



Application for EPA Recognition as an Indoor AirPlus Home Certification Organization

U.S. Environmental Protection Agency (EPA) will use this application to determine whether an organization may be recognized as an Indoor AirPlus Home Certification Organization (HCO) by the agency. An organization seeking to become an HCO must submit an “Application for Recognition” to EPA that demonstrates it meets the program’s eligibility criteria and has the capability, competencies, and proper controls to implement an Indoor AirPlus certification program in accordance with the document titled, “Indoor AirPlus Certification System for Homes and Apartments.” EPA will evaluate each Application for Recognition and will provide a written determination of its review to the associated applicant. In cases where EPA determines that the application failed to meet program requirements, EPA will identify areas of deficiency. Applicants whose applications are denied are eligible to submit a revised application for review no sooner than twelve (12) months from the most recent EPA determination.

EPA strongly encourages organizations to contact Indoor AirPlus to discuss its interest in HCO recognition before applying. Completed applications should be submitted via email at indoor_airplus@epa.gov.

Note that all applicants must engage in discussions with EPA staff to make any clarifications or refinements before approval of the application.

PART ONE: General Applicant Information

Organization Name:

Mailing Address:

Point of Contact:

E-mail Address:

Phone Number:

Organization Website:



PART TWO: Required Documentation

Attach to this application any policies and procedures, manuals, guidance documents, attestations, detailed narrative(s), and any other documents necessary to demonstrate that your organization meets the requirements and has the capability, competencies, and proper controls to implement an Indoor AirPlus certification program in accordance with *Indoor AirPlus Certification System for Homes and Apartments*. Complete the table below to indicate the submitted documentation and information that fulfills the Indoor AirPlus requirement noted.

HCO Requirements from the Indoor AirPlus Certification System for Homes and Apartments:
3. HCO Eligibility Requirements

3.1 Legal Responsibility. *Enter the filename, title or identifying number for the supporting document(s) that show the organization is a legal entity, or a defined part of a legal entity.*

3.2 Independent Governance. *Provide a narrative description of the organization’s independent governance mechanism with the attributes listed in Section 3.2 of Indoor AirPlus Home Certification System for Homes and Apartments.*

Alternatively, enter the filename, title or identifying number for the supporting document(s) which show accreditation to the ISO/IEC 17065 governing standard, “Conformity Assessment: Requirements for bodies certifying products, processes, and services.” Although accreditation to ISO/IEC 17065 is a pathway in showing compliance with Section 3.2 of Indoor AirPlus Home Certification System for Homes and Apartments, it is not required.

3.3 Scope of Operations. *Provide a narrative description of the organization’s ability to implement the Indoor AirPlus program as described in Section 3.3 of Indoor AirPlus Home Certification System for Homes and Apartments.*

3.4 Staffing and Competency. *Provide a list of currently held positions that show sufficient personnel with the competencies necessary to meet all applicable requirements related to the Indoor AirPlus Certification System for Homes and Apartments.*



4. HCO Policies

4.1 Business Code of Ethics. *Enter the filename, title or identifying number for the supporting document(s) that show the business code of ethics for the HCO, quality control reviewers, recognized verifiers, and its designees (if used).*

4.2 Impartiality and Objectivity. *Enter the filename, title or identifying number for the supporting document(s) that show the conflict of interest (COI) policy. The COI policy must identify and mitigate risks to impartiality of the HCO, quality control reviewers, recognized verifiers, and its designees. The COI policy must pertain to both the individuals and organizations involved in the Indoor AirPlus certification process. The policy must also outline the frequency of review of the COI policies and when disclosures are updated.*

In addition to any other conflicts identified, these policies must address, at minimum, the following:

- Conflicts between the HCO and its builder/developer clients.
- Conflicts between individuals involved in the certification process and other entities involved in the design or construction of the home to be certified.
- Conflicts among verifiers, quality control reviewers, and individuals making certification decisions.

Enter the filename, title or identifying number for the supporting document(s) which shows the organizational chart and management system that reflect impartiality of decision making related to its Indoor AirPlus certification program and show a clear separation of roles between certification decisions and other business activities that may present COI.

