# OPERATIONS & MAINTENANCE TABLE OF CONTENTS

## OPERATIONS & MAINTENANCE INTRODUCTION

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**APPENDICES**

Appendix OM-A – Green Airplane Rating System for Operations & Maintenance
Appendix OM-B – Operation & Maintenance Checklist
INTRODUCTION

There are almost 20,000 airports in the United States today. The day-to-day operation and maintenance of an airport involves various tasks. Airport operators must handle both routine matters as well as unusual circumstances. Their responsibilities, among many, include:

- Keeping records
- Hiring and training personnel
- Maintaining pavement
- Maintaining markings, signs, and lighting
- Providing snow and ice control
- Overseeing procedures for operation of vehicles on the airfield
- Providing obstruction lighting
- Protecting navigational aids
- Managing emergency preparedness
- Overseeing handling of hazardous materials - including jet fuel
- Vehicle maintenance
- Facility maintenance, from terminals, to office building, to warehouses, trades buildings, etc.
- Conducting airport self-inspections
- Protecting public safety
- Ensuring wildlife control
- Overseeing construction projects

While conducting day-to-day operations and activities, airport operators must comply with regulations protecting the environment. All airport operations must be carried out with consideration for how the environment could be adversely affected. Airport environmental concerns may include many things: noise, land use, social impacts, air quality, endangered and threatened species and wildlife, energy supply and natural resources, light pollution, solid waste impacts, stormwater impacts, or construction impacts.

The Sustainable Airport Manual (SAM) Green Airplane Rating System for Operations & Maintenance (O&M) is designed to certify the sustainability of day-to-day building operations, maintenance procedures, system upgrades, minor space-use changes, and minor facility alterations or additions, and training and educational programs.

APPLICABILITY

SAM Operations & Maintenance (SAM O&M) certification encourages airport operators to implement sustainable practices to reduce the environmental impacts of the day-to-day activities and their buildings functional life cycles. Specifically, the rating system addresses exterior building site maintenance programs, water and energy usage, environmentally preferred products and practices for cleaning and alterations, sustainable purchasing policies, waste management, and ongoing
indoor/outdoor environmental quality, as well as training and education of employees, tenants and the public.

The Sustainable Airport Manual (SAM) Operations & Maintenance chapter is applicable to entities and activities that have no customer/passenger contact and do not require design services. This will typically apply to CDA departments and tenants with operations not in the main terminals. Tenants in the terminals will be rated for Operations & Maintenance in the Terminal Occupants – Operations & Maintenance chapter (TO-OM) of the SAM.

The three main entities are defined below:

1. **Chicago Department of Aviation Divisions**
   The activities of the following CDA divisions and their subgroups and contractors will be evaluated within this chapter:
   - Design/Construction (maintenance activities)
   - Environmental and Noise
   - Facilities
   - Safety and Security
   - Ground Transportation (Landside)
   - Operations (Landside/Airside)
   - Parking
   - Real Estate/Properties
   - Terminal Building/Landside
   - Vehicle Services

Contractor activities will be included and evaluated under the CDA division or Tenant based on individual contract. Major renovations (defined as major HVAC renovation, envelope modifications and major interior rehabilitation) will be evaluated under the Design and Construction chapter.

2. **Tenants**
   The following are representative of tenants that can be evaluated within this chapter:
   - Airlines
     - Airline non-customer contact
     - Freight handlers non-customer contact
   - Flight Service Kitchens
   - Landscaping
   - Parking Services
   - Parking Lots
   - Hangars

Tenant entities and activities that have direct customer/passenger contact and/or require design services will be evaluated under the Terminal Occupants chapter.
3. User-Defined

This category includes entities with operations that have clearly defined boundaries that may not exactly fit into the two categories above or that may be combinations of the above, or some derivation thereof. It is intended to encompass entities that may have multiple tenants or CDA divisions but operating under a single O&M regime, e.g. a building having operations large enough to require its own administrative, custodial, and/or landscape operations.

OPERATIONS & MAINTENANCE SECTIONS

The achievement of credits is dependent on the sustainable elements included in the following categories:

Applies to OPERATIONS & MAINTENANCE activities:

1.0 Administrative Procedures
2.0 Sustainable Site Management
3.0 Water Efficiency
4.0 Energy & Atmosphere
5.0 Materials & Resources
6.0 Indoor Environmental Quality
7.0 Innovation for Operations & Maintenance
8.0 Education & Training

Each category contains a specific number of credits, against which each project is evaluated in order to determine that project’s earned points. The number of points earned is then translated into a rating. There are specific weighted point thresholds (i.e. applicable credits), so as not to inadvertently penalize a project for not achieving points that would not be applicable. The list of credits and point thresholds applicable to each project type are summarized in Appendix OM-A – Green Airplane Rating System for Operations & Maintenance.

PROCESS

Within the Manual’s main body, each sustainable credit has five subsections: Intent, Requirements, Submittals, Technology/Strategy, and Case Studies, as described below:

- **Intent:** The primary motivations for any sustainable practice.
- **Requirements:** Specifies institutional, operational, and mechanical elements that satisfy the intent. The prerequisites must be achieved; the credits are optional, but contribute to the overall rating.
- **Submittals:** Required and supporting documentation and/or information required to achieve applicable prerequisites or credits. This documentation may include calculations, data, short
narratives, policies, documents or references to specification sections or design drawings indicating how the requirements are being met.

- **Technology/Strategy**: Highlights specific ways of meeting the recommendations within the scope for each specific project. Case studies where available, are presented to help guide the application of sustainable credits to operations and maintenance activities. To aid with consideration of applicable strategies and technologies, they are organized into the following three categories; “Standard Practice,” “Recommended Practice,” and “Best Available Practice.”

  - **Standard Practice**: These are requirements that may be due to standards, specifications, codes, general best management or construction practices. They are practices already in place, and in many cases SAM prerequisites, which also serve to meet sustainable goals.

  - **Recommended Practice**: These include recommendations that are expected to have insignificant impacts to cost and are therefore, encouraged to be incorporated.

  - **Best Available Practice**: These are strategies and practices that are expected to enhance the environmental efforts of the Chicago Department of Aviation (CDA) but are anticipated to potentially increase costs or effort.

- **Case Study**: Examples of credit intent “in action” at airports and/or other industry facilities.

While not all strategies will be applicable, operations and maintenance teams are highly encouraged to think creatively and to consider the intent of each issue throughout the decision process. In all cases, it is the responsibility of the design and construction teams to evaluate and review with the Chicago Department of Aviation any anticipated cost or schedule impact.

**SUBMITTALS**

**Sustainable Airport Manual (SAM) Checklists**

Incorporation of sustainable practices and technologies is tracked using a checklist in order to determine the number of applicable credits described in this Manual. The SAM O&M Checklist is completed by the applicant. The checklist is provided in Appendix OM-B – Operations & Maintenance Checklist.

In order to achieve points, certain requirements need to be met, as outlined in each credit. In some instances, studies and calculations would be appropriate. In other instances, this will be accomplished through product and material data or through referenced standards or specifications.

In addition to review of the checklist, the Sustainable Review Panel (SRP) will review any supporting documentation including calculations, specifications, and contractor’s submittals as needed to support the achievement of the credit(s). See Section titled Implementation and Review Process for detailed information about the SRP.
SAM GREEN AIRPLANE RATING SYSTEM

The SAM Green Airplane Rating System for OM uses a five-tier approach to rating operations and maintenance activities. Due to the variety of departments, operations, and entities that can be evaluated in this chapter, the rating system is based on the number of Total Applicable Points for each evaluation. The Total Applicable Points are determined on a case-by-case basis. A credit is deemed applicable if it is obtainable by the entity being evaluated. “Green Airplane Certification” statuses are used to designate achievement levels. The levels are:

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<tr>
<th>OM GREEN AIRPLANE RATING SYSTEM</th>
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<tbody>
<tr>
<td>No. of Green Airplanes</td>
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<td>Total Prerequisites</td>
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IMPLEMENTATION AND REVIEW PROCESS

The SAM and its supporting documentation are administered by the Sustainable Review Panel (SRP), which consists of representatives of the CDA Management Staff and Airport Planners actively involved in CDA projects. The composition of the SRP is intended to be dynamic depending on needs.

The SRP is responsible for the review of submittals with respect to sustainability and provides technical support to the each project in relation appropriate to sustainable practices. The SRP is responsible for review of every checklist and for the awarding of “Green Airplane Certification” ratings based on the extent of incorporation of sustainable practices as outlined in this Manual and as documented on the submitted SAM Checklist(s).

Other responsibilities of the SRP include preparation and review of sustainable design related specifications, technical memoranda, and miscellaneous documents, as necessary. In addition, the SRP is responsible for presentations and training to project team members with respect to the application of this Manual. The primary tasks of the SRP are to oversee the application of the Manual and review submittals for their compliance with the Manual.
All projects conducted by or under management of the CDA will follow these procedures. For any and all sustainability-related questions and/or submittals, please use the following email address to submit forms electronically (preferred method): SAMdocs@cityofchicago.org.

For comments, case studies, lessons-learned, new technologies or for any and all project submittal forms, please email:

SAMdocs@cityofchicago.org
1.0 ADMINISTRATIVE POLICY & PROCUREMENT

1.1 Prerequisite 1 – Green Meetings

Required

INTENT

Green meeting practices are intended to guide meeting hosts, planners, and attendees toward more eco-friendly meetings. A few extra efforts to incorporate environmental considerations into planning and conducting meetings will help to minimize the negative impact on the environment and educate all participants regarding sustainable meetings.

Green meeting practices are intended to:

- Conserve resources
- Reduce environmental impacts
- Save money
- Support Chicago’s commitment to environmental stewardship

REQUIREMENTS

Whenever applicable, follow the green meeting practices outlined below, or your existing corporate sustainability policy, whichever is more stringent.

SUBMITTALS

Include descriptive narrative on the SAM Checklist and if following your own corporate sustainability policy, please include with submittal for this section.

TECHNOLOGY/STRATEGY

Meeting Planning

Meeting hosts should consider the following when planning for a meeting:

Reduce the number of copies produced by:
- Sharing meeting materials
- Digitizing materials and distributing presentations via email prior to meetings
- Placing materials on the wall (one large print or presented with projector equipment)

If handouts are needed at the meeting, produce handouts:
- Locally
- Double-sided
- Using high post-consumer recycled content paper
Exhibits and presentation materials:
- Same suggestions as handouts above
- Reuse display boards, utilize both front and back sides
- Use low-emitting materials for exhibit displays
- Recycle cardboard and other packaging materials

For participants not in the building: can they participate by internet/phone?
- Contact the expected meeting participants ahead of time and present them with the option of a video/phone conference via the internet/phone, if appropriate. Costs associated with technical support may still be less than travel/fuel costs in some cases.

What if travel cannot be avoided?
- Can attendees carpool/carshare?
- Provide attendees with mass transit options, such as CTA or Pace Bus, including directions.
- Encourage walking and biking by selecting accessible venues, including directions.
- If overnight stays are involved, suggest hotels nearest the meeting venue that are the most environmentally friendly (www.greenhotels.com). Consider moving the meeting to the hotel if majority of participants are staying at the same hotel, reducing the need for transportation to and from the hotel.

If the meeting is all day or multiple days in a row, how can it be catered in an environmentally friendly way?
- Serve drinks from pitchers, reusable utensils and dishes, and request local produce to cut down on waste when catering for large groups.
- Utilize condiments in bulk dispensers to reduce waste.
- Plan for the pick-up and compost or donation of leftover food to reduce waste.

What if the meeting is held annually?
- Plan for annual meetings at times of the year when temperatures are less extreme to reduce energy consumption due to the use of air conditioning/heat.

Meeting Room
- Use the recycle bins for recyclable items at the end of the meeting.
- Collect reusable business card holders/name tags in a bin after last meeting.
- Collect presentation materials that are not needed by the attendees that can be donated to local schools, reused or recycled.
- Have attendees fill out an online survey allowing for feedback about the meeting and vendors for future reference and improvement.
- Follow up after the meeting with participants to share green success stories and lessons-learned including statistics from the meeting, such as quantities of recycled materials. Also include a summary document that provides details of the green meeting.
- Help to ensure the lights are turned off as attendees leave the meeting room.
Additional details if conducting off-site meetings, such as a conference or workshop

- Ensure that off-site meeting locations accommodate opportunities for recycling.
- Recycle newspapers, cans, and glass, including those from your guest room, in marked containers in the conference area.
- Participate in the hotel's water, energy, and detergent conservation efforts by following the instructions posted in your room.
- Note the conference's efforts to reduce the use of paper by limiting conference handouts at registration, using folders or handouts printed on high post-consumer recycled content paper, using vegetable-based ink, and encouraging presenters to limit handouts.
- Thank the hotel or off-site location host for providing recycling opportunities, reusable utensils and dishes for breaks, etc.

IMPLEMENTATION

1. Make certain that all appropriate recycling bins are located in public meeting areas and conference rooms.
2. Develop message boards for conference rooms, meeting areas, and copy/production areas. (see following pages)
3. Provide routine reminders of green meeting practices and during annual team meetings.
1.0 ADMINISTRATIVE POLICY & PROCUREMENT

1.2 Sustainability Policy

1 Point

INTENT

In keeping with the spirit and intent of this Manual, it is strongly encouraged that groups working in support of CDA on any project establish and adopt their own corporate policy on sustainable practices.

REQUIREMENTS

Establish and adopt a Sustainability Policy.

SUBMITTALS

Provide an electronic copy or website link to the company’s Sustainability Policy.

NOTE: If available, please provide an electronic copy of your annual sustainability report documenting any new measures and results.

CASE STUDY

Starbucks Global Social Impact

Starbucks

The corporation has undertaken actions to reduce their environmental impact and share in their customer’s commitment to the environment. An annual environmental stewardship report is produced to highlight the company’s efforts and successes. At the store level, energy and water conservation and other green building strategies are key priorities. Starbucks strives to elevate their partners, customers, suppliers and neighbors to create positive change. This is being accomplished by offering high-quality, ethically purchased and responsibly produced products; investing in paths to opportunity through education, training and employment; minimizing their environmental footprint and inspiring others to do the same; while offering Starbucks as a place for public conversation and elevating civic engagement through service and promoting voter registration.

https://www.starbucks.com/responsibility
1.0 ADMINISTRATIVE POLICY & PROCUREMENT

1.3 Green Procurement Policy

1 to 4 points

INTENT

Reduce the environmental impact of products and services by developing a Green Purchasing Program.

REQUIREMENTS

Purchase green products meeting third-party environmental and sustainability standards. Refer to the U.S. EPA Greener Products and Services listing at www.epa.gov/greenerproducts/identify-greener-products-and-services for more information. Some common product certifications include:

- UL EcoLogo
- Electronic Product Environmental Assessment Tool (EPEAT)
- Green Seal®
- EPA Safer Choice.

Points for this credit will be awarded based on the number of green products, procured for general day-to-day office use by the designer of record of the project. The party completing the checklist should only count green products procured for the local office, as opposed to a global level corporate policy.

Points are awarded as follows:

<table>
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<th>Number of Green Products Procured</th>
<th>Points</th>
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<tr>
<td>1-2</td>
<td>1</td>
</tr>
<tr>
<td>3-5</td>
<td>2</td>
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<tr>
<td>6-11</td>
<td>3</td>
</tr>
<tr>
<td>12+</td>
<td>4</td>
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</table>

Example: An A/E firm responsible for the design of a terminal tenant space office uses, in their own office, 100% recycled fiber bathroom tissue and toilet paper that are both EcoLogo certified and glass cleaner meeting the GreenSeal certification. These three items meet the requirements of the credit, therefore, two points would be achieved for this credit based on the table above.

