



NINE STEP PROCESS

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LEED Technical & Scientific Advisory Committee (TSAC) Nine Step Process for Comprehensive Technical Assessments

The LEED Technical & Scientific Advisory Committee (TSAC) is an independent expert committee that exists to respond to complex technical and scientific questions that are raised as a part of the LEED development process. TSAC's reports inform the LEED development process with expert information, but do not constitute a USGBC decision or policy on their own.

The following nine-step process is used for responding to such questions.

1. The LEED Steering Committee (LSC) drafts a charge, reviews it with TSAC, and submits it to USGBC's Board of Directors for approval.
2. TSAC forms a Task Group (TG).
3. Stakeholders are identified.
4. Input is received from stakeholders through a call for submissions and a corresponding call for responses. All are posted on the USGBC Web site.
5. TG reviews technical issues and gaps in the stakeholder submissions and can submit requests to TSAC for expert analysis, additional information from stakeholders, or clarification on policy issues.
6. TG prepares a draft report on findings and submits the report to TSAC for review. TSAC and TG meet to resolve questions. TSAC approves the draft report by a minimum two-thirds majority.
7. The draft report on findings and recommendations are posted to the USGBC Web site for public comment. TG reviews all comments and responds. After TSAC approval, the responses are posted to initiate another round of public comment.
8. TSAC finalizes its recommendations based upon comments, makes formal technical recommendations to the LSC and identifies policy issues; USGBC posts the final report on its Web site.
9. LSC reviews the final report and makes a decision on the issue articulated in the formal charge; the decision is forwarded to the Board of Directors for approval.

For more information about TSAC and its work, please visit www.usgbc.org.