



GUIDELINES FOR CIR CUSTOMERS

The Credit Interpretation Request (CIR) and ruling process was established for project applicants seeking technical and administrative guidance on how LEED credits apply to their projects and vice versa. This document advises CIR customers on how to most effectively use the CIR process. Note that project teams must adhere to the CIRs current at the time of registration in addition to the rulings received for their own CIRs.

1. Before submitting a CIR:
 - a. Review the intent of the credit or prerequisite in question and self-evaluate whether the project meets this intent.
 - b. Consult the LEED Reference Guide for more detailed explanation, instructions, calculations and guidance.
 - c. Review the CIR pages to see if the same inquiry has been answered previously, or if there are relevant CIRs that can help you deduce the answer.
 - d. If the answer isn't found, consider contacting LEED customer service to look into it and confirm that it warrants a new CIR. Highly technical and/or very unique applications tend to be CIRs. Administrative inquiries are rarely CIR material.
2. If a CIR is needed, submit a new credit interpretation request using the online form. Guidance on submitting a CIR is as follows:
 - a. Do not state the credit name or your contact information. The database automatically tracks this data.
 - b. Do not include confidential project details. The submitted text will be posted on the USGBC Web site.
 - c. Do not format the CIR as a letter. Submit only the inquiry and essential background information. "Essential" background is often less than customers realize.
 - d. Inquiries must request guidance on just one credit or prerequisite (unless there is technical justification to do otherwise) and generally contain one concise question or a set of related questions. It is often helpful to discuss the inquiry within context of the credit's intent.
 - e. Include the most succinct background and/or supporting information that provides relevant project details only. Do not include a lengthy project narrative, as it will most likely include information outside the scope of the specific CIR.
 - f. CIR submission text is limited to 600 words (4000 characters including spaces).
 - g. No mechanism for submitting cut-sheets, plans, drawings or attachments exists. Attachments are not permitted. These documents are not necessary for a clearly stated inquiry.
 - h. Please proofread your text for clarity, readability, spelling and grammar!
3. Credit Interpretation Rulings do not guarantee credit award; the project applicant must still demonstrate and document achievement during the LEED Certification Application Process.
4. Credit language or achievement thresholds can not be changed through the CIR process.
5. In the event that a project applicant submits a credit interpretation request that poses a broad reaching policy issue that cannot be readily addressed by the relevant Technical Advisory Group, the Council reserves the right to circulate the interpretation request to the LEED Steering Committee and/or relevant LEED Committees as required. The timeline for response to these inquiries will, out of necessity, be extended to afford the required time to address the issue commensurate with its complexity. Project applicants will be notified if the CIR submitted falls into this category as soon as possible.
6. The inquiry and ruling must be submitted with the LEED application in order to ensure effective credit review.