SUBMITTALS

Include descriptive narrative in the SAM Checklist of items purchased and used.

NOTE: If available, please provide an electronic copy of your green procurement policy.
TECHNOLOGY/STRATEGY

Introduce environmentally conscious purchasing into company practices. The policy needs to clearly define an objective and establish a sustainability claims verification procedure that can be replicated as necessary. Verification procedures may rely on product certifications such as Green Seal and ENERGY STAR. Evaluate the items that are purchased, identify more environmentally friendly alternatives, and establish a policy to purchase these alternatives when economically feasible. Work with suppliers to identify sustainable products that meet the company’s needs.

Standard Practice

None

Recommended Practice

- Purchase items with the minimum content levels specified in the U.S. EPA Greener Products and Services listing at www.epa.gov/greenerproducts/identify-greener-products-and-services
- Purchase items in bulk to reduce packaging, transportation impacts and costs
- When using a company-developed policy, the following resources can be used to create a Procurement Policy. Resources include but are not limited to:
  - U.S. Environmental Protection Agency’s Comprehensive Procurement Guidelines (CPG) – The CPG includes an index of products and their recommended recycled content. More information can be found on the associated website: www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program
  - U.S. Environmental Protection Agency’s Water Sense – The partnership program by promoting water efficiency and enhancing the market for water-efficient products, programs and practices. More information can be found on the associated website: www.epa.gov/WaterSense/
  - DOE’s Alternative Fuels and Advanced Vehicles Data Center – The data center provides a wide range of information and resources to enable the use of alternative fuels, in addition to other petroleum reduction options such as advanced vehicles, fuel blends, idle reduction and fuel economy. More information can be found on the website: www.afdc.energy.gov/afdc/
  - Fair Trade Products – Purchase fair trade products instead of regular products to build equitable and sustainable trading partnerships. Examples of some fair trade products include; coffee, bags, boxes, artwork, chocolate, sugar, etc. More information can be found on the Fair Trade Federation’s website: www.fairtradefederation.org
  - USDA’s BioPreferred Designated Products – The program aims to increase the purchase and use of renewable, environmentally friendly biobased products while providing “green” jobs and new markets for farmers, manufacturers and vendors. More information can be found on the associated website: www.biopreferred.gov/BioPreferred/
Best Available Practice

None

CASE STUDY

Sustainable Purchasing Policy
Vancouver International Airport – Vancouver, British Columbia, Canada

Sustainability is a corporate priority for the Vancouver Airport Authority. One of their goals is to embed sustainability into our purchasing decisions and ensure meaningful consideration of social and environmental criteria when selecting suppliers, products, and services. Their purchasing decisions will drive innovation, improve workplace and environmental outcomes, and support their commitment to be accountable to the communities that they serve. In evaluating suppliers and their subcontractors, the Airport Authority will include sustainability as a weighted component of the evaluation criteria, to address sustainability risks and capitalize on opportunities. In the procurement of goods and services, for both operating and capital spending, their consideration of sustainability gives priority focus to issues pertaining to their four pillars of sustainability; environment, social, economic, and governance.

1.0 ADMINISTRATIVE POLICY & PROCUREMENT

1.4 Recycled Content Paper

1 to 3 points

INTENT

Reduce the need for virgin materials, energy, and waste associated with the production of paper by promoting the use of recycled content paper.

REQUIREMENTS

For all office paper purchased for routine daily business administration and operations, point values will be assigned based on the recycled content of the paper. Up to 3 points are available by using paper with the following attributes:

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<th>SAM Credit</th>
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<td>1.4.2</td>
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<td>2</td>
</tr>
<tr>
<td>1.4.3</td>
<td>100%</td>
<td>3</td>
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</tbody>
</table>

Calculate post-consumer recycled content of office paper using a weighted average based on estimated usage. If the paper is chlorine-bleached, for the purposes of the calculation, it shall be assumed that the post-consumer recycled content is 0% regardless of what it actually is.

Example: Annually, an office uses 50 boxes of chlorine-free paper with a post-consumer recycled content of 30%, 50 boxes of chlorine-free paper with a post-consumer recycled content of 90%, and 20 boxes of chlorine-bleached paper with a post-consumer recycled content of 100%. The weighted average of all the paper used is 50% and therefore 2 points would be awarded for this credit. Note that the 20 boxes of chlorine-bleached paper are assumed to have 0% recycled content for the purposes of the calculation.

\[
\frac{50}{120}(30\%) + \frac{50}{120}(90\%) + \frac{20}{120}(0\%) = 50\% \text{ recycled content}
\]

SUBMITTALS

Include descriptive narrative on the SAM Checklist.
TECHNOLOGY/STRATEGY

The purchase and use of recycled paper assist in closing the recycling loop by utilizing paper that is made from recovered waste paper.

This credit is intended to:

- Conserve natural resources
- Save energy
- Reduce environmental impacts
- Reduce pollution
- Reduce paper waste

Standard Practice

None

Recommended Practice

- Whenever applicable, purchase and utilize recycled office paper in daily business administration and operations.

Best Available Practice

None
2.0 SUSTAINABLE SITES

2.1 Prerequisite 1 – Equipment Maintenance

Required

INTENT

Minimize the environmental impact of construction and maintenance equipment and associated maintenance activities.

REQUIREMENTS

Follow the requirements of the City of Chicago Department of Aviation’s (CDA) Best Management Practices (BMP) Manual.

SUBMITTALS

Include a location in the contract documents where the BMP Manual is required.

TECHNOLOGY/STRATEGY

By requiring the City of Chicago divisions, tenants and their contractors to comply with the CDA BMP Manual, it is anticipated that the impacts due to equipment maintenance activities will be reduced. The BMPs include procedures for vehicle washing, maintenance, fueling, chemical storage, and spill control.

Standard Practice

Follow the preferred practices per the BMPs below:

- 001 – Equipment Vehicle Washing Restrictions
- 002 – Equipment Vehicle Fueling Controls
- 003 – Equipment Vehicle Maintenance Requirements
- 011 – Above Ground Storage Tank Equipment Requirements/Spills
- 012 – Mobile Tank Trucks (petroleum) Requirements
- 013 – Chemical Handling/Storage Requirements
- 014 – Drum Storage Procedures
- 015 – Battery Storage Procedures
- 017 – Truck Loading/Unloading Procedures/Spill Control
- 018 – Spill Control Kits and Spill Response
- 019 – Good Housekeeping Procedures/Waste Storage
- 020 – Storm Drain Protection/Identification
Recommended Practice

None

Best Available Practice

None
2.0 SUSTAINABLE SITES

2.2 LEED Certified Project

1 point

INTENT

Recognize environmentally sensitive building design and construction by enabling high-performance building operations to be achieved in a more efficient and straightforward manner.

REQUIREMENTS

Show that the principle operations being rated are occurring in a facility that has previously been certified under LEED. This includes all LEED rating systems (e.g., Core and Shell, Building Design and Construction, etc.).

SUBMITTALS

Include descriptive narrative and areas for which LEED certification was applicable (keep on file and understand what the LEED certification was based on/measures added; identify maintenance activities and schedule to adequately maintain the LEED measures; train personnel on proper maintenance/operating requirements (e.g., HVAC systems, etc.)).

TECHNOLOGY/STRATEGY

Pursue and earn LEED certification for new buildings, existing buildings, or major renovations.

Standard Practice

None

Recommended Practice

None

Best Available Practice

None
2.0 SUSTAINABLE SITES

2.3 Exterior Facilities Management

1 point

INTENT

Encourage environmentally sensitive building exterior practices that provide a clean, well-maintained and safe building exterior while supporting high-performance building operations based on its original state.

REQUIREMENTS

If any of the following are met, 1 point may be awarded:

- Utilize green cleaning and maintenance practices and materials (e.g., glass cleaner, blasting agents, corrosion preventers) that minimize environmental impacts to include, but are not limited to, biobased, low-emitting and recycled content materials.

- Use adhesives and sealants on building exterior that meet the South Coast Air Quality Management District (SCAQMD) Rule 1168, where applicable.

- Use cleaning products noted in the U.S. EPA Greener Product and Services listing at www.epa.gov/greenproducts/identity-greener-products-and-services based on their minimum required content levels.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Employ an environmentally sensitive, low-impact building/facility exterior plan that helps discourage surrounding wildlife habitat while sustaining ecological and environmental integrity. The plan must employ best management practices that significantly reduce harmful chemical use, energy waste, water waste, air pollution, solid waste, and/or chemical runoff (e.g., gasoline, oil, antifreeze, salts) compared with standard practices. The plan must address all the following operational elements that occur on the building and grounds, as applicable:

- Cleaning of building exterior
- Paints and sealants used on building exterior
Standard Practice
None

Recommended Practice

- Clean only as often as needed to maintain building appearance and safety
- Use cleaning products efficiently to make sure cleaning products do not drain into a sewer
- Contractor must administer training on the proper use of green chemicals

Best Available Practice
None
2.0 SUSTAINABLE SITES

2.4 Hardscape Grounds Management

1 point

INTENT

Employ an environmentally sensitive, low-impact hardscape management process for building exterior (e.g., sidewalks, paved surfaces and other hardscape) that sustains ecological and environmental integrity while deterring wildlife and maintaining site appearance and safety.

REQUIREMENTS

Within the performance period, have in place low-impact snow and ice removal methods utilizing chemicals that are innovative and ecologically friendly.

AND


SUBMITTALS

Include descriptive narrative in the SAM Checklist.

TECHNOLOGY/STRATEGY

Employ an environmentally sensitive, low-impact snow and ice removal method utilizing chemicals that are innovative and ecologically friendly. The process must employ best management practices that significantly reduce harmful chemical use, energy waste, water waste, air pollution, solid waste, and/or chemical runoff (e.g., gasoline, oil, antifreeze, salts) compared with standard practices. The process must address all of the following operational elements that occur on the building and grounds, as applicable:

- Snow and ice removal
- Cleaning of sidewalks, pavement and other hardscape methods

Standard Practice

- Application of road salt (landside)
• Airside ground anti-icing/deicing fluid that are environmentally friendly, such as but not limited to:
  o Solid: Sodium Formate and Sodium Acetate
  o Liquid: Potassium Acetate
  o Biochemical Oxygen Demand (BOD)

**Recommended Practice**

• Use anti-icing/deicing that are lower in BOD and toxicity
• Develop a landside policy for optimal road salt usage balancing environmental and safety concerns
• Investigate non-electrified snowmelt procedures, including Hydronic runway pavement for snowmelt and Epoxy overcoat with glycol for controlling snow on runways
• Use fossil fueled equipment only as frequently as needed to maintain site appearance and safety, or use low-impact alternatives such as, but not limited to:
  o Electric powered equipment
  o Low-noise equipment
  o Hand raking or sweeping
• Use more environmentally friendly deicing chemicals, such as but not limited to:
  o Magnesium Chloride
  o Potassium Chloride
  o Potassium Acetate
  o Calcium Magnesium Acetate (CAM)
• Contractor must administer eco-training, such as chemical use and eco-driving to their personnel to ensure appropriate use/applications, and to reduce fuel consumption, greenhouse gas emissions, and accident rate

**Best Available Practice**

• Infrared Radiant Deicing Technology
• Forced air/hybrid deicing which adds deicing fluid to the airstream to aid in removing ice and snow
• Tempered steam technology
2.0 SUSTAINABLE SITES

2.5 Integrated Pest Management and Wildlife Deterrence

1 point

INTENT

Preserve environmental integrity while discouraging the presence of pests/wildlife, to include methods that maintain and encourage high-performance pest management control.

REQUIREMENTS

Use Integrated Pest Management (IPM) Techniques, such as:

- Control dirt, moisture, clutter, foodstuffs, harborage, and building penetrations
- Use baits and traps rather than pesticide sprays where possible
- Avoid pesticide applications for prevention of pests
- Use pesticides only where pests are located
- Use pesticide specifically formulated for targeted pest

AND

Use wildlife deterrent methods in accordance with United States Department of Agriculture - Wildlife Services.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Over the performance period, have in place a wildlife and pest management plan that addresses overall site management, chemicals, and waste. Include such green landscape management practices such as applying integrated pest management and deterring wildlife habitat.

Integrated pest management (IPM), defined as managing pests (plants, fungi, insects, and/or animals) in a way that protects human health and the surrounding environment that improves economic returns through the most effective, least-risk option.

The IPM plan includes preferred use of nonchemical methods, definition of emergency conditions, and universal notification providing advance notice of not less than 72 hours under normal conditions, and, 24 hours in emergencies before a pesticide, (other than a least-toxic pesticide) is applied in a building or on surrounding grounds that the building management maintains.
The USDA outlines wildlife deterrent, mitigation, and control methods for airports. When applicable, obtain the proper animal containment services to trap and relocate wildlife to appropriate off-airport locations.

Vegetated roofs must be designed and maintained to not attract wildlife or provide habitat.

**Standard Practice**

None

**Recommended Practice**

- Apply pesticides only during unoccupied hours
- Ventilate building with significant quantities of outside air during and after applications
- Completely flush building prior to occupancy
- Use more than normal outside air ventilation for some period after occupancy
- Notify occupants prior to occupation
- If applying outside keep away from air intake
- Contractor must administer eco-training, such as chemical use, eco-driving, to their personnel to ensure appropriate use/applications, and to reduce fuel consumption, greenhouse gas emissions, and accident rates

**Best Available Practice**

None
2.0 SUSTAINABLE SITES

2.6 Soil Erosion Control

1 point

INTENT

Address landscape operations while preserving and maintaining ecological integrity and site preservation by minimizing soil loss and preventing water pollution.

REQUIREMENTS

Have in place an environmentally sensitive management plan for the site’s natural components pertaining to erosion and sedimentation control for ongoing landscape operations (where applicable). The plan must address both site soil and potential land disturbances. The plan must also include measures that prevent erosion and sedimentation, air and water pollution from dust or particulate matter and restore eroded areas.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Over the maintenance period of the site, have in place a maintenance and best practice plan that addresses overall site management and control. Examples of erosion control methods include, but are not limited to:

- Temporary and permanent seeding (in accordance with CDA Specification 02905 – Sustainable Airport Landscaping, see SAM appendix DC-C Referenced City of Chicago Specifications and Standards)
- Mulching
- Structural control methods (such as: earthen dike, silt fence, sediment traps and sediment basins)
- Use of perennial plants (in accordance with CDA Specification 02905 – Sustainable Airport Landscaping, see SAM appendix DC-C Referenced City of Chicago Specifications and Standards)
- Buffer strips
- Ditch liners
- The use of fertilizer as necessary
- Removing and/or not installing invasive plants
Standard Practice

- Follow the Best Management Practice (BMP) guidelines for erosion control

Recommended Practice

- Identify problems
- Perform periodic checks
- Dispose of loose debris
- Maintain ground cover
- Clean major sediment sources on paved surfaces
- Install rolled mats (organic, biodegradable mulch mats used to reduce erosion) and ensure that they conform to site contours
- Use natural fiber geotextiles (permeable fabrics) that are biodegradable
- Install permeable paving materials to reduce stormwater runoff and allow rain water to infiltrate into the ground and replenish groundwater

Best Available Practice

None
2.0 SUSTAINABLE SITES

2.7 Landscape Management

1 point

INTENT

Maintain the landscape that is aesthetically pleasing and at the same time, low maintenance, ecologically and financially sustainable yet does not compromise Airport security and aircraft safety.