4.3 Non-Discrimination. *Enter the filename, title or identifying number for the supporting document(s) that shows a non-discrimination policy for the HCO, its participant verifiers, and its designees forbidding, at minimum, discrimination based on a person's race, sex, color, religion or national origin.*

4.4 Open Access. *Provide a narrative or enter the filename, title or identifying number for the supporting document(s) that shows how the organization makes its Indoor AirPlus certification program accessible to all eligible Indoor AirPlus partners and does not condition access on the size of the Indoor AirPlus builder or developer partner, or membership in any association or group.*



4.5 Data Privacy. *Enter the filename, title or identifying number for the supporting document(s) that shows a data privacy policy for the usage, storage, and transmission of data and photos related to verification of Indoor AirPlus-specific program requirements.*

4.6 Public Availability of HCO Policies. *Enter the organization’s website address that describes its certification program and the HCO’s policies and procedures for granting and withdrawing certification, including all items listed in Section 4.6 of Indoor AirPlus Home Certification System for Homes and Apartments.*

5. Certification and Oversight Procedures

5.1 Training and Credentialing Review of Verifiers and Quality Control Reviewers. *Provide a narrative or enter the filename, title or identifying number for the supporting document(s) that shows the HCO’s training and credentialing policies comply with Section 5.1 of Indoor AirPlus Home Certification System for Homes and Apartments.*

5.2 Verification Protocol. *Provide a narrative or enter the filename, title or identifying number for the supporting document(s) that shows the HCO has implemented a verification protocol in compliance with Section 5.2 of Indoor AirPlus Home Certification System for Homes and Apartments.*

5.3 Sampling Protocol. *If a sampling protocol is proposed, provide a narrative or enter the filename, title or identifying number for the supporting document(s) that describes the HCO’s sampling protocol that complies with Section 5.3 of the Indoor AirPlus Home Certification System for Homes and Apartments. If the HCO does not wish to propose a sampling protocol at this time, any such protocol in the future must be reviewed and approved by the EPA in a supplement to this application before implementation by the HCO.*



5.4 Quality Control Protocol. *Provide a narrative or enter the filename, title or identifying number for the supporting document(s) that describes the quality control systems and procedures in place to include the minimum requirements outlined in Section 5.4 of Indoor AirPlus Home Certification System for Homes and Apartments.*

5.5 Issuance of the Indoor AirPlus Labels and Certificates. *Provide a narrative attestation that the HCO maintains final authority over all Indoor AirPlus certifications and takes responsibility for determining that certified homes and apartments conform with and have been verified in accordance with the documents listed in the Indoor AirPlus Certification Protocol for Homes and Apartments and the other minimum requirements outlined in Section 5.5 of Indoor AirPlus Home Certification System for Homes and Apartments.*

5.6. Certification Recall Procedure. *Enter the filename, title or identifying number for the supporting document(s) that outline the formal procedure to recall a certification following the discovery of unresolvable deficiencies during routine quality control review, as outlined in Section 5.6 of Indoor AirPlus Home Certification System for Homes and Apartments.*

5.7 Ethics Compliance and Homeowner Certification Review Requests. *Provide a narrative or enter the filename, title or identifying number for the supporting document(s) that outline policies that show compliance with the requirements in Section 5.7 of Indoor AirPlus Home Certification System for Homes and Apartments.*

5.8 Recordkeeping, Reporting, and Disclosure. *Provide a narrative or enter the filename, title or identifying number for the supporting document(s) that demonstrate compliance with Section 5.8 of Indoor AirPlus Home Certification System for Homes and Apartments.*

5.9 Coordination with EPA. *Provide a narrative attestation or provide the filename, title or identifying number for the supporting document(s) that demonstrates the HCO's commitment to coordinate with the EPA in accordance with the requirements of 5.9.*



6. Software and Database Systems

Provide a narrative list of the names and versions of the software and database systems developed or recognized by the HCO with the features outlined in Section 6 of Indoor AirPlus Home Certification System for Homes and Apartments.

6.1. System Integration. *Provide a narrative attestation that all systems used support effective participant workflows and data integrity. This includes, but is not limited to, the ability of a user to input and review all requisite data points (see Section 6.2) without unnecessary complexity or undue administrative burden, as determined by the EPA.*

6.2. Data Collection and Aggregation. *Provide user interface screenshots, or enter the filename, title or identifying number for the supporting document(s) that show features in compliance, or a narrative description of the features that are in compliance with the requirements outlined in Section 6.2 of Indoor AirPlus Home Certification System for Homes and Apartments.*

6.3. Approved Software Tools. *Enter the filename, title or identifying number for the supporting document(s) that identifies the HCO's certification program software tools that are continuously maintained with respect to the functionality outlined in Section 6.3 of Indoor AirPlus Home Certification System for Homes and Apartments.*

6.4. On-Site Photo and Test Result Collection System. *Provide user interface screenshots, or enter the filename, title or identifying number for the supporting document(s), or a narrative description of the features that show the ability to upload and review mandatory on-site photos and test results, including, as applicable, timestamp and geo-tag metadata.*

6.5. Program Documentation Collection System. *Provide user interface screenshots, or enter the filename, title or identifying number for the supporting document(s), or a narrative description of the functions that support the features required in Section 6.5 of Indoor AirPlus Home Certification System for Homes and Apartments.*



