



EPA Indoor airPLUS Exemption Request Policy & Process v1.0 (effective 05/01/2017)

To qualify for the Indoor airPLUS label, homes must earn the ENERGY STAR Certified Home label and be in compliance with all applicable Indoor airPLUS program requirements. Verification instructions are outlined in the Indoor airPLUS Construction Specifications.

Where a project (or projects) cannot meet one or more of the requirements or processes outlined in the program documents, EPA provides the opportunity for partners to request an exemption. Exemption requests may apply to a new interpretation, policy, or procedure, either for a specific project or broader application. **Exemption requests should always reference the Specification Item in question.** If a question arises that is not specifically addressed by the [Indoor air PLUS Construction Specifications](#), a request for clarification can also be made.

When submitting exemption or clarification requests, the submitter must provide:

- Specific address(es) for home(s) that will be affected by the exemption;
- Builder, Rater, and Provider partners involved;
- Indoor airPLUS Construction Specification Item in question (if exemption is required);
- Robust explanation of the alternative compliance method (technology, product, construction details, procedure, etc.) to be employed;
- Explanation of how the alternative compliance method would enable the home(s) to achieve comparable performance and indoor environmental quality to the Indoor airPLUS requirements; and
- List of any other energy efficiency or green building ratings/certifications being pursued (if applicable).

EPA evaluates exemption requests based on the building science principles and construction practices that meet the intent of the Indoor airPLUS Construction Specifications.

The following process is employed to address exemption requests:

1. Indoor airPLUS partner submits exemption request via email to Indoor_airPLUS@epa.gov.
2. Within 3 business days, the Indoor airPLUS team will share a follow-up message that identifies next steps. An exemption request will be classified as either:
 - “Under Review” – submissions within the scope of the Indoor airPLUS Program and not currently addressed by an existing Specification exemption or Policy Record Item. Valid submissions will receive an acknowledgement that the appeal or clarification request has been received and is being investigated.
 - “Not Reviewable” – submissions not pertaining to Indoor airPLUS requirements or outside the jurisdiction of EPA. These submissions will be followed up by a reply to the submitter with an explanation of why their concern is not within the scope or responsibility of EPA.
3. An investigation is conducted by the Indoor airPLUS team. In some cases, the builder and/or Rater partners will be contacted for additional information. The submitter will receive progress reports every 15 days until the situation is fully investigated or the final appeal has been fully reviewed.
4. EPA decision is communicated to the inquirer, and potentially to other parties involved with the home(s) that would be impacted by the exemption.
5. If an exemption or clarification request has wider applicability than just the home(s) in question, EPA’s may issue a broader policy change, refinement, or clarification via the [Indoor airPLUS Policy Record](#).