

OFFICE OF ASSOCIATE ADMINISTRATOR FOR
SAFETY, INFRASTRUCTURE, AND OPERATIONS
PROCESS DESCRIPTION

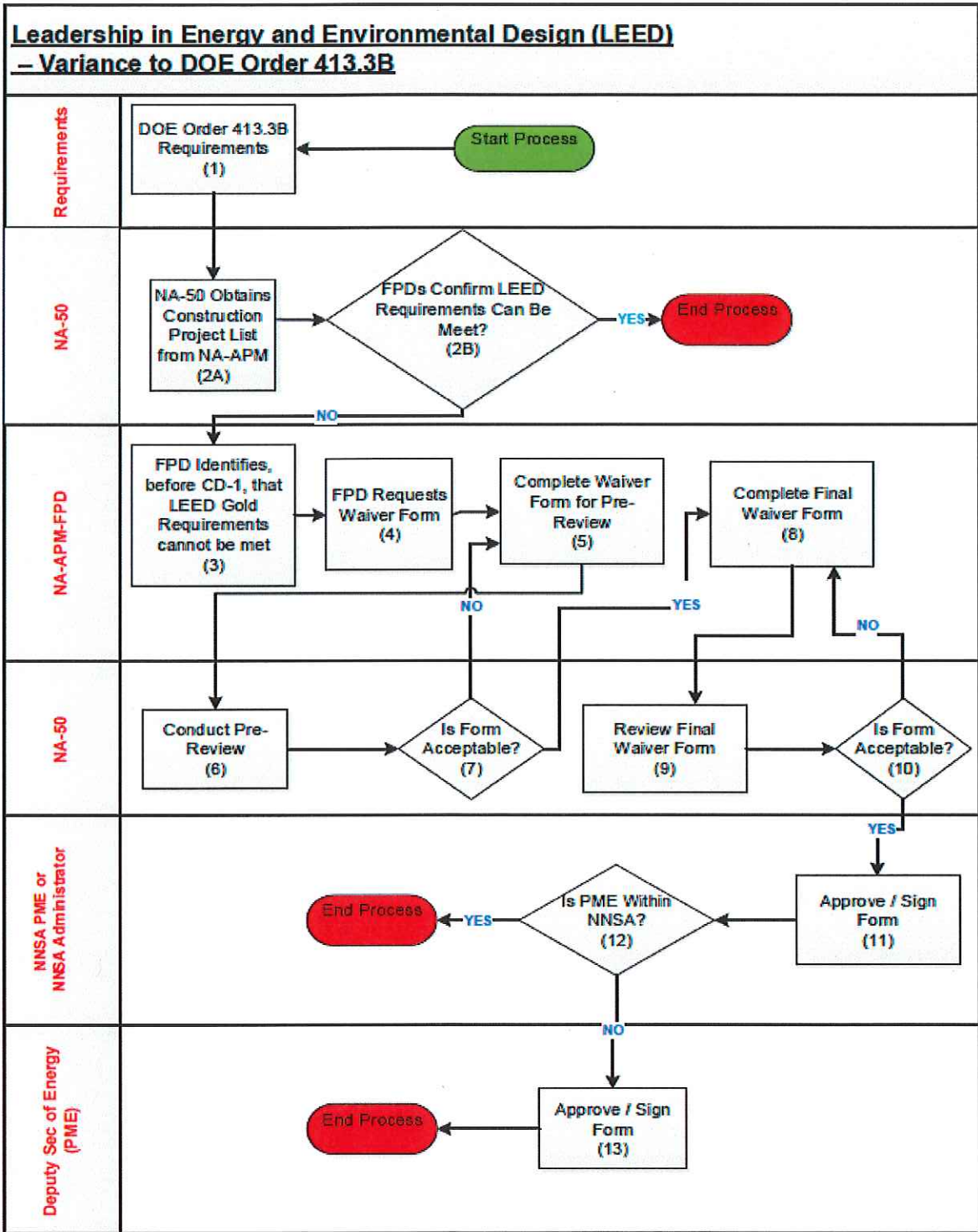
Number:	NA-533-PD 413.3B-5, R1
Title:	LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) WAIVER PROCESS
Purpose:	To document the NNSA LEED waiver process.
Scope:	This process covers all NNSA capital asset projects (new construction) with a Total Project Cost (TPC) greater than or equal to \$50 million.
Applicability:	This document applies to NA-50 personnel involved in collaborating with NNSA Headquarters programs and sites to make LEED waiver determinations and approvals. All references to external organizations are descriptive only and are included for information only to provide the full context of the process.
Effective Date:	April 2019

