membership account number when purchasing LEED. The account number is for NAVFAC personnel use ONLY. As of this document issuance, LEED registration is $900. Other fees will apply, including Design Review and Final Certification Review.]
3. GBCI will follow up with a final invoice, the LEED-online passwords and template information.
4. The individual who completes the online registration process (including credit card payment) is, by default, the LEED Project Administrator (LPA.)
5. *For Government in-house design teams*: Each FEC needs to create internal process for the Credit Card Holder (CCH) to pay for project.
6. General instructions:
   a. Project Manager requests CCH Program Analyst (PA) to transfer LEED Registration funds from project Job Order Number (JON) to Navy Working Capital Funds (NWCF.) Only NWCF can be used for credit card actions, which is the process for registration. (NOTE: there will be a percentage added to the NWCF action, related to the credit card. Make sure to account for this amount, in addition to the registration fee.)
   b. Once PA has NWCF on credit card, PA registers project at LEED Online. PA will request minimum project information from PM.
   c. By default, PA becomes LPA. PM will notify PA of new person to be LPA (usually project Design Manager.) PA changes LPA to DM. PA usually removes him/herself from LEED team.
   d. When the LEED project must apply for Design Submittal Review and Final Certification Review, the same funding process applies. The LPA must be changed back to the PA, in order to perform the credit card action.

When to register LEED projects:

1. In-house Design Bid Build – as soon as possible after receipt of Design Authorization (design funding).
2. A/E Design Bid Build – A/E must register project prior to 35% Design Submittal, and provide registration receipt with submittal.
3. Design Build – awarded contractor must register project prior to first post-award design submittal, and provide registration receipt with submittal.
4. In all cases above, save USGBC registration receipt to project's "sustainability" sub-folder, and as a "Design and Criteria" note to eProjects record.

Details of Registration Process

BEFORE YOU BEGIN:

1. Create a personal account with USGBC if you do not have one.
2. You will need the following information to register a project:
   a. Project P# and name as they appears in DD1391.
   b. Installation and physical address and zip code (if not confidential, see below) for project location (contact Installation Base Planner for this information.)
   c. Anticipated construction start and end dates.
   d. Total building gross area.
   e. Total construction cost for building only (see Project Details Section instructions below)

ACCOUNT/LOGIN INFORMATION:

1. The person registering the project **must have an account with USGBC** (login and password) to complete the form.
2. Go to: https://www.leedonline.com/irj/servlet/prt/portal/prtroot/com.sap.portal.navigation.portallauncher.anonymous . If you have an account, login with your email address and password and select "Register New Project" to start the project registration process.
3. If you do not have an account, scroll down to "register a new account" and follow the instructions.
4. It is recommended that you create an account separately on the USGBC website before you start the form.
5. IMPORTANT: NAVFAC team members are eligible for Member prices. Team members registering projects should be sure to include the Corporate Access ID in their personal account profile.

   NAVFAC team members who do not have the Corporate Access ID may contact NAVFAC Sustainable Development Criteria Manager: Julie.kephart-jones@navy.mil

   Account/Login Information section is filled out by the person registering the project. It may be a Contractor or a Government staff member. Contractors must not have access to our Corporate Access ID – this number is for NAVFAC personnel only.

ELIGIBILITY SECTION:

1. Follow directions (review and accept the terms and conditions if applicable.)
2. LEED Minimum Program Requirements: verify that project meets MPRs and, if so, select YES. If not, DO NOT PROCEED - contact PM for direction.
3. **DoD EXEMPTION PROCESS for LEED (Version 2009) MPR #6:** Project must use this exemption for sharing energy and water data. Follow the directions at this link: http://www.wbdg.org/pdfs/mpr6_dod_exemptprocess.pdf
4. **DoD EXEMPTION PROCESS for LEED (Version 4) EAp ENERGY and WEp WATER METERED DATA-SHARING:** Project must use this exemption for sharing energy and water data. This information is used for credit information uploaded to LEED Online. For awareness, follow the directions at this link: http://www.wbdg.org/pdfs/dod_waiver_leed_wep_eap.pdf

5. **DoD EXEMPTION PROCESS for LEED (All Version) WEp1 Water Gender Ratio (optional when needed):**
   This information is used for credit information uploaded to LEED Online. For awareness, follow the directions at this link:
   http://www.wbdg.org/pdfs/dod_waiver_leed_wep1.pdf

RATING SYSTEM SELECTION SECTION:

1. For a single building and site (non-campus) project:
   a. Select single project registration and which rating system.
   b. Select the rating system - currently only LEED-NC
2. For multiple buildings in one project:
   a. Select "block" registration, to ensure the same review team reviews all submittals within the project
   b. Select single project registrations within the "block"
   c. Select rating system – currently only LEED-NC

RATING SYSTEM RESULTS SECTION:

1. Confirm selected rating system.

PROJECT INFORMATION SECTION:

1. **Project Name:** ALWAYS begin Project Name with Agency:
   "U.S. NAVY"
   or
   "U.S. MARINE CORPS"
   After the Agency name, add project P-XXX number and project name, as they appear on the project's DD1391.
2. **Project Address:** The first line is the physical location of the project.
   For the second line provide the base identification code, category code and real property unique identification code (RPUID). You can obtain this information from the real estate officer at the installation. Example: "xxxx, xxxxxx, xxxxxxxxxxxxxxxx".
3. **Project City:** Installation Name. Example: "Fort Story" or "Naval Station Newport"
4. **State, Country, Zip Code:** Self-explanatory
5. **Anticipated Construction Start and End Dates:** Self-explanatory – give your best guess if unknown. Note that required data entry format is: 1 or 2 digit month/1 or 2 digit date/4 digit year (example 3/23/2010)
6. **Gross Square Footage:** Provide total area of the building. Exclude the area of any buildings that are exempt from the LEED achievement requirement (for example, exclude an unconditioned storage shed to be constructed with a barracks complex).
7. **Is Project Confidential:** Typically click "NO." The following "General Project Information" will be visible until certification:
   a. Project Name (example: P-XXXX BEQ)
   b. LEED System Version (example: LEED NC 2009)
   c. Date Joined (example: 6/12/2012)
   d. Address (full address)
   e. Project Details (if loaded)

     f.   Project Owner (example: US NAVY)
     g.   Owner Type (example: Federal Government)
     h.   Gross Square Footage (example: 100,000)
     i.   Project Type (example: Multi-Unit Residential, Military Base)
Information visible after certification:
     a.   Case Study (if provided)
     b.   Cert level (Final Certification Checklist with project name, location, and certification level)
EXCEPTION: Click "YES" for Confidential when project has security sensitivity (elements that are FOUO or higher security) and/or is to be processed offline. GBCI Offline instruction can be viewed: http://www.wbdg.org/references/pa_dod_sust_leed.php

8. **Notification of Local Chapter:** Indicate NO unless Government Project Manager requests you to indicate YES.
9. **Anticipated Project Type:** Select the most appropriate option from the drop-down menu.
10. **Anticipated Certification Level:** Select "Silver" option from the drop-down menu.

PROJECT OWNER INFORMATION SECTION:

Project Owner POC First Name, Last Name, email, phone, and address: The Project Owner representative during design and construction up until acceptance of final LEED certification. For each Agency:
NAVY: NAVFAC Project Manager
MARINE CORPS: NAVFAC Project Manager

Immediately prior to occupancy, change the Project Owner POC to:
NAVY: Public Works Officer, Deputy Public Works Officer, or Designee
MARINE CORPS: Public Works Officer, Deputy Public Works Officer, or Designee

Owner Organization:
U.S. Navy
or
U.S. Marine Corps, where appropriate

This field MUST be completed this way because it will be used as a search field to find all registered projects. You may supplement it with regional name at the end, but DO NOT revise or use an acronym.
May we publish Owner information: Indicate "NO"
Owner Type: Pick "Federal Government" from drop-down menu.
Project Owner Assertion: Check the box

PAYMENT INFORMATION: Self-explanatory

SUBMITTAL REQUIREMENTS:

1. Per USGBC, LEED Design Review is required prior to the approval of the first major equipment construction submittal (e.g., air handling unit.) NAVFAC prefers soon after Final Design Submittal.
2. Per NAVFAC, LEED updates must be submitted concurrently with all sustainable submittals. Follow the submittal requirements in UFGS 01 33 29.00 20 "Sustainable Requirements", para 1.4.1.1.
3. Per USGBC, LEED Final Certification review occurs only after all credit information is uploaded to the LEED online.

CERTIFICATION REQUIREMENTS:

Include the following informational instructions in the construction documents, for completing the Plaque and Certificate:
(1) For plaque name: Final building name if known. If unknown, use DD1391 Project Name and P#.
(2) Certificate: Project title, first line: P-(X); (DD1391 Project Title).
Project title, second line: Final building name (may be different from DD1391 Project title)
(3) Letter of Congratulation: Address letter to Facility's Installation Commander. Address the letter to an individual person.

Obtain and install plaque and provide one original framed copy of the certificate, along with additional certificates as requested. Mount certificates in 1" deep metal frames, with double matt, and wire hangers. Hang the Certification or Plaque in a prominent interior location.

Forward scan of Certificate, Final LEED Checklist, one exterior photo (and additional photos, if available), copy of Letter of Congratulations, and case study (if available) to **Facility Engineering Command (FEC) Sustainable Point-of-Contact, Project Manager,** and addition personnel as determined by Contracting Officer.

Project Manager must save all final documents to the projects "Sustainability" sub-folder, and must scan LEED certification and final LEED Checklist, and save as "Design and Technical" note in the project's eProject record.