REQUIREMENTS

Follow the requirements of the CDA 02905 “Sustainable Airport Landscaping” specifications

AND

Use non-gasoline powered landscape equipment

OR

Use fertilizer only as needed

OR

Prohibit burning and reuse or compost landscape waste on-site.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Over the performance period, have in place a low-impact plan that addresses overall site management, chemicals, fertilizers, and landscape waste. Include such green landscape management practices such as:

- Provide proper training methods to current employees
- Reduce the use of power equipment
- Discourage wildlife habitat
- Remove or don’t install invasive plants
- Use mulching mowers to significantly reduce landscape waste generation, fertilizer needs, and water consumption through retention of organic matter
Standard Practice

- Do not apply pesticides or fertilizers before an expected rainfall (unless specified within the manufactures recommendations)
- Conduct soil testing as necessary to determine the amount of nutrients needed for a healthy landscape
- Never wash spilled chemicals into streets of storm drains
- Do not store in a manner which allows exposure to storm water

Recommended Practice

- Do not apply chemicals within 25-feet (at a minimum) of a body of water
- Use organic and natural products
- Use non-potable hot water for weed control to eliminate vegetation in pavement cracks in place of herbicides
- Mulching and/or electric mowers
- Eliminate fertilizer and herbicide use altogether
- Install rolled mats (organic, biodegradable mulch mats used to reduce erosion) and ensure that they conform to site contours
- Use natural fiber geotextiles (permeable fabrics) that are biodegradable
- Specify non-toxic, non-chemical organic or bio-based materials for landscape planting and fertilization
- Top-dress soil with compost to decrease fertilizer and irrigation needs, to control erosion, and to retain moisture
- When application of landscape fertilizers, pesticides and other chemicals is necessary, specify organic or bio-based fertilizers and pesticides
- Spot treat landscape problem areas instead of chemically treating a larger area than necessary
- Use electric lawn mowers, such as the NeutonTM lawn mower, to reduce the level of noise and air pollution generated by traditional gasoline-powered mowers (https://www.neutonpower.com). Electric mowers need no extension cords and have replaceable, rechargeable batteries for extended range.
- Use propane- and/or natural gas-powered string trimmers, blowers, and push mowers
- All diesel-powered equipment to use biodiesel (minimum 20% blend). Since there is little or no cold weather issue with lawn care, high concentration blends (50%-100%) are possible.
- No mowing on Air Pollution Action days
- Install cisterns and other water recycling infrastructure to use stormwater and/or graywater for irrigation
- Install high-efficiency irrigation systems (if irrigation is a necessity) with a slow-drip, sub-soil irrigation and automated linkages to meteorological data
- Contractor must administer eco-training, such as chemical use, eco-driving, to their personnel to ensure appropriate use/applications, and to reduce fuel consumption, greenhouse gas emissions, and accident rates
Best Available Practice

- Establish a centralized landscaping composting facility
- Utilize a solar or propane mower
2.0 SUSTAINABLE SITES

2.8 Alternative Commuting Transportation for Employees

1 to 4 points

INTENT

To reduce pollution and land development impacts from conventional automobile use for commuting trips.

REQUIREMENTS

Within the performance period, reduce the number of commuting round trips made by regular building occupants, or tenant or division employees, using single-occupant, conventionally powered, and conventionally fueled vehicles. For the purposes of this credit, alternative transportation includes, but is not limited to:

- Telecommuting
- Compressed work weeks
- Mass/public transit
- Walking
- Bicycles or other human-powered conveyances
- Carpools
- Vanpools
- Low-emitting, fuel-efficient or alternative-fuel vehicles

Performance calculations are made relative to a baseline case that assumes all regular occupants commute alone in conventional automobiles. The calculations must account for seasonal variations in the use of alternative commuting methods and, where possible, indicate the distribution of commuting trips using each type of alternative transportation.

Points are earned for percentage increase in employees who utilize the alternative commuting transportation methods within the performance period:

<table>
<thead>
<tr>
<th>SAM Credit</th>
<th>Percentage Increase in Alternative Methods</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.8.1</td>
<td>5%</td>
<td>1</td>
</tr>
<tr>
<td>2.8.2</td>
<td>10%</td>
<td>2</td>
</tr>
<tr>
<td>2.8.3</td>
<td>20%</td>
<td>3</td>
</tr>
<tr>
<td>2.8.4</td>
<td>30%</td>
<td>4</td>
</tr>
</tbody>
</table>
Low-emitting vehicles and fuel-efficient vehicles are defined as vehicles that are classified as zero-emission vehicles (ZEVs) by the California Air Resources Board or SmartWay Certified by the U.S. EPA.

SUBMITTALS

Include descriptive narrative and calculations in SAM Checklist.

TECHNOLOGY/STRATEGY

When developing an alternative transportation program, consider the opportunities and limitations of different options, based on the building’s location and community’s transportation infrastructure/services.

Provide space and infrastructure features such as, but not limited to:

- Bicycle racks
- Changing facilities
- Preferred parking
- Access to mass transit
- Alternative-fuel refueling stations

Offer employees incentives for using alternative transportation such as, but not limited to:

- Additional vacation days
- Cash rewards or pretax options
- Free or discounted public transportation passes
- Bicycling equipment or telecommuting equipment to individuals committed to using them

Encourage the use of alternative commuting methods by guaranteeing free rides home for employees who must unexpectedly leave work early or late. Utilize organization resources to communicate with building occupants about alternative transportation options and benefits and facilitate communication among building occupants for coordinating ride sharing.

Standard Practice

- Chicago Department of Aviation (CDA) already has programs in place for alternative fuel vehicles within the airport operations department that is designed so that these programs are enhanced and supported.

Recommended Practice

- Develop and provide alternative facilities and areas to encourage alternative commuting
Best Available Practice

- Provide a centralized facility(s) for employees to store/park alternative commuting means as well as include incentives to employees for applying alternative commuting opportunities
- Increase the awareness of alternative fuel vehicles for airport operations – particularly the indoor cargo operations
- Provide preferred parking for staff and public alternative fuel vehicles
- Plan for a development of preferred parking and/or lot locations for rental fleets, which offer alternative fuel rental vehicles
2.0 SUSTAINABLE SITES

2.9.1 Stormwater Management: Landside

1 point

INTENT

Limit disruption of natural water hydrology by reducing impervious cover, increasing on-site infiltration, reducing or eliminating pollution from stormwater runoff, and eliminating contaminants by enhancing the current operating system.

REQUIREMENTS

Reduce impervious surfaces totaling at least 5% of your total site area with permeable surfaces. Those surfaces can include, but are not limited to:

- Permeable asphalt / concrete
- Open grid pavers
- Aggregate materials
- Turf or landscaped areas

OR

Harvest rainwater and develop a use for it;

OR

Nonstructural techniques such as, but not limited to:

- Rain gardens
- Vegetated swales
- Disconnection of imperviousness
- Rainwater recycling

SUBMITTALS

Include descriptive narrative and calculations in SAM Checklist.

TECHNOLOGY/STRATEGY

Because many airside pavements have the potential for deicing fluid and jet fuel contamination, technologies that increase infiltration to the subsurface are not used. On landside projects, or for areas
not subject to aviation-related contaminants, these methods are encouraged; however, other contaminants may be present and need to be addressed.

Maintain natural stormwater flows by promoting infiltration. Maintain procedures that include ongoing monitoring of any installed features that assist in stormwater irrigation, pervious paving, and other measures to minimize impervious surfaces. Any strategies used should discourage wildlife habitat. Reuse stormwater volumes generated for non-potable uses such as landscape irrigation, toilet and urinal flushing and custodial uses.

**Standard Practice**

- Follow Chicago Department of Aviation's Best Management Practices

**Recommended Practice**

- Install rain gardens, vegetated swales, disconnection of imperviousness, and rainwater recycling
- Installing cisterns or rain barrels
- Install landscape to reduce runoff. See SAM Credit 3.4 Water Efficient Landscaping
- Evaluate curb breaks and drainage ditches, and/or bioswales
- Install high-efficiency irrigation systems (if irrigation is a necessity) with a slow-drip, sub-soil irrigation
- Install permeable paving materials to reduce stormwater runoff and allow rain water to infiltrate into the ground and replenish groundwater

**Best Available Practice**

- Encourage use of permeable pavement, where applicable
- Where potential for contamination exists, the use of these technologies must be weighed carefully to prevent larger contaminant issues, such as infiltration of ground water
2.0 SUSTAINABLE SITES

2.9.2 Stormwater Management: Airside

1 to 4 points

INTENT

Reduce airside stormwater pollutants by employing environmentally sensitive maintenance techniques within the current operating system.

REQUIREMENTS

Up to 4 points may be awarded by achieving any of the following measures:

<table>
<thead>
<tr>
<th>Technology/Strategy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use sweeper vacuums, glycol recovery vehicles and/or mobile collection units to remove and reuse spent deicing fluid.</td>
<td>1</td>
</tr>
<tr>
<td>Develop collection systems for deicing runoff. The proposed runway and taxiway pavements would contain first flush systems along the edge of pavements and Central Deicing Facilities for aircraft. The first flush system could consist of slotted edge drains connected to underground holding tanks. Glycol contaminated snowmelt and minor storm water runoff would be captured in the tanks and removed for treatment, disposal or recycling.</td>
<td>2</td>
</tr>
<tr>
<td>Reduce or eliminate deicing chemical contamination by using low Biological Oxygen Demand (BOD), low toxicity, and low corrosivity material (e.g., acetate and urea).</td>
<td>1</td>
</tr>
</tbody>
</table>

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Because of the potential for deicing fluid contamination, the use of these technologies must be weighed carefully to prevent larger contaminant issues, such as infiltration of ground water.
Standard Practice

- Follow CDA BMP procedures

Recommended Practice

- Recover and recycle deicing chemicals at application point (e.g., vacuum truck, or other capturing method)

Best Available Practice

- Incorporate technologies, application techniques and/or designs to minimize glycol residual after application of deicing agents
- Use glycol separation and/or concentration methods to recover spent glycol from storm water or snow melt
- Central Deicing Facilities could also be utilized to capture excess glycol from aircraft deicing operations in underground storage tanks
2.0 SUSTAINABLE SITES

2.10 Heat Island Reduction

1 to 2 points

INTENT

Minimize impacts of existing roofs and pavements that cause the heat island effect (thermal gradient differences between developed and undeveloped areas).

REQUIREMENTS

Use any combination of the following strategies when replacing/renovating or maintaining pavement:

- For 50% of the site’s hardscape area (including roads, sidewalks, courtyards, and parking lots) complete the following (1 point):
  - Provide shade from an existing tree canopy or within five years of landscape installation - landscaping (trees) must be in place at the time of certification application
  - Have paving materials with a Solar Reflective Index (SRI) of at least 29 and implement a maintenance program that ensures these surfaces are cleaned at least every two years to maintain good reflectance and minimums
  - Have an open-grid pavement system (that consists of at least 50% open area)

AND/OR

- For 50% of the roof area use roofing materials having one of the following characteristics (1 point):
  - A Solar Reflectance Index (SRI) equal to or greater than the values in the table below for a minimum of 75% of the roof area. Implement a maintenance program that ensures all SRI surfaces are cleaned at least every two years to maintain good reflectance

<table>
<thead>
<tr>
<th>Roof Type</th>
<th>SRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low-Sloped Roof</td>
<td>78</td>
</tr>
<tr>
<td>Steep-Sloped Roof</td>
<td>29</td>
</tr>
</tbody>
</table>

- Vegetated green roof per the CDA specifications

SUBMITTALS

Include descriptive narrative and calculations in SAM Checklist
Employ strategies, materials and landscaping techniques that reduce heat absorption of exterior materials. Use shade (calculated at 10 a.m., 12 noon, and 3 p.m. on the summer solstice [June 21] that will be used as the effective shaded area) from native or adapted trees and large shrubs, vegetated trellises or other exterior structures supporting vegetation. Consider the use of new coatings and integral colorants for asphalt to achieve light-colored surfaces instead of blacktop. Position photovoltaic cells to shade impervious surfaces.

Consider installing high-albedo roofs to reduce heat absorption. SRI is calculated according to ASTM E 1980. Reflectance is measured according to ASTM E 903, ASTM E 1918 or ASTM C 1549. Emittance is measured according to ASTM E 408 or ASTM C 1371. Product information is available from the Cool Roof Rating Council website, at www.coolroofs.org. Also, visit the ENERGY STAR website, www.energystar.gov to research compliant products.

Unless the reflectance is determined directly through in-site testing, the following default SRI values are to be used:

<table>
<thead>
<tr>
<th>MATERIAL</th>
<th>SRI</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Conventional “gray” concrete</td>
<td>35</td>
</tr>
<tr>
<td>Old (weathered) “gray” concrete</td>
<td>19</td>
</tr>
<tr>
<td>New “white” concrete</td>
<td>86</td>
</tr>
<tr>
<td>Old (weathered) “white” concrete</td>
<td>45</td>
</tr>
<tr>
<td>New Asphalt</td>
<td>0</td>
</tr>
<tr>
<td>Old Asphalt</td>
<td>6</td>
</tr>
</tbody>
</table>

Standard Practice

- White roofs are currently the standard for new construction on airport property. These are acceptable; however, SRI decreases with the age of the roof. Unless a cleaning program is in place, the benefits of white roofs diminish over time. For this reason, along with the benefits of stormwater management, the construction of vegetated green roofs is encouraged.

Recommended Practice

- Maximize light colored/high albedo pavement, such as Portland Concrete Cement (PCC), for roadways, parking lots, sidewalks and plaza areas. Reflectance must be a minimum of 0.3 (‘White’ Portland cement – 0.7 to 0.8, typical PCC – 0.35 to 0.5, typical asphalt pavement – 0.05 (new) to 0.15 (over 5 years)). On an annual basis, test the pervious areas to verify the SRI standard is met as well as to depict improvement.
- Install a vegetated green roof
• Evaluate and utilize an ENERGY STAR compliant roofing system, such as aluminum coating and light-colored coatings. Thermoplastic and white Polyvinyl chloride (PVC) roofing systems meet these standards.

Best Available Practice

• For Landside projects only, install trees consistent with CDA Specification 02905 – Sustainable Airport Landscaping, and for any proposed plant species not listed, consult an FAA certified airport biologist to ensure the plants will not attract wildlife
• A creative combination of the above strategies to reach this goal is encouraged. For example, a task/project can provide 5% shading of dark colored impervious surfaces and 25% light colored/high albedo pavement to achieve this goal
• Install open grid pavement for surface lots and site pavement
• Install light-colored permeable pavers and concrete
• Install “green walls” for building façade
2.0 SUSTAINABLE SITES

2.11 Light Pollution Reduction

1 point

INTENT

Eliminate light trespass from the building and site, improve night sky access and reduce development impact on nocturnal environments and upgrade existing lighting specifications to meet new standards.

REQUIREMENTS

**Interior Lighting:** All non-emergency built-in existing interior/indoor lighting with a direct line of sight to any openings in the envelope (translucent or transparent, wall or ceiling) must be automatically controlled to turn off during all after-hours periods during the performance period. The total duration of all programmed after-hours periods annually must equal or exceed 2,190 hours per year (50% of annual nighttime hours). Manual override capability may be provided for occasional after-hours use.