1. Process Table

Step	Who Does It	Action
1 & 2	NA-533 Green Building Program Manager	<p>Contact NNSA Office of Acquisition and Project Management (NA-APM):</p> <ul style="list-style-type: none"> • Annually request current list of projects. • Contact Federal Project Directors to confirm LEED requirements can be met. If not, follow the process described below.
3	Federal Project Director (FPD)	<p>Determine LEED Applicability to New Construction Project:</p> <ul style="list-style-type: none"> • Prior to Critical Decision (CD)-1 approval, determine if the project is likely to meet the minimum program requirements (MPR) and Prerequisites for United States Green Building Council (USGBC) LEED certification, and whether the project can reasonably expect to achieve the required LEED Gold level of certification or some lesser level of certification. • If the required certification level appears unlikely, notify the NA-533 Green Building Program Manager.
4	FPD	<p>If the required LEED Certification is unlikely:</p> <ul style="list-style-type: none"> • Prepare the draft LEED waiver request (Appendix A form) and supporting documents (i.e., Sustainable Design Report and/or Energy Analysis, Life-Cycle Cost Analysis, etc.).
5	FPD	<ul style="list-style-type: none"> • Submit the draft LEED waiver request to the NA-533 Green Building Program Manager, prior to the CD-1 Independent Project Review or External Independent Review.
6	NA-533 Green Building Program Manager	<ul style="list-style-type: none"> • Collaborate with the FPD on finalizing the draft LEED waiver request and provide recommended edits/updates, as needed. This includes discussion of: <ul style="list-style-type: none"> - Project's requirements compared to the LEED MPR and prerequisites - Appropriate level of LEED certification, if required Gold level of certification is not possible - Overall sustainability of the project (as sustainable as reasonably achievable). <p><u>Note:</u> Depending upon the dollar value and complexity of the project as well as FPD needs, NA-533 may offer additional support to include on-site technical assistance visit(s).</p>
7	FPD	<p>Finalize LEED Waiver Request:</p> <ul style="list-style-type: none"> • If based on feedback from NA-533 documenting that the required LEED certification is unlikely, prepare a waiver justification memorandum and supporting documentation.

Step	Who Does It	Action
8	FPD, with Program Office concurrence	<p>Submit LEED Waiver Request:</p> <ul style="list-style-type: none"> • Obtain the concurrence of the Program Office providing the design and construction funds, and submit the waiver request with supporting documentation to the NA-533 Green Building Program Manager.
9	NA-533 Green Building Program Manager	<p>Review the Final LEED Waiver request form and supporting documentation to ensure:</p> <ul style="list-style-type: none"> • Project's requirements were evaluated against the LEED MPR and Prerequisites. • Project is as sustainable as reasonably achievable.
10	NA-533 Green Building Program Manager	<ul style="list-style-type: none"> • Review, coordinate with the FPD and Program Office to address any unresolved issues or questions, and develop a NA-50 memorandum recommending approval or disapproval of the LEED waiver request along with the rationale. • Obtain concurrences from the Director, Office of Environment and Sustainability (NA-533) and the Associate Administrator for Enterprise Stewardship (NA-53) prior to transmittal of the memorandum to the Associate Administrator for Safety, Infrastructure, and Operations (NA-50).
11	NA-50	<p>Waiver Approval For NA-50 Projects: Sign a memo approving or denying the LEED waiver request to include the rationale for the decision.</p> <p>For NNSA Projects other than NA-50 projects: Sign a memo recommending a LEED waiver be approved or disapproved by the Project Management Executive (PME) to include the rationale for the decision.</p>
12	NNSA Administrator	<p>For DOE Projects where the PME is the Deputy Secretary: The NNSA Administrator, in consultation with the Program Office and NA-50, will make the LEED waiver approval or disapproval recommendation for NNSA and forward to S-2 to make the final waiver decision.</p>
13	Deputy Secretary of Energy, if Project Management Executive	Approves or Disapproves the LEED waiver.
14	FPD	Document the LEED waiver approval and new sustainability requirements such as LEED Silver or Certified in the Project Execution Plan.

