

[YOUR TITLE HERE]

GOAL

Recognize innovative sustainable roadway design and construction practices.

CREDIT REQUIREMENTS

1. Come up with an idea for a design or construction best practice for roadways that is not currently included in Greenroads and is more sustainable than standard or conventional practices (be prepared to justify why).
2. Download and complete the Greenroads Credit Template. Be sure to follow the guidelines provided in the body of this document on how to fill in the areas of the Template and format your information.
3. Use the weighting scheme developed for Greenroads (see the Introduction to this Manual) to determine how many points the credit is worth. Justify your response with empirical data or match a currently existing weighting scheme.
4. Submit the template for peer review by the review team and make adjustments if requested or as needed.

In this section (yes, this one; the one called “Credit Requirements” at the top there in the “White on Green Header” font style), you must:

1. Answer the question here: What measureable thing in general needs to be done to meet the goal you state?
2. Hint: Sometimes it is easy to display what needs to be done in a bulleted or numbered list. (You can use styles called “Bullet” or “List Number;” try it out.)

You can also use the Styles command to choose Template styles as shown below, like:

Body Text style. This style can be *italized*, **bolded** and underlined, if you wish.

Details

This section, called “Details,” may not be necessary for all credits (for example, no more explanation than what is noted above is needed), but should answer the question: what specification currently exists (national, international, state, local) that can be used/met to meet the credit goal above, if any? Use a bolded “**OR**” between different options, if any. You might want to include any equations here.

Note: Do not specify technologies or brands or dimensions (unless it matches or mimics an existing accepted standard). For the main text in this section, use Body Text Indent Style. Similar to above, you can use Body Text Indent style. This style can be *italized*, **bolded** and underlined, if you wish. The default indent increment is 0.2 inches, which also applies to numbering and lettering and bullets.

DOCUMENTATION

- Copy of the specification XX. Be very specific and indicate where such a document may be found in a standard set of plans and specifications, or if it needs to be created and submitted separately. Photos are an example of a separate item.
- This is “Bullet” style.
- **NOTE THAT EVERYTHING IN THE FIRST THREE SECTIONS CAN FIT ON THIS 1 PAGE.**



1-5 POINTS

RELATED CREDITS

- ✓ List related credits as XX-# Title or None

SUSTAINABILITY COMPONENTS

- ✓ Choose which apply then delete this line
- ✓ Ecology
- ✓ Economy
- ✓ Equity
- ✓ Extent
- ✓ Expectations
- ✓ Experience
- ✓ Exposure

BENEFITS

- ✓ Choose from list (pick from bracketed items), then delete
- ✓ Reduces [Water, Fossil Energy, Raw Materials] Use
- ✓ Reduces [Soil/Solid Waste, Wastewater, Air] Emissions
- ✓ Optimizes Habitat & Land Use
- ✓ Improves [Human Health & Safety, Access & Mobility, Business Practice]
- ✓ Increases [Lifecycle Savings, Lifecycle Service, Awareness, Aesthetics]
- ✓ Creates [New Information, Energy]

APPROACHES & STRATEGIES

Explain some common approaches and strategies in this section. This is where practical experience comes in very handy, especially when it can be explained in a few short words. The heading above is in the style called “Heading Blue Line.” There should be a page break before this section, even if the first page of the credit overlaps onto a second page (see last sentence on first page though).

- Bullet style is often an easy way to display approaches and strategies in this section.
 - You can use Bullet Indent style to note subtopics under each strategy or approach, too.

Below is an example of a table for text or numbers. Table borders should be outlined with simple boxes using the official Greenroads color of gray (if you should need to know the color palette to make adjustments - which you should not - please contact your Greenroads reviewer). Important items in the table can be bolded or italicized manually for emphasis, such as headings. Text in the tables is style No Spacing. Note that all tables have a 0.2” bottom separation from text on the bottom, which is accomplished by adding a carriage return (a blank line) in the No Spacing style, followed by Body Text, Body Text Indent (if table is indented), or one of the heading fonts for a new section.