6.6. Quality Control Workflow Functionality. *Provide user interface screenshots, or enter the filename, title or identifying number for the supporting document(s), or a narrative description of the functions that indicate features to support the quality control workflow as outlined in Section 6.6 of Indoor AirPlus Home Certification System for Homes and Apartments.*

6.7. Indoor AirPlus Label and Certificate Printing System. *Provide user interface screenshots, or enter the filename, title or identifying number for the supporting document(s), or a narrative description of the functions that indicate features to produce a digital Indoor AirPlus label and certificate and a hardcopy of the Indoor AirPlus label as outlined in Section 6.7 of Indoor AirPlus Home Certification System for Homes and Apartments.*

6.8. HCO Database. *Provide user interface screenshots, or enter the filename, title or identifying number for the supporting document(s), or a narrative description of the functions that indicate features to produce a central database that supports the features listed in Section 6.8 of Indoor AirPlus Home Certification System for Homes and Apartments.*

6.9. Approval of Software and Systems. *Provide a narrative description that confirms the organization's policy to maintain current versions of software and to confirm compliance with the HCO requirements, as outlined in Section 6.9 of the Indoor AirPlus Home Certification System document. Provide also the website link listing all approved software systems in accordance with Section 6.9.1.3 of Indoor AirPlus Home Certification System for Homes and Apartments.*

7. Use of Designees

Provide a detailed description of activities that the HCO plans to delegate to designees. Where an HCO chooses to use designees, provide an attestation that the HCO takes responsibility for all activities of designees related to the implementation of its Indoor AirPlus certification program. In addition, provide a narrative or enter the filename, title or identifying number for the supporting document(s) that show compliance with Section 7 of Indoor AirPlus Home Certification System for Homes and Apartments.



PART THREE: Declaration

As an officer of _____, (“Organization”) I, the undersigned, represent here that I have the authority to serve as an authorized signatory and submit this Application for Recognition as an Indoor AirPlus Home Certification Organization to U.S. Environmental Protection Agency. By signing below, I confirm that the information submitted within this application is true to the best of my knowledge and belief, and I understand that intentionally submitting false information to the U.S. government is a criminal violation of the False Statements Act, Title 18 U.S.C. section 1001.

The Organization agrees to adhere to the provisions for Home Certification Organizations (HCOs) outlined in *Indoor AirPlus Certification System for Homes and Apartments*, such as fully cooperating with EPA when conducting, at its discretion, periodic audits and reviews of HCO activities related to its Indoor AirPlus certification program, including requests for documentation and to make personnel available for interviews and meetings with EPA staff. The Organization also agrees to implement revisions, amendments, and interpretations of documents referenced in the *Indoor AirPlus Certification Protocol for Homes and Apartments* within one year of formal adoption, and to notify EPA in writing about any proposed organizational, procedural, or policy changes that materially affect its compliance with the requirements outlined in *Indoor AirPlus Certification System for Homes and Apartments* at least 60 days prior to the implementation.

The Organization understands that EPA may amend, revise, or provide technical clarification regarding any documents listed in the *Indoor AirPlus Certification Protocol for Homes and Apartments* to be implemented according to the implementation timeline exhibit published with each update.

The Organization understands that EPA may amend, revise, or provide technical clarification regarding *Indoor AirPlus Certification System for Homes and Apartments* and that organizations that have been previously recognized by EPA will generally be given at least 180 days to implement any new policies or procedures needed to comply with EPA requirements, although EPA reserves the right to specify a shorter or longer timeline based on consultation with HCOs.

The Organization understands that EPA may consider an applicant’s history of noncompliance with Indoor AirPlus and other federal program requirements generally, including patterns of deficiencies relating to home certifications, energy ratings based on referenced national standards, or substantively similar activities. This may include consideration of another organization’s compliance history where the applicant’s leadership has or had a substantial affiliation or nexus to that organization during some or all of the noncompliant activity.

In addition, the Organization understands that if after recognition EPA determines an HCO no longer meets the requirements of *Indoor AirPlus Certification System for Homes and Apartments* and/or has demonstrated a pattern of actions that may negatively impact consumer and industry confidence in, or the integrity of, EPA’s Indoor AirPlus program, EPA will provide the HCO with written notification and allow 30 days to resolve identified issues and provide EPA with a written response summarizing the changes made. If the organization fails to submit a satisfactory response to EPA that addresses the deficiencies identified, EPA will suspend or rescind the organization’s recognition.



U.S. Environmental Protection Agency



Name:

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Signature:

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Title:

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Organization:

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Date:

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Office of Air and Radiation
EPA 402/B-26/004