Implement a program to ensure that the lighting control system is being properly used to adjust lighting levels during all after-hours periods.

**Exterior and Site Lighting:** Choose one of the following options:

**OPTION 1**

If the project achieved LEED – NC SS Credit 8 and/or SAM Design & Construction Credit 2.7 Light Pollution Reduction, the point is earned.

OR

**OPTION 2**

Partially or fully shield all fixtures so that they do not directly emit light to the night sky.

**Fully shielded:** Exterior light fixtures are shielded or constructed so that light rays emitted by the fixture are projected below the horizontal plane passing through the lowest point on the fixture from which light is emitted.

**Partially shielded:** Exterior light fixtures are shielded so that the lower edge of the shield is at or below the centerline of the light source or lamp such that light emission above the horizontal plane is minimized.
SUBMITTALS

Include descriptive narrative in the SAM Checklist.

TECHNOLOGY/STRATEGY

Implement site lighting criteria to maintain safe light levels while avoiding off-site lighting and night sky pollution. Technologies to reduce light pollution include full-cutoff luminaries and low-reflectance surfaces.

Standard Practice

- Minimize site lighting where possible and use standard cutoffs for interior and exterior lighting wherever possible and appropriate

Recommended Practice

- Automatic Lighting controls such as motion sensors or timers
- Adopt site lighting criteria to maintain safe light levels while avoiding off-site lighting and night sky pollution
- Low-angle spotlights for roadway and building lighting
- The maximum candela value of all interior lighting shall fall within the building (not out through windows) and the maximum candela value of all exterior lighting shall fall within the property
- Consider a parking lot design which allows for a reduction of the available parking areas and the associated exterior lighting during non-use or low use hours

Best Available Practice

- Fine tune the lighting energy demand while evaluating potential smart-lighting control systems and LED light technologies
3.0 WATER EFFICIENCY

3.1 Prerequisite 1 – Establish a Water Use Baseline

Required

INTENT

Increase water efficiency within CDA Division and tenant spaces to reduce the burden on municipal water supply and wastewater systems.

REQUIREMENTS

Provide water meter data (if available);

OR

Calculate baseline water usage by taking an inventory of plumbing fixtures. Once the inventory has been completed use the table below to determine the aggregate baseline fixture flow rate by multiplying the number of fixtures by their respective baseline flow rates. The sum of all these flow rates will become the baseline for each subsequent review.

Exceptions from Calculations:

- Those appliances & equipment for which water is used toward human consumption may be excluded. For example, bread misters, soda machines, coffee making machines, misters for produce and fixtures used to fill sinks for washing produce.
- Equipment, appliances, fixtures and fittings not covered by the Energy Policy Act 1992 and that do not contribute toward the retail process and are not commercially rated may also be excluded. For example, a residential dishwasher in an employee break room.
- Fixtures whose flow rates are regulated by health codes may be excluded (e.g., fixtures used for filling sinks in which a certain temperature must be maintained for dishwashing)

<table>
<thead>
<tr>
<th>Commercial Fixtures, Fittings, and Appliances</th>
<th>Usage Rate</th>
<th>Fixture Flow Rate</th>
<th>Baseline Flow Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Toilet</td>
<td>4 times per day</td>
<td>1.6 gallons/use</td>
<td>6.4 gallons/day</td>
</tr>
<tr>
<td>Commercial Urinal</td>
<td>2 times per day</td>
<td>1 gallons/use</td>
<td>2 gallons/day</td>
</tr>
<tr>
<td>Commercial Lavatory (restroom) Faucet</td>
<td>6 times per day</td>
<td>0.5 gallons/use</td>
<td>3 gallons/day</td>
</tr>
<tr>
<td>Commercial Fixtures, Fittings, and Appliances</td>
<td>Usage Rate</td>
<td>Fixture Flow Rate</td>
<td>Baseline Flow Rate</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------------</td>
<td>------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Kitchen Faucet</td>
<td>2 times per day</td>
<td>1 gallons/use</td>
<td>2 gallons/day</td>
</tr>
<tr>
<td>Shower</td>
<td>1 time per day</td>
<td>105 gallons/use</td>
<td>105 gallons/day</td>
</tr>
<tr>
<td>Commercial Pre-Rinse Spray Valves (for food service applications)</td>
<td>3 times per day</td>
<td>95 gallons/use</td>
<td>285 gallons/day</td>
</tr>
<tr>
<td>Washing Machine</td>
<td>1 time per day</td>
<td>35 gallons/use</td>
<td>35 gallons/day</td>
</tr>
<tr>
<td>Dishwasher</td>
<td>1 time per day</td>
<td>8.5 gallons/use</td>
<td>8.5 gallons/day</td>
</tr>
<tr>
<td>Dishwasher (for food service applications)</td>
<td>5 times per day</td>
<td>200 gallons/use</td>
<td>1,000 gallons/day</td>
</tr>
<tr>
<td>Water Fountain</td>
<td>5 times per day</td>
<td>0.01 gallons/use</td>
<td>0.05 gallons/day</td>
</tr>
<tr>
<td>Ice Machines</td>
<td>1 time per day</td>
<td>30 gallons/use</td>
<td>30 gallons/day</td>
</tr>
</tbody>
</table>

* Flow rates have been based on EPAct 1992 where available

**SUBMITTALS**

Include descriptive narrative and calculations in the SAM Checklist.

**TECHNOLOGY/STRATEGY**

Gather the meter data from one full year. When calculating the aggregate baseline amount only the following fixtures and fixture fittings (as applicable to the space) should be included: toilets, urinals, lavatory faucets, kitchen faucets, showers, and pre-rinse spray valves, washing machines, dishwashers, water fountains and ice machines.

**Standard Practice**

- Comply with CDA Specification 15410 – Plumbing Fixtures
Recommended Practice

- Track water consumption using whole building metering
- Identify meters and install a separate meter if one is not present

Best Available Practice

- Track water consumption using submetering for one or more of the following:
  - Irrigation
  - Indoor plumbing fixtures
  - Cooling towers
  - Domestic hot water
  - Process water
3.0 WATER EFFICIENCY

3.2 Water Efficiency Measures

1 to 5 points

INTENT

Recognize previous improvements and upgrades that had a positive impact on water efficiency.

REQUIREMENTS

- Create an inventory of all the water improvements and upgrades undertaken to improve their water efficiency prior to the initial performance review.
- This credit is only applicable on the first completed performance review. Subsequent reviews would refer to SAM Credits 3.1 Prerequisite 1 – Establish a Water Baseline and 3.3 Indoor Water Efficiency.

SUBMITTALS

Include descriptive narrative in the SAM Checklist.

TECHNOLOGY/STRATEGY

A point will be awarded for each of the retroactive improvements. Up to 5 points may be awarded by achieving any of the following measures:

<table>
<thead>
<tr>
<th>Technology/Strategy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switched to high efficiency toilets</td>
<td>1</td>
</tr>
<tr>
<td>Switched to high efficiency urinals</td>
<td>1</td>
</tr>
<tr>
<td>Switched to waterless toilets and urinals</td>
<td>1</td>
</tr>
<tr>
<td>Installed low flow kitchen faucets</td>
<td>1</td>
</tr>
<tr>
<td>Installed low flow lavatory faucets</td>
<td>1</td>
</tr>
<tr>
<td>Installed ENERGY STAR dishwasher</td>
<td>1</td>
</tr>
<tr>
<td>Installed ENERGY STAR washing machine</td>
<td>1</td>
</tr>
</tbody>
</table>

Standard Practice

None
Recommended Practice

None

Best Available Practice

None
3.0 WATER EFFICIENCY

3.3 Indoor Water Efficiency

1 to 5 points

INTENT

Maximize indoor plumbing fixture and fitting efficiency to reduce the use of potable water and the burden on municipal water supplies and wastewater systems.

REQUIREMENTS

During the performance period have in place strategies and systems that in aggregate produce a reduction in indoor plumbing fixture potable water use from the reported or calculated baseline established in SAM Credit 3.1 Prerequisite 1 – Establish a Water Baseline.

The minimum water savings percentages for each point threshold are as follows:

<table>
<thead>
<tr>
<th>SAM Credit</th>
<th>Water Reduction</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.3.1</td>
<td>10%</td>
<td>1</td>
</tr>
<tr>
<td>3.3.2</td>
<td>20%</td>
<td>2</td>
</tr>
<tr>
<td>3.3.3</td>
<td>30%</td>
<td>3</td>
</tr>
<tr>
<td>3.3.4</td>
<td>40%</td>
<td>4</td>
</tr>
<tr>
<td>3.3.5</td>
<td>50%</td>
<td>5</td>
</tr>
</tbody>
</table>

SUBMITTALS

Include descriptive narrative and calculations in the SAM Checklist.

TECHNOLOGY/STRATEGY

Calculations are based on estimated occupant usage and shall include only the following fixtures and fixture fittings (as applicable to the space): water closets, urinals, lavatory faucets, showers, kitchen sink faucets and pre-rinse spray valves.

WaterSense™- certified fixtures and fixture fittings should be used where available. Use high-efficiency fixtures (water closets and urinals) and dry fixtures such as composting toilet systems to reduce the potable water demand. Consider the use of alternate on-site sources of water, such as rainwater,
stormwater, or air conditioner condensate, and graywater for non-potable applications such as toilet and urinal flushing, as approved by the manufacturer, and for custodial uses.

Reduce indoor plumbing fixture and fitting potable water usage through automatic water control systems. Install, where possible, water-conserving indoor plumbing fixtures and fittings that meet or exceed the UPC 2006 or IPG 2006 fixture and fitting requirements in combination with high-efficiency or dry fixture and control technologies.

Special consideration should be used to distinguish applicability of these technologies in high-volume passenger terminal areas versus office facilities, especially with respect to maintenance.

**Standard Practice**

- Comply with CDA Specification 15410 – Plumbing Fixtures

**Recommended Practice**

- Exceed Chicago Building Code (CBC) (EPAct 1992) by 20%
- Use high-efficiency fixtures and valves
- Utilize fixtures such as dual flush toilets and waterless urinals to reduce wastewater volumes
- Evaluate reusing stormwater for non-potable uses
- Use local generation of domestic hot water, as much as possible, to eliminate long piping runs associated with recirculation piping. Unless connecting to an existing hot water recirculating system
- Domestic hot water for general plumbing fixtures should be designed for a temperature of 140°F maximum, but not less than 120°F
- Install water efficient dishwashers and washing machines
- Water efficient dishwashers and washing machines

**Best Available Practice**

- While regulatory requirements vary by jurisdiction and a permit and/or a variance may be necessary, graywater can be captured from lavatories, showers, and institutional dishwashing facilities and potentially used for irrigation needs, toilet flushing, sewage conveyance or on-site wastewater treatment systems
3.0 WATER EFFICIENCY

3.4 Water Efficient Landscaping

1 to 3 points

INTENT

Limit or eliminate the use of potable water or other natural surface or subsurface resources available on or near the project site for landscape irrigation.

REQUIREMENTS

Reduce potable water or other natural surface or subsurface resource consumption for irrigation compared with current conventional means. If the building does not have separate water metering for irrigation systems, the water-use reduction achievements can be demonstrated through calculations.

Points will be awarded by achieving the following measures:

<table>
<thead>
<tr>
<th>Technology/Strategy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irrigation controls (e.g., soil moisture sensors, weather data-based controller)</td>
<td>1</td>
</tr>
<tr>
<td>Rain water harvesting and graywater (e.g., rain barrels and cisterns)</td>
<td>2</td>
</tr>
<tr>
<td>No irrigation (through plant selection/landscape xeriscaping)</td>
<td>3</td>
</tr>
</tbody>
</table>

*Potable water*: Water suitable for drinking that meets or exceeds EPA drinking water standards; it is supplied from wells or municipal water systems.

SUBMITTALS

Include descriptive narrative in the SAM Checklist.

TECHNOLOGY/STRATEGY

Specify water-efficient, climate-tolerant native or adapted plantings. Implement or maintain high-efficiency irrigation technologies, such as micro-irrigation, moisture sensors, or weather data-based controllers. Feed irrigation systems with captured rainwater, graywater (on-site or municipal), municipally reclaimed water, or on-site treated wastewater. Consider not operating an irrigation system. Consider use of xeriscaping principles in arid climates.
Standard Practice

- Irrigation systems are not typically installed airside and the lower maintenance tall fescue is used for all projects per the following CDA Master Specifications:
  - CDA Specification T-901 – Seeding
  - CDA Specification 02931 – Seeding Hydro-mulching
  - CDA Specification 02905 – Sustainable Airport Landscaping, is the airport landscaping specification that deals with other plants and landscaping requirements

Recommended Practice

- No irrigation system
- Drought tolerant plants
- Utilize vegetation acceptable for site use (native and/or low-maintenance), with special consideration for vegetated green roofs. Utilize vegetation to reduce or eliminate irrigation requirements for airside/landside areas
- Minimized use of high maintenance grass areas, lawns and annual plants
- Established areas of high and low landscape maintenance areas. Group plants with similar water-use needs by determining which areas of the site should receive a higher level of care than others and, during drought periods, more irrigation. Coordinate these areas with the irrigation plan. Higher maintenance areas should be located around the major building entries and high traffic areas. Lower maintenance areas should be located on low traffic areas, buffer zones and service areas.

Best Available Practice

- Have a soil and climate analysis to determine the appropriate landscape strategy
- Evaluation of stormwater and/or graywater cisterns for capturing rainwater from all new roofs for irrigation
- If an irrigation system is installed, a soil moisture monitoring system is present to reduce reliance on manual control and timed devices, as well as for detecting leaks
- Have incorporated the use of recycled and treated wastewater for the use of irrigation
3.0 WATER EFFICIENCY

3.5 Rain Harvesting for Non-Irrigation Usage

3 Points

INTENT

Decrease the demand for potable water for non-irrigation use.

REQUIREMENTS

The CDA and/or the tenant should implement and maintain a rainwater harvesting system for the following processes to include, but is not limited to:

- Equipment/Vehicle Washing
- Aircraft Washing
- Cooling tower
- Other non-irrigation uses as approved by the SRP

SUBMITTALS

Include descriptive narrative on SAM Checklist detailing the system used.

TECHNOLOGY/STRATEGY

Rain harvesting systems can vary in complexity and sophistication, but in every system must utilize some basic common elements. A catchment area will intercept the rainfall and a cistern will store the collected rainwater. Rooftops provide an idea environment for the catchment and a rain barrel is a simplistic example of a cistern. A downspout running can be used for conveyance between the catchment area and the cistern.

Standard Practice

None
Recommended Practice

- The cleaning of building exteriors and hardscapes
- Install cisterns to collect and store rainwater to be used for landscaping and other purposes
- Install rain barrels at the end of downspouts
- Use swales to collect and guide stormwater to catchment areas

Best Available Practice

None
3.0 WATER EFFICIENCY

3.6 Innovative Wastewater Management

2 points

INTENT

To reduce wastewater generation and potable water demand while increasing the local aquifer recharge.

REQUIREMENTS

Use a system or technology that uses one of the following:

OPTION 1

Reduce potable water use for building sewage conveyance by 50% using water-conserving fixtures (water closets, urinals) non-potable water (captured rainwater, recycled graywater, and on-site or municipally treated wastewater).

OR

OPTION 2

Currently treats 50% of wastewater on-site to tertiary standards. Treated water must be infiltrated or used on-site.