2. Process Diagram



3. Process Description Owner

Office	Office of Environment and Sustainability (NA-533)		
Process Point of Contact	Wayne Evelo NA-533 Green Building Program Manager	(505) 845-5501	Wayne.Evelo@nnsa.doe.gov

4. Requirements and References

Requirement	<p>DOE Order 413.3B Chg5's <i>Program and Project Management for the Acquisition of Capital Assets</i>:</p> <ul style="list-style-type: none"> - Section 16 of the Contractor Requirements Document (CRD), states, ". . . at a minimum, all new construction and major building renovations must meet U.S. Green Building Council's (USGBC) Leadership in Energy and Environmental Design (LEED) Gold certification absent an approved waiver from the Project Management Executive". <p>DOE Order 430.1C <i>Real Property Asset Management</i></p> <ul style="list-style-type: none"> - Pg6, (1), (c): ensure construction or renovation of existing DOE-owned buildings above 5,000 gross square feet meet federal sustainability guiding principles and building efficiency requirements.
Reference	DOE Guide 413.3-6 High Performance Sustainable Buildings
Form	Appendix A, Leadership in Energy and Environmental Design (LEED) New Construction Waiver/Requirement Modification Request

5. Revision History

Revision Number	Date	Reason
0	September 28, 2017	Original issue
1	April 6, 2019	Updates PD to reflect \$50 million TPC threshold

6. Metrics

1.	Number of LEED waiver requests
2.	Number of LEED waivers approved/disapproved

7. Acronyms

Acronym	Definition
DOE	Department of Energy
EIR	External Independent Review
FPD	Federal Project Director
IPR	Independent Project Review
LEED	Leadership in Energy and Environmental Design
MPR	Minimum Program Requirement
M&O	Management and Operating

Acronym	Definition
NA-APM	Associate Administrator for Acquisition and Project Management
NA-50	Associate Administrator for Safety, Infrastructure, and Operations
NA-53	Deputy Associate Administrator for Enterprise Stewardship
NA-533	Office of Environment and Sustainability
NNSA	National Nuclear Security Administration
PME	Project Management Executive
PMO	Project Management Office
SARA	Sustainable as Reasonably Achievable
USGBC	United States Green Building Council

8. Quality Records


Record Identification	Record Owner	Location	Record Media: Electronic or Hard Copy	Retention Period	Disposition
NNSA LEED Waiver	NA-50	NA-50 Records Management System: C101 Facility Construction	Electronic	Will follow Retention Schedule	Will follow Disposition Plan

9. Review Date

This process shall be reviewed every two years from the date of approval.

Review Date	Review By
April 2019	NA-533

10. Approval



 Jessica Arcidiacono
 Director
 Office of Environment and Sustainability

3/16/2019

 Date

End of Document

Appendix A

National Nuclear Security Administration (NNSA)
Leadership in Energy and Environmental Design (LEED) New Construction
Waiver/ Requirement Modification Request

A. Building Information:

1. Name:
2. Location (Site):
3. Expected Gross Square Footage:
4. Building type and function:
5. Expected number of occupants and total hours the building will be occupied (provide detail/attachment if multiple shifts):
6. If applicable, what LEED version (or 3rd party building certification system) is the building registered under?

B. Project Information:

1. Program/Project Name:
2. Building requesting waiver:
3. Total Project Cost:
4. Federal Project Director (FPD):
5. Currently Approved Critical Decision (CD):

C. Sustainable as Reasonably Achievable (SARA)

1. Key Sustainability Features
2. Estimated Energy Use
3. Discuss building vs. project approach to certification

D. Reason for LEED Waiver Request/Requirement Modification: (Check all that apply and attach appropriate supporting documentation which can include but is not limited to gap analysis, LEED scorecard, etc.)

- Facility type
- No Facility Constructed
- Not a Major Renovation
- Technical
- Does not meet LEED's Minimum Program Requirements
- Does not meet LEED Prerequisite

E. Alternative Certification or Compliance Path:

- Other LEED system and/or Proposed Certification Level
- Other system (specify): _____

F. Waiver Status:

- Approved: Project Management Executive Signature: _____ Date: _____
- Denied: Project Management Executive Signature: _____ Date: _____

G. Waiver Request Review: (Tailor to program/project)

NNSA Concurrence:

- FPD: _____ Date: _____
- NA-(Site rep): _____ Date: _____
- NA-APM: _____ Date: _____
- NA-GC: _____ Date: _____
- NA-10/20/40/70: _____ Date: _____
- NA-50: _____ Date: _____

H. Attachments (Supporting documentation for justification):

I. References (List and provide if requested):