SUBMITTALS

Include descriptive narrative and calculations in the SAM Checklist.

TECHNOLOGY/STRATEGY

Specify high-efficiency fixtures and fittings and dry fixtures such as composting toilet systems and non-water using urinals to reduce wastewater volumes. Consider reusing stormwater or graywater for sewage conveyance or on-site mechanical and/or natural wastewater treatment systems. Options for on-site wastewater treatment include packaged biological nutrient removal systems and high-efficiency filtration systems.

Standard Practice

None
Recommended Practice

- Uses high-efficiency fixtures and valves
- Utilizing fixtures such as dual flush toilets and waterless urinals to reduce wastewater volumes
- Evaluation or reusing stormwater for non-potable uses

Best Available Practice

- Capture graywater from lavatories, showers and institutional dishwashing facilities for sewage conveyance or on-site wastewater treatment systems
3.0 WATER EFFICIENCY

3.7 Water Efficient Vehicle Washing

1 to 4 points

INTENT

To limit or eliminate the use of potable water or other natural surface or subsurface resources available on or near the project site for vehicle washing.

REQUIREMENTS

Up to 4 points may be awarded by achieving any of the following measures:

<table>
<thead>
<tr>
<th>Technology/Strategy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Install low volume, high pressure sprayer nozzles on water hoses</td>
<td>1</td>
</tr>
<tr>
<td>Log vehicle washing and meter vehicle wash systems separately to measure water</td>
<td>1</td>
</tr>
<tr>
<td>Recycle more than 20% of wash water during vehicle washing</td>
<td>1</td>
</tr>
<tr>
<td>Recycle more than 50% of wash water during vehicle washing</td>
<td>1</td>
</tr>
</tbody>
</table>

**Potable water:** Water suitable for drinking that meets or exceeds EPA drinking water standards; it is supplied from wells or municipal water systems.

SUBMITTALS

Include descriptive narrative and calculations in the SAM Checklist.

TECHNOLOGY/STRATEGY

Reduce potable water or other natural surface or subsurface resource consumption for vehicle washing compared with current conventional means. If the building does not have separate water metering for vehicle washing systems, the water-use reduction achievements can be demonstrated through calculations.

**Standard Practice**

- Indoor vehicle washing
Recommended Practice

- Low volume, high pressure sprayer nozzles on water hoses
- Keep a log of vehicle washing water use
- Capture wash water for re-use (cistern)

Best Available Practice

- Treat wash water for re-use
4.0 ENERGY & ATMOSPHERE

4.1 Prerequisite 1 – Refrigerant Management

Required

INTENT

Reduce stratospheric ozone depletion and move towards using non-ozone depleting and low global warming potential refrigerants.

REQUIREMENTS

Do not use chlorofluorocarbon (CFC)-based refrigerants in HVAC&R base building systems unless system replacement or conversion is not economically feasible or it is demonstrated that a phase-out plan for CFC-based refrigerants is in place.

Small HVAC&R units (defined as containing less than 0.5 pounds of refrigerant), standard refrigerators, small water coolers, and any other cooling equipment that contains less than 0.5 pounds of refrigerant are not considered part of the base building system and are exempt.

SUBMITTALS

Include descriptive narrative in the SAM Checklist.

TECHNOLOGY/STRATEGY

Specify only non-CFC-based refrigerants in all new building HVAC&R systems. Identify all existing CFC based refrigerant uses and upgrade the equipment if economically feasible and/or develop a phase-out plan that identifies a schedule for future replacement.

Standard Practice

- Only HCFC and HFC refrigerants have been used for CDA projects where refrigerants were required (typically R-410a, which is a HFC).
- HFCs have an Ozone Depleting Potential (ODP) of zero, but medium to high Global Warming Potential (GWP) that is still lower than phased-out CFCs. In October 2016, the parties of the Montreal Protocol agreed on a phase down of HFCs, which is scheduled to begin in 2019.

Recommended Practice

None
Best Available Practice

- Although Hydrochlorofluorocarbons (HCFCs) and Hafnium carbide (HfCs) have ozone depletion potentials (ODP) that are nearly zero, consideration should also be given to their global warming potentials (GWP) (see SAM Credit 4.8 – Enhanced Refrigerant Management). Alternative refrigerants that minimize ODP and GWP compared to HCFCs and HFCs include natural refrigerants such as carbon dioxide, ammonia, and propane. These compounds have an ODP of zero and GWPs which are three orders of magnitude less than most HCFCs and HFCs.
4.0 ENERGY & ATMOSPHERE

4.2 Utility Meter Data

1 to 4 points

INTENT

Monitor, track and report utility data to reduce environmental and economic impacts associated with excessive energy use.

REQUIREMENTS

Provide utility meter data (if available). (1 point)

AND/OR

The data collected under the first performance review will become the baseline for each subsequent review.

During the performance period, have in place strategies and systems that in aggregate produce less energy from the reported baseline established under the first performance review.

The minimum energy savings percentages for each point threshold are as follows:

<table>
<thead>
<tr>
<th>SAM Credit</th>
<th>Energy Reduction</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2.1</td>
<td>10%</td>
<td>1</td>
</tr>
<tr>
<td>4.2.2</td>
<td>20%</td>
<td>2</td>
</tr>
<tr>
<td>4.2.3</td>
<td>30%</td>
<td>3</td>
</tr>
</tbody>
</table>

SUBMITTALS

Include descriptive narrative in the SAM Checklist.

TECHNOLOGY/STRATEGY

If a separate utility meter is not in place, it is recommended that one be installed. Meter data should be used to determine where energy consumption can be optimized and areas where submetering may be useful.
Standard Practice

None

Recommended Practice

- Install utility meters where applicable

Best Available Practice

- Install submeters wherever possible
4.0  ENERGY & ATMOSPHERE

4.3  Energy Optimization Measures

1 to 5 points

INTENT

Recognize previous improvements and upgrades that had a positive impact on energy efficiency.

REQUIREMENTS

- Create an inventory of all the energy improvements and upgrades undertaken to improve their energy efficiency prior to the initial performance review.
- This credit is only applicable to the first completed performance review. Subsequent reviews would refer to SAM Credits 4.2 Utility Meter Data and 4.4 Optimize Energy Performance.

SUBMITTALS

Include descriptive narrative in the SAM Checklist.

TECHNOLOGY/STRATEGY

A point will be awarded for each of the retroactive improvements. Up to 5 points may be awarded by achieving any of the following measures:

<table>
<thead>
<tr>
<th>Technology/Strategy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Switched to LED lighting for up to 50% of lighting load</td>
<td>1</td>
</tr>
<tr>
<td>Switched to LED lighting for 100% of lighting load</td>
<td>3</td>
</tr>
<tr>
<td>Provided the use of lighting sensors or timers</td>
<td>1</td>
</tr>
<tr>
<td>Organized circuiting of lighting and systems so that individual areas were separately controlled relative to daylight and heating/cooling zones</td>
<td>1</td>
</tr>
<tr>
<td>Provided high-efficiency motors and variable-speed pumping systems</td>
<td>1</td>
</tr>
<tr>
<td>Utilized ENERGY STAR furnaces, exhaust fans, ceiling fans, and air conditioners</td>
<td>1</td>
</tr>
</tbody>
</table>

Standard Practice

None
Recommended Practice

None

Best Available Practice

None
4.0 ENERGY & ATMOSPHERE

4.4.1 Optimize Energy Performance: Lighting Power

1 to 5 Points

INTENT

Achieve increasing levels of energy conservation beyond the referenced standard to reduce environmental and economic impacts associated with excessive energy use.

REQUIREMENTS

For interior facility lighting, reduce connected lighting power density below that allowed by ANSI/ASHRAE/IESNA Standard 90.1-2010 (with errata but without addenda¹) using either the space-by-space method or by applying the lighting power allowance to the project area.

OR

For non-facility/non-aviation exterior lighting applications, a baseline energy use shall be calculated assuming a conventional 400-watt lamp is used for each fixture, except for low-mast applications or covered areas where a 250-watt lamp is applicable. This benchmark standard shall assume that the lamps run without lighting controls such as timers and motion sensors. Light sensors, however, should be considered. To meet the requirements of this credit, reduce lighting power for these applications based on the benchmark standard. Non-facility/non-aviation exterior lighting applications may include the following:

- Roadways
- Surface Parking Lots
- Covered Parking Garages

OR

For aviation lighting, exceed the minimum FAA specifications. The benchmark calculations shall assume that conventional lighting is used throughout the project area and that the calculation must be based on annual energy consumption that takes into account seasonal climate data.

¹ Project teams wishing to use ASHRAE approved addenda for the purposes of this credit may do so at their discretion. Addenda must be applied consistently across all SAM credits.
Any combination of points earned for reducing energy usage below the standards documented above are as follows (may not exceed 5 points in total).

<table>
<thead>
<tr>
<th>SAM Credit</th>
<th>Lighting Power Density Reduction Below the Standard</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4.1.1</td>
<td>15%</td>
<td>1</td>
</tr>
<tr>
<td>4.4.1.2</td>
<td>20%</td>
<td>2</td>
</tr>
<tr>
<td>4.4.1.3</td>
<td>25%</td>
<td>3</td>
</tr>
<tr>
<td>4.4.1.4</td>
<td>30%</td>
<td>4</td>
</tr>
<tr>
<td>4.4.1.5</td>
<td>35%</td>
<td>5</td>
</tr>
</tbody>
</table>

Examples: A 15% reduction in facilities lighting power (1 point) in addition to a 25% reduction in parking lot lighting power (3 points) would total four points earned for this credit. A 25% reduction in facilities lighting power (3 points) in addition to a 25% reduction in parking lot lighting power (3 points), totaling six points, would earn the maximum five points for this credit.

**SUBMITTALS**

Include descriptive narrative and calculations in the SAM Checklist.

**TECHNOLOGY/STRATEGY**

Ensure the connected lighting power maximizes energy performance. Consider a computer simulation model to assess the performance and identify the most cost-effective energy measures.

**Standard Practice**

- Use CFL lighting, wherever applicable
- Utilize energy saving halogen lamps
- Utilize high efficiency T8s and T5s
Recommended Practice

Consider the following:

- Use a computer simulation model to assess energy performance and identify the most cost effective energy measures
- Provide energy efficient lighting systems including LED, fluorescent lighting, solar lighting and the use of lighting sensors or timers
- Use LED lighting, wherever applicable

Best Available Practice

None
4.0 ENERGY & ATMOSPHERE

4.4.2 Optimize Energy Performance: Lighting Control

1 to 3 Points

INTENT

Achieve increasing levels of energy conservation beyond the referenced standard to reduce environmental and economic impacts associated with excessive energy use.

REQUIREMENTS

Up to 3 points may be awarded by achieving any of the following measures:

<table>
<thead>
<tr>
<th>Technology/Strategy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daylight controls for daylight areas</strong>: Install daylight responsive controls in all regularly occupied daylit spaces within 15 feet of windows and under skylights. Daylight controls must switch or dim electric lights in response to the presence or absence of daylight illumination in the space.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Daylight controls for 50% of the lighting load</strong>: Install daylight responsive controls for 50% or more of the connected lighting load and demonstrate that 50% of the connected lighting load is daylight responsive. Daylight controls must switch or dim electric lights in response to the presence or absence of daylight illumination in the space.</td>
<td>1</td>
</tr>
<tr>
<td><strong>Occupancy Sensors</strong>: Install occupancy sensors for 75% of the connected lighting load.</td>
<td>1</td>
</tr>
</tbody>
</table>

SUBMITTALS

Include descriptive narrative and calculations in the SAM Checklist.

TECHNOLOGY/STRATEGY

Ensure the connected lighting power maximizes energy performance.
Standard Practice

None

Recommended Practice

- Provide energy efficient lighting systems including LED, fluorescent lighting, solar lighting and the use of lighting sensors or timers
- Organize circuiting of lighting and systems so that individual areas may be separately controlled relative to daylight and heating/cooling zones
- Provide motion sensors/occupancy sensors in stairs, restrooms, storage rooms, equipment rooms and office space unless life safety is compromised
- Optimize lighting controls for energy savings and function

Best Available Practice

- Integrate lighting systems with Building Automation System
4.0 ENERGY & ATMOSPHERE

4.4.3 Optimize Energy Performance: HVAC

3 to 6 Points

INTENT

Achieve increasing levels of energy conservation beyond the referenced standard to reduce environmental and economic impacts associated with excessive energy use.

REQUIREMENTS

OPTION 1

Implement one or both of the following strategies:

- **Equipment Efficiency: (3 pts)**

  Install heating, ventilation and air conditioning (HVAC) systems that comply with the efficiency requirements outlined in the New Buildings Institute’s Advanced Buildings™ Core Performance™ Guide Sections 1.4: Mechanical System Design, 2.9: Mechanical Equipment Efficiency and 3.10: Variable Speed Control.

- **Appropriate Zoning and Controls: (3 pts)**

  Zone spaces to meet the following requirements:
  - Every solar exposure must have a separate control zone
  - Interior spaces must be separately zoned
  - Private offices and special occupancies (conference rooms, kitchens, etc.) must have active controls capable of sensing space use and modulating the HVAC system in response to demand

OR

OPTION 2

Reduce design energy cost compared with the energy cost budget for regulated energy components described in the requirements of ANSI/ASHRAE/IESNA Standard 90.1-2016 (with errata but without addenda).

AND
PATH 1 (3 pts)

Demonstrate that HVAC system component performance criteria used for space are 15% better than a system in minimum compliance with ANSI/ASHRAE/IESNA Standard 90.1-2016 (with errata but without addenda).

OR

PATH 2 (6 pts)

Demonstrate that HVAC system component performance criteria use for space is 30% better than a system that is in minimum compliance with ANSI/ASHRAE/IESNA Standard 90.1-2016 (with errata but without addenda).

SUBMITTALS

Include descriptive narrative and calculations in the SAM Checklist.

TECHNOLOGY/STRATEGY

Ensure the HVAC system components maximize energy performance. Review compliance options to determine the most appropriate approach. Option 1 provides a more prescriptive approach to recognizing energy-efficient HVAC design, while Option 2 is performance based.

Standard Practice

None

Recommended Practice

- Provide high-efficiency motors and variable-speed pumping systems.
- Utilize ENERGY STAR furnaces, exhaust fans, ceiling fans, and air conditioners

Best Available Practice

- Evaluate under floor air distribution systems in office-type spaces
- Evaluate the potential for “green walls”
- Utilize premium efficiency motors where applicable
4.0 ENERGY & ATMOSPHERE

4.4.4 Optimize Energy Performance: Equipment and Appliances

1 to 4 Points

INTENT

Achieve increasing levels of energy conservation beyond the referenced standard to reduce environmental and economic impacts associated with excessive energy use.

REQUIREMENTS

For all ENERGY STAR qualified equipment and appliances installed, achieve one of the following percentages by rated power:

<table>
<thead>
<tr>
<th>SAM Credit</th>
<th>ENERGY STAR Qualified Equipment*</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.4.4.1</td>
<td>70%</td>
<td>1</td>
</tr>
<tr>
<td>4.4.4.2</td>
<td>77%</td>
<td>2</td>
</tr>
<tr>
<td>4.4.4.3</td>
<td>84%</td>
<td>3</td>
</tr>
<tr>
<td>4.4.4.4</td>
<td>90%</td>
<td>4</td>
</tr>
</tbody>
</table>

*As a percentage of ENERGY STAR eligible equipment
Excluded are HVAC, lighting and building envelope products.

This requirement applies to appliance, office equipment, electronics and commercial food service equipment. Excluded are HVAC, lighting and building envelope products.

SUBMITTALS

Include descriptive narrative and calculations in the SAM Checklist.

TECHNOLOGY/STRATEGY

Select energy-efficient equipment and appliances, as qualified by the EPA’s ENERGY STAR Program (www.energystar.gov).

Standard Practice

None
Recommended Practice

- Provide high-efficiency motors and variable-speed pumping systems.
- Provide ENERGY STAR compliant equipment such as:
  - Dishwashers
  - Refrigerators
  - Water Heater
  - Computers
  - Printers
  - Copiers
  - Phones
  - Televisions
  - Ice machines
  - Convection ovens
  - Combination ovens

Best Available Practice

None
4.0 ENERGY & ATMOSPHERE

4.5 Existing Building Commissioning

1 to 6 points

INTENT

Develop and implement an operation of the building's major energy-using systems and implement a no to low cost option(s) for optimizing energy performance and a plan to achieve energy savings.

REQUIREMENTS

Conduct one of the following options below – 1 to 2 points

OPTION 1

Commissioning Process (1 point)

- Develop a retro commissioning or ongoing commissioning plan for the building’s major energy-using systems
- Conduct the investigation and analysis phase
- Document the breakdown of energy use in the building
- List the operating problems that affect occupants' comfort and energy use, and develop potential operational changes that will solve them
- List the identified capital improvements that will provide cost-effective energy savings and document the cost-benefit analysis associated with each.

OR

OPTION 2

ASHRAE Level II, Energy Audit (2 points)

- Conduct an energy audit that meets the requirements of ASHRAE Level II, energy survey and analysis
- Document the breakdown of energy use in the building
- Perform a savings and cost analysis of all practical measures that meet the owner's constraints and economic criteria, along with a discussion of any effect on operations and maintenance procedures
- List the identified capital improvements that will provide cost-effective energy savings and document the cost-benefit analysis associated with each.

AND
Implementation (2 Points)

Implement one of the two aforementioned no- or low-cost operational improvements and create a capital plan for major retrofits or upgrades. Provide training for management staff that builds awareness and skills in a broad range of sustainable building operations topics this could include energy efficiency and building, equipment and systems operations, and maintenance.

Demonstrate the observed and/or anticipated financial costs and benefits of measures that have been implemented.

Update the building operating plan as necessary to reflect any changes in the occupancy schedule, equipment run-time schedule, design set-points, and lighting levels.

AND

Ongoing (2 points)

Implement an ongoing commissioning program that includes elements of planning, system testing, performance verification, corrective action response, ongoing measurement, and documentation to proactively address operating problems.

Create a written plan that summarizes the overall commissioning cycle for the building by equipment or building system group. The ongoing commissioning cycle must not exceed 24 months. This plan must include a building equipment list, performance measurement frequency for each equipment item, and steps to respond to deviation from expected performance parameters.

Update the building operating plan and/or systems narrative as necessary to reflect any changes in the occupancy schedule, equipment run-time schedule, design setpoints, lighting levels, or system specifications.

SUBMITTALS

Include descriptive narrative and calculations in SAM Checklist.

TECHNOLOGY/STRATEGY

Based on the building operating plan and systems narrative:

- Confirm that all building systems and equipment are functioning as appropriate according to the equipment schedule
- Conduct testing and analysis to ensure that building systems and equipment are functioning correctly
- Identify opportunities to make no- or low-cost capital improvements to enhance building performance
Implement no- and low-cost operational improvements that will immediately enhance building performance. Develop a capital plan for the completion of any major retrofits identified through the investigation and analysis phase.

Develop an ongoing commissioning program that addresses the ongoing changes and maintenance needs in an existing building.

Standard Practice

- Commissioning Agents are typically engaged to conduct fundamental commissioning for buildings.

Recommended Practice

- Review the design intent and the basis of design documentation Incorporate commissioning requirements into the construction documents
- Develop and utilize a commissioning plan
- Verify installation, functional performance, training, operations and maintenance documentation
- Complete a commissioning report
- Provide the owner with a single manual that contains the information required for re-commissioning systems
- Engage a commissioning team that does not include individuals directly responsible for project design or construction management to evaluate both building and site systems as part of the commissioning plan
- Priority Systems - high energy consuming systems:
  - Central Building Automation system
  - All HVAC system equipment
  - Lighting controls and sensors
  - Site Lighting
  - Refrigeration systems
  - Vertical Transport
  - Building Envelope
  - Baggage handling systems (included in process loads: to promote energy savings, use the exceptional calculation method described in ANSI/ASHRAE/IESNA 90.1-2016 G2.5)
  - Information Technology Systems - IT (included in process loads: to promote energy savings, use the exceptional calculation method described in ANSI/ASHRAE/IESNA 90.1-2016 G2.5)
- Lower Priority Systems – low energy consuming system:
  - Emergency Power Generators and Automatic Transfer Switching
  - Uninterruptible Power Supply systems
  - Life Safety systems Fire protection Fire alarm, Egress pressurization
  - Lightning Protection
  - Domestic and Process water pumping and mixing systems
  - Equipment sound control systems
- Data and Communication systems
- Paging systems
- Security systems
- Irrigation systems
- Plumbing
- Illuminated guidance signage

- For Runways, Civil/Stormwater and Roadways/Rail projects this scope should include the following project components:
  - For support and ancillary buildings include all the applicable systems and assemblies noted above
  - Runway lighting and illuminated signage
  - Runway NAVAIDS
  - Site lighting systems
  - Traffic signals
  - Stations (e.g., pump stations, lift stations, drainage pumps)
  - Oil/water separators

**Best Available Practice**

None
4.0 ENERGY & ATMOSPHERE

4.6.1 Performance Measurement: Building Automation System

1 point

INTENT

Provide information to support the ongoing accountability and optimization of building energy performance and identify opportunities for additional energy-saving investments.

REQUIREMENTS

Have in place a computer-based building automation system (BAS) or enhance existing BAS that monitors and controls key building systems that include, but are not limited to:

- Heating
- Cooling
- Ventilation
- Lighting

Have a preventive maintenance program in place that ensures BAS components are tested and repaired or replaced according to the manufacturer’s recommended interval. Demonstrate that the BAS is being used to inform decisions regarding changes in building operations and energy-saving investments.

SUBMITTALS

Include descriptive narrative in the SAM Checklist.

TECHNOLOGY/STRATEGY

Install and/or maintain a BAS to automatically control key building systems. Ensure that relevant staff is adequately trained to use the system, analyze output, make necessary adjustments, and identify investment opportunities to improve energy performance.

Standard Practice

None

Recommended Practice

- Install a Building Automation System
Best Available Practice

None
4.0 ENERGY & ATMOSPHERE

4.6.2 Performance Measurement: System Level Metering

1 to 2 points

INTENT

Provide accurate energy use information to support energy management and identify opportunities for additional energy-saving improvements.

REQUIREMENTS

Have a developed breakdown of energy use in the building, either through SAM Credits 4.4.1 Optimize Energy Efficiency: Lighting Power, 4.4.2 Optimize Energy Efficiency: Lighting Controls, 4.4.3 Optimize Energy Performance: HVAC or 4.4.4 Optimize Energy Performance: Equipment and Appliances, or by using energy bills, spot metering or other metering to determine the energy consumption of major mechanical systems and other end-use applications. This analysis of major energy use categories must be conducted within two years prior to the date of application for SAM O&M certification.

Based on the energy use breakdown, employ system-level metering covering at least 40% or 80% of the total expected annual energy consumption of the building. Permanent metering and recording are required. All types of submetering are permitted.

Up to 2 points may be awarded by achieving any of the following measures:

<table>
<thead>
<tr>
<th>Technology/Strategy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate that system-level metering is in place covering at least 40% of the total expected annual energy consumption of the building. Further, at least one of the two largest energy use categories from the breakdown report must be covered to the extent of 80% or more (i.e., if energy use in the two largest categories is each 100 BTUs/year, at least 80 BTUs/year in one of them must be metered).</td>
<td>1</td>
</tr>
<tr>
<td>Demonstrate that system-level metering is in place covering at least 80% of the total expected annual energy consumption of the building. Further, at least two of the three largest energy use categories from the breakdown report must be covered to the extent of 80% or more.</td>
<td>2</td>
</tr>
</tbody>
</table>
Meters must be calibrated within the manufacturer’s recommended interval if the building owner, management organization or tenant owns the meter. Meters owned by third parties (e.g., utilities or governments) are exempt.

**SUBMITTALS**

Include descriptive narrative in the SAM Checklist.

**TECHNOLOGY/STRATEGY**

Identify, through an energy audit, building commissioning or some other means, how the building systems are consuming energy. Based on the energy use profile, develop a metering plan to capture the most significant building loads. Use output from the meters to identify any changes in consumption and opportunities for energy-saving improvements. Have a plan for periodically inspecting the data.

**Standard Practice**

None

**Recommended Practice**

- Independently meter separate tenants and CDA facilities where applicable
- Sub-meter building systems by process, floor or location

**Best Available Practice**

None
4.0 ENERGY & ATMOSPHERE

4.7 On-Site and Off-Site Renewable Energy

1 to 6 points

INTENT

Encourage and recognize increasing levels of on-site and off-site renewable energy to reduce environmental impacts associated with fossil fuel energy use.

REQUIREMENTS

OPTION 1

Over the performance period, meet some or all the building’s total energy use with on-site or off-site renewable energy systems. Points are earned according to the following table, which shows the percentages of building energy use met by renewable energy over the performance period.

Off-site renewable energy sources are defined by the Center for Resource Solutions (CRS) Green-e-products certification requirements, or the equivalent. Green power must be procured from a Green-e-certified power marketer or a Green-e-accredited utility program, or through Green-e-certified tradable renewable energy certificates (RECs), or the equivalent. For on-site renewable energy that is claimed for this credit, the associated environmental attributes must be retained or retired and cannot be sold.

<table>
<thead>
<tr>
<th>SAM Credit</th>
<th>On-Site Renewable Energy</th>
<th>Off-Site Renewable Energy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.7.1</td>
<td>3% or 25%</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>4.7.2</td>
<td>4.5% or 37.5%</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>4.7.3</td>
<td>6% or 50%</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>4.7.4</td>
<td>7.5% or 62.5%</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>4.7.5</td>
<td>9% or 75%</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>4.7.6</td>
<td>12% or 100%</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

Up to the six-point limit, any combinations of individual actions are awarded the sum of the points allocated to those individual actions. For example, one point would be awarded for implementing three 3% of on-site renewable energy, and two additional points would be awarded for meeting 37.5% of the building’s energy load with renewable power or certificates over the performance period. Projects must
submit proof of a contract to purchase RECs for a minimum of two years and must also make a commitment to purchase RECs on an ongoing basis beyond that.

OR

OPTION 2 – Prescriptive Method

Install alternative renewable energy technologies on-site by using any of the following technologies for one point each:

- Wind Power:
  - Generate on-site electricity using wind turbines, horizontal or vertical that generate 0.5 kW or greater

- Photovoltaics (solar electric)
  - Use the system to generate electricity that has a capacity of 0.5 kW or greater

SUBMITTALS

Include descriptive narrative and calculation in the SAM Checklist.

TECHNOLOGY/STRATEGY

Maintain the use of on-site nonpolluting renewable technologies to contribute to the total energy requirements of the building. Consider and employ solar, geothermal, wind, biomass (other than unsustainably harvested wood), and biogas technologies.

Purchase renewable energy or tradable renewable energy certificates to meet some or all of the building’s energy requirements. Review the building’s electrical consumption trend. Research power providers in the area and select a provider that guarantees that a portion of its delivered electric power is derived from net nonpolluting renewable technologies. If the project is in an open-market state, investigate green power and power marketers licensed to provide power in that state. Grid power that qualifies for this credit originates from solar, wind, geothermal, biomass, or low-impact hydro sources.

Standard Practice

- Solar powered signage
- Solar powered RPU for weather sensors
- Solar powered obstruction and barricade lighting
- Solar thermal water heating has been used at several locations, such as the ARFF Station #2, which has a system that provides hot water for up to 18 full-time occupants
**Recommended Practice**

- Purchase renewable energy or tradable renewable energy certificates to meet some or all of the building’s energy requirements

**Best Available Practice**

The following technologies should be considered for any applicable projects:

- Roof-mounted or building integrated photovoltaic panels
- Electricity generation using bio-fuels (untreated wood waste, agricultural crops or waste, landfill gas)
- Electricity generating wind turbines
- Solar-thermal water or air heating
- Geothermal heating systems
- Geothermal electrical systems
4.0 ENERGY & ATMOSPHERE

4.8 Enhanced Refrigerant Management

1 point

INTENT

Reduce ozone depletion and support early compliance with the Montreal Protocol (an international agreement designed to protect from ozone depletion) while minimizing direct contributions to global warming.

REQUIREMENTS

Do not use conventional refrigerants in HVAC&R systems. Naturally ventilate and/or use natural refrigerants such as:

- Water
- Carbon dioxide
- Propane
- Ammonia

Small HVAC units (defined as containing less than 0.5 lbs of refrigerant), and other equipment such as standard refrigerators, small water coolers, and any other cooling equipment that contains less than 0.5 lbs of refrigerant, are not subject to the requirements of this credit.

AND

Do not install fire suppression systems that contain ozone-depleting substances (CFCs, HCFCs or Halons).

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Operate the Facility without mechanical cooling and refrigeration equipment. Where mechanical cooling is needed, use for the refrigeration cycle base building HVAC and refrigeration systems that minimize direct impact on ozone depletion and global warming. Select HVAC&R replacement equipment with reduced refrigerant charge and increased equipment life. Maintain equipment to prevent leakage of refrigerant to the atmosphere. Use fire-suppression systems that do not contain HCFCs or halons.
Standard Practice

None

Recommended Practice

- Use only Hydrofluorocarbons (HFC)

Best Available Practice

- Use natural refrigerants (water, carbon dioxide, ammonia, propane) where possible, in order to minimize ODPs and GWPs
4.0 ENERGY & ATMOSPHERE

4.9 Emissions Reduction Reporting

1 to 4 Points

INTENT

Document the emissions reduction benefits of building efficiency measures to better track CDA’s achievements in climate-altering fossil fuel consumption and resultant emissions.

REQUIREMENTS

Identify building performance parameters that reduce conventional energy use and emissions, quantify those reductions, and report them to a formal tracking program:

- Track and record emissions reductions delivered by energy efficiency measures, operational improvements, renewable energy and other building emissions reduction measures, including reductions from the purchase of renewable energy credits
- Report emissions reductions using a third-party voluntary reporting or certification program (e.g., EPA Climate Leaders, ENERGY STAR or World Resources Institute (WRI)/World Business Council Sustainable Development (WBCSD) protocols)
- Report emissions based on the international framework used to describe greenhouse gas emissions. The World Resources Institute’s Greenhouse Gas Reporting Protocol divides emissions into three categories:
  - Emissions are those Green House Gas’ (GHG) that are directly released on-site, such as combustion of fuels and the application of fertilizers on-airport. (1 point)
  - Emissions result from energy purchased from off-site sources where fuels are burned. (1 point)
  - Emissions include all other GHG-producing activities associated with the activities of an institution, including (2 points):
    - Commuting
    - Air travel for aviation management activities
    - Waste disposal
    - Embodied emissions from the extraction, production, and manufacturing of purchased goods

SUBMITTALS

Include descriptive narrative in SAM Checklist.
TECHNOLOGY/STRATEGY

CDA encourages tracking all project achievements to address all significant types of pollutants reduced by energy efficiency. Measure the following for:

SAM Credit 4.9.1

- Stationary fuel combustion (natural gas for heating)
- Mobile fuel consumption (vehicle fleet)
- Leakage (refrigeration, air conditioning, etc.)
- Fertilizers

SAM Credit 4.9.2

- Electricity generated off-site.

SAM Credit 4.9.3

- Commuting
- Travel
- Waste disposal
- Embodied emissions (extraction, production, & transportation of consumed goods)
- Food
- Office supplies
- Construction materials
- Miscellaneous (coffee mugs, t-shirts, etc.)

Standard Practice

None

Recommended Practice

- Install continuous metering equipment for the following end-uses:
  - Lighting systems and controls
  - Constant and variable motor loads
  - Variable frequency drive (VFD) operation
  - Chiller efficiency at variable loads (kW/ton)
  - Cooling load
  - Air and water economizer and heat recovery cycles
  - Air distribution static pressures and ventilation air volumes
  - Boiler efficiencies
  - Building-related process energy systems and equipment
  - Indoor water risers and outdoor irrigation
• Develop a Measurement and Verification plan that incorporates the monitoring information from the above end-uses and is consistent with Option B, C or D of the 2001 International Performance Measurement & Verification Protocol (IPMVP) Volume I: Concepts and Options for Determining Energy and Water Savings
• Investigate whether these facilities will be included in the City of Chicago’s Global Building Monitoring System
• Consider the recommendations included in the Chicago Climate Action Plan

Best Available Practice

• Draft a Measurement & Verification Plan to apply during building operation that compares predicted savings to those achieved.
5.0 MATERIALS & RESOURCES

5.1.1 Waste Management: Waste Stream Audit

3 Points

INTENT

Facilitate the reduction of ongoing waste and toxins generated by building occupants and building operations that are hauled to and disposed of in landfills or incineration facilities.

REQUIREMENTS

Conduct a waste stream audit of the building’s, tenants’ and divisions’ entire ongoing consumables waste stream (not durable goods or construction waste for facilities alterations and additions). Use the audit’s results to establish a baseline that identifies the types of waste making up the waste stream and the amounts of each type by weight or volume. Identify opportunities for increased recycling and waste diversion. The audit must be conducted during the performance period.

SUBMITTALS

Include descriptive narrative and calculations in SAM Checklist.

TECHNOLOGY/STRATEGY

Understanding waste production patterns in a building is an important first step to waste reduction. Work with your waste hauler or service provider to collect and analyze information on the amounts and types of waste generated by the facility.

Standard Practice

None

Recommended Practice

- Use the results of the waste audit as a baseline for evaluating future recycling efforts. Analyze the results of the audit and identify targets for expanding the recycling program. Evaluate the capturing and recycling of specific wastes

Best Available Practice

- Create a Five-Year Action Plan outlining waste reduction methods that will be undertaken in the coming years
5.0 MATERIALS & RESOURCES

5.1.2 Waste Management: Waste Reduction

2 to 6 Points

INTENT

Facilitate the reduction of waste and toxins generated from the use of products by building occupants and building operations that are hauled to and disposed of in landfills or incineration facilities.

REQUIREMENTS

Currently employed strategies that reduce the waste stream compared to baseline calculated in SAM Credit 5.1.1 Waste Management: Waste Stream Audit.

The waste reduction percentages for each point threshold are as follows:

<table>
<thead>
<tr>
<th>SAM Credit</th>
<th>Waste Reduction</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1.2.1</td>
<td>10%</td>
<td>2</td>
</tr>
<tr>
<td>5.1.2.2</td>
<td>20%</td>
<td>3</td>
</tr>
<tr>
<td>5.1.2.3</td>
<td>30%</td>
<td>4</td>
</tr>
<tr>
<td>5.1.2.4</td>
<td>40%</td>
<td>5</td>
</tr>
<tr>
<td>5.1.2.5</td>
<td>50%</td>
<td>6</td>
</tr>
</tbody>
</table>

SUBMITTALS

Include descriptive narrative and calculations in SAM Checklist.

TECHNOLOGY/STRATEGY

Maintain a waste reduction and recycling program that addresses materials with a low cost per unit that are regularly used and replaced through the course of business and maximize the diversion of materials that are also generated by facility alterations and improvements from disposal of landfills and incineration facilities. These materials include, but are not limited to:

- Paper
- Toner cartridges
- Glass
- Plastics
- Cardboard and old corrugated cardboard
- Food waste
- Metals
- Batteries
- Electronics
- Office equipment (computers, monitors, copiers, printers, scanners, and fax machines)
- Appliances (refrigerators, dishwashers, and water coolers)
- External power adapters
- Televisions
- Other audiovisual equipment

Actual diversion performance must be verified at least annually. Furniture, fixtures, and equipment (FF&E) are not considered base building elements and are excluded from this credit. Mechanical, electrical, and plumbing components and specialty items such as elevators are also excluded.

Maintain waste management policies applicable to any facility alterations and additions occurring on the site. Identify licensed haulers and processors of recyclable materials. Identify markets for salvaged materials. Employ deconstruction, salvage, and recycling strategies and processes. Document the cost for recycling, salvaging, and reusing materials. Make source reduction on the job site an integral part of the plan to reduce solid waste. Investigate salvaging or recycling lighting fixture pans when retrofitting.

**Standard Practice**

- Recycling of conventional products such as, but not limited to: paper, glass, etc.
- Battery and printer cartridge recycling programs are already in place in various locations.

**Recommended Practice**

- In addition to the standard practice include, but not limited to: light bulbs, batteries, electronics, landscape waste, automotive fluids, etc.
- Have a reuse or resale program for furniture and electronic goods
- Create a coordinated waste reduction program that makes used goods available to other entities
- Allow private salvage companies to access the site prior to demolition to avoid removal costs
- Establish waste reduction goals and specify construction and demolition waste management policies prior to demolition

**Best Available Practice**

- Establish a program that diverts waste streams to find an on-site use
- Develop a waste tracking system and have a designated sort area for all waste streams
5.0 MATERIALS & RESOURCES

5.2 Local/Regional Materials

1 to 3 Points

INTENT

Increase demand for materials and products that are extracted, harvested or recovered, as well as manufactured within the region, thereby supporting the local economy and the use of indigenous resources and reducing the environmental impacts resulting from transportation.

REQUIREMENTS

Demonstrate that materials and products purchased within the last year were obtained from local and regional sources.

Using materials or products that have been extracted, harvested or recovered, as well as manufactured, within 500 miles of the project site for a minimum of 10% or 20% (based on cost) of the total materials value. If only a fraction of a product or material is extracted/harvested/recovered and manufactured locally, then only that percentage (by weight) shall contribute to the regional value. An additional point can be achieved if 50% of the materials are extracted, harvested, or recovered, as well as manufactured, within 250 miles of the project site.

The minimum percentages of local/regional materials for each point threshold are as follows:

<table>
<thead>
<tr>
<th>SAM Credit</th>
<th>Local/Regional Materials</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.2.1</td>
<td>10%</td>
<td>1</td>
</tr>
<tr>
<td>5.2.2</td>
<td>20%</td>
<td>2</td>
</tr>
<tr>
<td>5.2.3</td>
<td>50% within 250 miles</td>
<td>3</td>
</tr>
</tbody>
</table>

SUBMITTALS

Include descriptive narrative and calculations in SAM Checklist.

TECHNOLOGY/STRATEGY

Establish an ongoing goal for locally sourced materials and identify materials and material suppliers that can achieve this goal. Quantify the total percentage of local materials used by cost within the performance period.
Standard Practice

- The central location of Chicago makes many materials and products readily available
- Due to sole sourcing and limited availability, some specialty items may not meet the 500-mile criterion

Recommended Practice

- Identify all material and product purchases used on an annual basis for daily operations that are extracted, processed, or manufactured within 500 miles of Chicago. Materials that may contribute toward this goal include but are not limited to: plumbing and electrical supplies, landscaping materials, office supplies, automotive supplies, furniture, computers, appliances, cleaning products, etc.

Best Available Practice

None
6.0 INDOOR ENVIRONMENTAL QUALITY

6.1 Prerequisite 1 – Outdoor Air Introduction and Exhaust Systems

Required

INTENT

Establish minimum indoor air quality (IAQ) performance to enhance indoor air quality in buildings, thus contributing to the health and well-being of the occupants.

REQUIREMENTS

Choose one of the following options:

OPTION 1

Modify or maintain each outside air intake, supply air fan, and/or ventilation distribution system to supply at least the outdoor air ventilation rate required by ASHRAE 62.1—2010 Ventilation Rate Procedure under all normal operating conditions.

OR

OPTION 2

If meeting ASHRAE 62.1—2010 ventilation rates are infeasible because of the physical constraints of the existing ventilation system, modify or maintain the system to supply at least ten cubic feet per minute (cfm) of outdoor air per person under all normal operating conditions.

Demonstrate through design documentation, measurements, or other evidence that the current system cannot provide the flow rates required by ASHRAE 62.1—2010 under any operating condition even when functioning properly.

Each air-handling unit in the building must comply with either Option 1 or Option 2 above. If some air-handling units can provide the outside airflow required by ASHRAE 62.1—2010 and others cannot, those that can must do so. Buildings that cannot provide at least ten cfm per person of outside air at each air-handling unit under all normal operating conditions cannot earn this prerequisite.

Additionally, meet all the requirements below:

- Show compliance with the applicable requirement above (Option 1 or Option 2) through measurements taken at the system level (i.e., the air-handling unit). For variable air volume systems, the dampers, fan speeds, etc. must be set during the test to the worst-case system
conditions (minimum outside airflow) expected during normal ventilation operations. Each air
handler must be measured; sampling of air handlers is prohibited.

- Implement and maintain an HVAC system maintenance program to ensure the proper operations
  and maintenance of HVAC components as they relate to outdoor air introduction and exhaust.
- Test and maintain the operation of all building exhaust systems, including bathroom, shower,
kitchen, and parking exhaust systems.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Conduct a visual inspection of outside air vents and dampers and remove any outside air vent or louver
obstructions that restrict full outside air capacity from entering the distribution system. Conduct airflow
monitoring to document outside air cubic feet per minute. Compare measured flow with designed flow
for each unit.

Standard Practice

None

Recommended Practice

- Conduct airflow monitoring to document outside air cubic feet per minute. Compare measured
  flow with designed flow for each unit

Best Available Practice

- Monitor and adjust outside air flow using a Building Automation System (BAS)
6.0 INDOOR ENVIRONMENTAL QUALITY

6.2 Prerequisite 2 – Environmental Tobacco Smoke (ETS) Control

Required

INTENT

Prevent or minimize exposure of occupants, indoor surfaces, and ventilation air distribution systems to Environmental Tobacco Smoke (ETS).

REQUIREMENTS

Prohibit smoking in the building and designate exterior smoking areas at least 25 feet from building entries, outdoor air intakes and operable windows.

For this prerequisite smoking includes tobacco smoke, as well as smoke produced from the combustion of cannabis and controlled substances and the emissions produced by electronic smoking devices.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Prohibit smoking in the building or provide negative-pressure smoking rooms

Standard Practice

- The State of Illinois prohibits smoking in almost all public spaces and workspaces
- The Chicago City Code Section 7-32-010 prohibits smoking within 15 feet of entry ways

Recommended Practice

Prohibit smoking from at least 25 feet of entryways, outdoor air intakes, and operable windows

Best Available Practice

None
6.0 INDOOR ENVIRONMENTAL QUALITY

6.3 High Performance Cleaning

2 Points

INTENT

Reduce the exposure of occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, and the environment.

REQUIREMENTS

Points are achieved for doing all the following, as applicable:

Have in place during the performance period a high-performance cleaning program that addresses the following:

- Purchase of sustainable cleaning and hard floor and carpet care products and equipment meeting the sustainability criteria outlined in SAM Credit 6.6 Green Cleaning. At a minimum, the program must cover the green cleaning materials that are within the CDA Division and tenant’s control.

- Establishment of standard operating procedures (SOPs) addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed, and audited.

- Development of strategies for promoting and improving hand hygiene, including both hand washing and the use of hand sanitizers.

- Development of guidelines addressing the safe handling and storage of cleaning chemicals used within the space, including a plan for managing hazardous spills or mishandling incidents.

- Development of requirements for staffing and training of maintenance personnel appropriate to the need of the division or tenant. Specifically address the training of maintenance personnel in the hazards of use, disposal, and recycling of cleaning chemicals, dispensing equipment, and packaging.

- Provision for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures, and processes.
SUBMITTALS

Include descriptive narrative in the SAM Checklist outlining details of a written high performance cleaning program.

TECHNOLOGY/STRATEGY

Over the performance period, have in place a high performance cleaning program addressing SOPs, sustainable products and equipment, chemical handling and storage, and staff training. Some additional items to consider include:

- Employ cleaning techniques that promote the most efficient use of products such as training on the proper amount of product to use and proper wiping motion for certain tasks
- Utilize cleaning techniques that promote the most efficient use of electricity such as working through areas and then turning off the lights in those areas and moving to another section instead of having all the lights on throughout the space for the entire shift
- Provide proper training on supply usage such as when to replace paper products and liners as not to throw away usable product. For example, office trash liners that may need emptying but not replacing when possible

Standard Practice

None

Recommended Practice

- For a listing of products, refer to the U.S. EPA Greener Products and Services listing at [www.epa.gov/greenerproducts/identify-greener-products-and-services](http://www.epa.gov/greenerproducts/identify-greener-products-and-services)
- Utilize a High-Performance Green Cleaning Program

Best Available Practice

None
6.0 INDOOR ENVIRONMENTAL QUALITY

6.4.1 Indoor Air Quality (IAQ) Best Management Practices: IAQ Management Program

1 to 4 points

INTENT

Enhance indoor air quality by optimizing practices to prevent the development of IAQ problems in indoor spaces, correcting indoor air quality problems when they occur, and maintaining the well-being of the occupants.

REQUIREMENTS

Develop a plan that addresses the following items, where applicable.

Up to 4 points may be awarded by achieving any of the following measures:

<table>
<thead>
<tr>
<th>Technology/Strategy</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remodeling and Renovation</strong>: Use effective strategies for materials selection and installation such as selection of low emitting and microbial resistant materials and isolate construction activity from occupants</td>
<td>1</td>
</tr>
<tr>
<td><strong>Painting</strong>: Establish a protocol for painting and ensure that protocol is followed by both in-house personnel and contractors that include the use of low VOC, fast drying paints where feasible, painting during unoccupied hours, and keep lids on paint containers when not in use</td>
<td>1</td>
</tr>
<tr>
<td><strong>Integrated Pest Management</strong>: See SAM Credit 2.5 Integrated Pest Management and Wildlife Deterrence</td>
<td>1</td>
</tr>
<tr>
<td><strong>Shipping and Receiving</strong>: Establish and enforce a program to prevent vehicle contaminants from entering the building by preventing idling of vehicles at the loading dock (post signs and enforce the ban), pressurizing the receiving area relative to the outside to ensure that contaminants from the loading area do not enter the building while making company supervisors aware of policy</td>
<td>1</td>
</tr>
</tbody>
</table>
SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

The above requirements are based on the EPA Indoor Air Quality Building Education and Assessment Model (I-BEAM), EPA Reference Number 402-C-01-001, December 2002, available at www.epa.gov/iaq/largebllds/i-beam/index.html.

During the performance period, conduct an IAQ audit of the above requirements, where applicable to determine the IAQ status of a given indoor space. Identify and fix problems associated with poor IAQ. Immediately correct problems that can be addressed at no cost. For the remaining problems establish a plan that diagnoses and corrects the issues.

Standard Practice

None

Recommended Practice

- Control building’s relative humidity (below 50%) to limit mold and dust mites
- Exhaust areas of major indoor moisture sources instead of recirculating or dehumidifying the area
- Clean wet areas such as showers
- Remove and dispose of all carpeting, ceiling tiles, and other materials with signs of mold growth
- Provide entryways walk off mats, grates and grilles

Best Available Practice

None
6.0 INDOOR ENVIRONMENTAL QUALITY

6.4.2 Indoor Air Quality Best Management Practices: Outdoor Air Delivery Monitoring

1 point

INTENT

Provide capacity for ventilation system monitoring to help sustain occupants’ comfort and well-being.

REQUIREMENTS

Install permanent, continuous monitoring systems that provide feedback on ventilation system performance to ensure that ventilation systems maintain minimum outdoor rates under all operating conditions.

Sensors must be tested and calibrated at least once every five years or per the manufacturer’s recommendation, whichever is shorter.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Install and maintain permanent ventilation monitoring systems that provide feedback on system performance to ensure minimum ventilation rates.

Standard Practice

None

Recommended Practice

- At least 80% of the building’s total outdoor air intake flow serving occupied spaces is monitored
- Monitoring system provides feedback to adjust outdoor air flow as needed

Best Available Practice

- Outdoor air delivery monitoring is tied to Building Automation System (BAS).
6.0 INDOOR ENVIRONMENTAL QUALITY

6.4.3 Indoor Air Quality (IAQ) Best Management Practices: Increased Ventilation

1 point

INTENT

Provide additional outdoor air ventilation to improve indoor air quality (IAQ) for improved occupant comfort, well-being and productivity.

REQUIREMENTS

Increase outdoor air ventilation rates for all air-handling units serving occupied spaces by at least 30% above the minimum required by ASHRAE Standard 62.1-2010 (with errata but without addenda).

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Use heat recovery, where appropriate, to minimize the additional energy consumption associated with higher ventilation rates.

Standard Practice

None

Recommended Practice

- Select and place air diffusers for all mechanically ventilated spaces, particularly office and passenger terminal spaces, following the recommended design approaches in the ASHRAE 2001 Fundamentals, Chapter 32, Space Air Diffusion
- Section 6 of ASHRAE 62.1-2010 outlines guidelines for determining ventilation rates for various applications of mechanical ventilation systems

Best Available Practice

- Increase air change effectiveness using the following strategies:
  - Displacement ventilation in passenger terminal areas.
  - Under floor air distribution in office areas.
- Operable windows and skylights in cargo buildings
- Increase air movement in cargo facilities with ceiling fans
- Install trickle ventilators in cargo facilities to provide natural winter ventilation
- Install relief vents or operable skylights in cargo facilities to provide stack effect natural ventilation
6.0 INDOOR ENVIRONMENTAL QUALITY

6.4.4 Indoor Air Quality (IAQ) Best Management Practices: Reduce Particulates in Air Distribution

1 point

INTENT

Reduce exposure of building occupants and maintenance personnel to potentially hazardous particulate contaminants, which adversely affect air quality, human health, building systems and the environment.

REQUIREMENTS

Have in place filtration media with a minimum efficiency reporting value (MERV) of 13 or greater for all outside air intakes and inside air recirculation returns during the performance period. Establish and follow a regular schedule for maintenance and replacement of these filtration media according to the manufacturer’s recommended interval.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Install and maintain filtration media with a particle removal effectiveness of MERV 13 or greater for all outside air intakes and returns for the recirculation of inside air. Establish and follow a regular schedule for maintenance and replacement of these filters.

Standard Practice

None

Recommended Practice

- Provide MERV 13 filters on all outdoor air intakes
- Create a maintenance schedule and log for filter replacement

Best Available Practice

None
6.0 INDOOR ENVIRONMENTAL QUALITY

6.5.1 Occupant Comfort: Occupant Controlled Lighting

1 point

INTENT

Provide a high level of lighting control by individual occupants or specific groups in multi-occupant spaces (e.g., classrooms or conference areas) to promote the productivity, comfort, and well-being of building occupants.

REQUIREMENTS

Use lighting controls that enable adjustments to suit the task needs and preferences of individuals for at least 50% of individual workstations.

AND

Use lighting controls that enable adjustments for groups sharing a multi-occupant space or working area for at least 50% of multi-occupant space in the building.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Implement system and occupant control of ambient and task lighting to suit individual preferences and the needs of specific tasks.

Standard Practice

None

Recommended Practice

- Tie lighting in public areas of passenger terminals to flight schedules or use motion-activated lighting
- Design lighting control systems to take advantage of daylight harvesting to reduce artificial lighting when adequate daylight is available
• Design terminal areas to provide a variety of levels of light and sound in different areas simultaneously
• Provide operable windows in areas that are not noise-sensitive, such as cargo buildings
• Provide task lighting or more light switching zones in office areas

Best Available Practice

None
6.0  INDOOR ENVIRONMENTAL QUALITY

6.5.2  Occupant Comfort: Thermal Comfort Monitoring

1 point

INTENT

Support the appropriate operations and maintenance of buildings and building systems so that they continue to meet target building performance goals over the long term and provide a comfortable thermal environment that supports the productivity and well-being of building occupants.

REQUIREMENTS

Have in place a system for continuous tracking and optimization of systems that regulate indoor comfort and conditions (air temperature, humidity, air speed and radiant temperature) in occupied spaces. Have a permanent monitoring system to ensure ongoing building performance to the desired comfort criteria as determined by ASHRAE 55 – 2010, Thermal Comfort Conditions for Human Occupancy.

The building must establish continuous monitoring of, at a minimum, air temperature and humidity in occupied spaces. The sampling interval cannot exceed 15 minutes.

- Require periodic testing of air speed and radiant temperature in occupied spaces. The use of handheld meters is permitted.
- Install alarms for conditions that require system adjustment or repair. Submit a list of the sensors, zone setpoints, and limit values that would trigger an alarm.
- Create procedures that deliver prompt adjustments or repairs in response to problems identified. All monitoring devices must be calibrated within the manufacturer’s recommended interval

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Implement systematic monitoring of the actual performance of the building to the comfort criteria defined by ASHRAE 55 – 2010.

As appropriate, monitoring may include measurement and trending of temperatures, relative humidity, air speed, and radiant temperatures at locations selected according to their variability and effect on occupants’ comfort.
Standard Practice

None

Recommended Practice

- Locate at least one temperature sensor in each HVAC zone
- Locate at least one humidity sensor in each humidity zone

Best Available Practice

- Tie thermal comfort monitoring systems into a Building Automation System (BAS)
6.0 INDOOR ENVIRONMENTAL QUALITY

6.6.1 Green Cleaning: Sustainable Cleaning Equipment

1 point

INTENT

Reduce the exposure of occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, and the environment.

REQUIREMENTS

Implement a program for the use of janitorial equipment that reduces building contaminants and minimizes environmental impact.

- Vacuum cleaners certified by the Carpet and Rug Institute “Green Label” Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA
- Carpet extraction equipment used for restorative deep cleaning certified by the Carpet and Rug Institute’s “Seal of Approval” Testing Program for deep-cleaning extractors
- Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, equipped with vacuums, guards and/or other devices for capturing fine particulates and operates with a sound level of less than 70dBA
- Propane-powered floor equipment with high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA
- Automated scrubbing machines equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids; alternatively, the scrubbing machines use only tap water with no added cleaning products
- Powered equipment ergonomically designed to minimize vibration, noise, and user fatigue
- Equipment designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces
- Maintain a log for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities and include vendor specification sheets for each type of equipment in use
SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Develop, implement, and maintain a policy for the use of low-impact powered cleaning equipment. Evaluate the powered cleaning equipment currently being used and make a plan for upgrading to powered cleaning equipment that reduces building contaminants and minimizes environmental impact.

Standard Practice

None

Recommended Practice

- Utilize cleaning equipment that are designed to have a reduced environmental impact while maintaining performance of cleaning

Best Available Practice

- Carpet and Rug Institute approved vacuum and carpet cleaning equipment
- Electric and battery-powered floor buffers and burnishers that operate at less than 70dBA
- Low-emissions fossil fuel powered floor cleaning equipment that meets the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90 dBA
- Automated scrubbing machines are equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids
- Battery-powered equipment is equipped with environmentally preferable gel batteries
- Ergonomically designed equipment
- Equipment is designed with safeguards
- Keep a log for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities and include vendor specification sheets for each type of equipment in use
6.0 INDOOR ENVIRONMENTAL QUALITY

6.6.2 Green Cleaning: Entryway Systems

1 point

INTENT

Reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological, and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems, and the environment.

REQUIREMENTS

Utilize entryway systems (grilles, grates, mats) immediately inside all public entryways within at least ten feet, the mats must be in place immediately inside all public entryways; exclude emergency exits from this requirement.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Use grills, grates or mats to catch and hold dirt particles and prevent contamination of the interior space. Design exterior stone, brick or concrete surfaces to drain away from regularly used entrances.

At entrances, install low-maintenance vegetation consistent with the requirements of SAM Credit 2.7 Landscape Management and avoid plants, including trees and shrubs that produce fruit, flowers or leaves that are likely to be tracked into the building. Select plants based on an integrated pest management (IPM) approach to eliminate pesticide applications that could be tracked into the building.

Provide a water spigot and electrical outlet at each public building entrance for maintenance and cleaning.

Standard Practice

None

Recommended Practice

- Utilize entryway systems (grilles, grates, mats) to reduce the amount of dirt, dust, pollen and other particles entering the building at all public entryways and develop the associated cleaning strategies to maintain those entryway systems as well as exterior walkways. At least 10 feet of
mats must be in place immediately inside all public entryways. Public entryways that are not in use or serve only as emergency exits are excluded from the requirements, as are private offices.

**Best Available Practice**

- Use grilles, grates, or mats to catch and hold dirt particles and prevent contamination of interior space.
- At public entrances, install low-maintenance vegetation within the landscape design and avoid plants, including trees and shrubs that produce fruit, flowers, or leaves that are likely to be tracked into the space. Base plant selection on an integrated pest management approach to eliminate pesticide applications that could be tracked into the space.
- Provide a water spigot and electrical outlet at each entrance for maintenance and cleaning.
7.0 INNOVATION IN OPERATIONS & MAINTENANCE

7.1 – 7.4 Innovation in Operations & Maintenance

1 to 4 points

INTENT

Provide building operations, maintenance, and upgrade teams with the opportunity to earn points for environmental benefits achieved beyond those already addressed by the SAM Operations & Maintenance Rating System.

REQUIREMENTS

Achieve significant, measurable environmental performance using an operations, maintenance, or system upgrade strategy not addressed in the SAM Operations & Maintenance Rating System.

**SAM Credit 7.1.** (1 point) Identify the intent of the proposed innovation credit, the additional environmental benefits delivered, the proposed requirements for compliance, and the proposed performance metrics to demonstrate compliance, and the approaches (strategies) that might be used to meet the requirements; meet the proposed requirements during the performance period.

**SAM Credit 7.2** (1 point) same as Credit 7.1.

**SAM Credit 7.3** (1 point) same as Credit 7.1.

**SAM Credit 7.4** (1 point) same as Credit 7.1.

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

Implement and maintain over performance period actions that provide added environmental benefits. These can be actions that substantially exceed a current SAM O&M credit requirement or actions not addressed in SAM O&M that provide substantial added environmental benefits.
8.0 EDUCATION & TRAINING

8.1 Community Education

1 point

INTENT

Promote awareness of CDA Divisions and tenant environmental and sustainability initiatives.

REQUIREMENTS

Educate consumers/clients/public about the environmental stewardship committed to and results of the efforts.

SUBMITTALS

Include descriptive narrative in SAM Checklist of methods of community education.

TECHNOLOGY/STRATEGY

Provide and promote education through the following means that include, but are not limited to:

- Flyers
- Pamphlets
- Press Releases
- Signage
- Kiosks
- Workshops
- Conferences
- Websites
- CDA alerts (e-mail blasts)
- Public exhibits

Standard Practice

Many of these educational outreach programs are already implemented by the CDA and tenants. The internet is the primary outlet for promoting current programs in place by the tenants and CDA.

Recommended Practice

- Post environmental education information detailing the efforts of the CDA or tenant
- Promote customer participation in identifying initiatives that contribute to the CDA and tenant’s environmental goals
• Solicit suggestions from customers on how to improve CDA’s environmental and social programs

Best Available Practice

• Recognize and offer incentives to consumers/clients/public if they contribute to the CDA and tenant’s environmental goals
8.0 EDUCATION & TRAINING

8.2 Implement Employee Sustainability Training Program

1 Point

INTENT

In keeping with the spirit and intent of this Manual, it is strongly encouraged that companies working in support of CDA on any project establish and adopt their own employee training program.

REQUIREMENTS

Establish and implement an Employee Sustainability Training Program.

SUBMITTALS

Provide an electronic copy of the company’s Employee Sustainability Training Program and provide descriptive narrative on SAM Checklist documenting training sessions and their respective attendance numbers.

TECHNOLOGY/STRATEGY

As part of the Employee Sustainability Training Program, a variety of topics should be covered to provide the employees with an overall understanding of the environmental responsibility that the CDA has committed to and how they can contribute to the organization meeting their sustainability goals. Through the development of a training program, it will allow the CDA to provide consistent training to all employees and address facility specific issues.

Training is critical to the following, but not limited to:

- Missions and policies
- Opportunity to constantly be re-evaluated and improved
- Eco- more complex/more sophisticated systems and software
- Not yet a SOP, often requires a learning curve
- Addresses employee changeover
- Facilitates monitoring, tracking and reporting

Standard Practice

None
Recommended Practice

- Individual programs can be tailored to meet each company’s specific environmental goals and can include topics such as:
  - Corporate Sustainability Policy
  - Water Management Plan
  - Waste Reduction
  - Storage and Collection of Recyclables
  - Composting or Re-use Options
  - Managing and Disposing of Waste
  - Systems management, including HVAC and other complex components

Best Available Practice

None
8.0 EDUCATION & TRAINING

8.3 Staff Training

1 point

INTENT

Support and encourage the operations, maintenance, upgrade, and project team integration required for SAM O&M implementation and to streamline the application and certification process.

REQUIREMENTS

At least one principal participant of the project team shall be LEED accredited (i.e., LEED Green Associate; LEED Accredited Professional).

SUBMITTALS

Include descriptive narrative in SAM Checklist.

TECHNOLOGY/STRATEGY

- Have someone in your organization study for and successfully complete the LEED accreditation exam or related program approved by the SRP
- Provide training for staff to handle day-to-day operations and maintenance involving sustainability, as related to this chapter

Standard Practice

None

Recommended Practice

- The Chicago Department of Aviation recommends that any operations and management team include a LEED AP on its staff to assist and oversee the administration of sustainable operations

Best Available Practice

None
For comments, case studies, lessons-learned, new technologies or for any and all project submittal forms, please email:

SAMdocs@cityofchicago.org