Table XX-#.1: Table of Values or Text Items

Item 1	Sample text or numbers in No Spacing style	XX.XX
Item 2	Sample text or numbers	XX.XX

A line underneath tables should have no text and be in style No Spacing,

Note: If this is an indented table, use Body Text Indent following the single No Spacing line (just like this paragraph and the preceding line).

Example: Case Study [or Calculation]

This section can be used to demonstrate how a credit was achieved. It is optional, but a good idea, especially if you are profiling something you did on your own project that supports the case for award of this credit. If numbers are used to compute a credit, this is where examples are worked. (Be sure to title the header appropriately. Note also that you can have more than one example too!) This is “Body Text Indent” style. The heading style for the Examples section is called Indented Heading Orange Line.

- This is “Bullet Indent” style.
- Avoid highlighting specific products where possible.

Here is an example of a photo (they can be bigger or placed in pairs in table cells). It is embedded in a table cell that is aligned for the width of the headed section and centered in the cell. Figures are labeled similar to tables, with the style called Caption, but the Figure and the Figure caption are centered below image in the same cell.

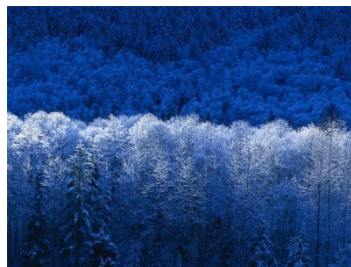


Figure CC-#.1: A snowy stock photo. (Windows 2000)

POTENTIAL ISSUES

1. Write “None” here or provide a short summary of what might go wrong when trying to implement the credit (based on the research or pilot projects). If you have misgivings about this credit, or are aware of any tradeoffs that have been encountered along the way, put them on the table by including them here.
2. Explanation of another potential issue if any. This is “List Number” style.

RESEARCH

The Greenroads Rating System is a collection of best practices for design and construction of roadway projects. Greenroads supports sustainable performance and design goals that go beyond most existing federal, state, and local regulations. If you find yourself writing a Greenroads credit, what you write should fit within this framework.

Credit Writing 101

Greenroads understands that we have not been able to recognize all possible sustainable innovations and best practices because roadway projects are very diverse and specialized. This credit category, Custom Credits, is designed to represent user contributions to the ongoing development of Greenroads via cutting edge research and innovative design and construction practices.

Before You Write

Before you write the credit (and as you are writing it) consider whether or not this credit should even exist. Could it be replaced by another credit that makes more sense? Should it be fundamentally different? Is it needed at all? We are hoping that the credit writer exercises her/his expertise here and gives this some good thought. A Custom Credit must demonstrate beneficial impacts on the overall sustainability of the roadway system and demonstrate at least one of the seven components of sustainability: *Ecology, Equity, Economy, Extent, Expectations, Experience and Exposure*. If you are wondering what those ideas are all about, read the introduction to the Greenroads Manual one more time and get familiar with the philosophy that underlies all of the credits and requirements in the system.

Writing a Good Credit

Ultimately, Greenroads credits have the following characteristics.

- **Straightforward and understandable.** Simplicity is valued over excessive detail because it is more understandable. Credits are often simplistic interpretations of complex ideas; they are bound to contain some controversy, however the interpretation should hold true to the fundamental idea and intent.
- **Supported by empirical evidence and existing evaluative techniques.** Credits should be thoroughly researched, based on empirical evidence when available, and, to the extent possible, capable of evaluation using existing tools, techniques and documentation. Greenroads does not seek to develop evaluation tools or subsets of metrics at the credit level.
- **Commensurate with Impact.** High investment long-term impact items are given more credit than low investment short-term impact items. The weighting scheme is explained later in this document.
- **Flexible and dynamic.** The system shall continually evolve. Over time, better ideas, more complete knowledge, and technology advances will require Greenroads to be updated and changed.
- **Supported by existing project documents where possible.** Most credits, with very few exceptions, should be able to be clearly specified and incorporated into a project using typical contract documentation such as plans, specifications and design reports. Any additional documents should be simple and inexpensive to produce (and digital wherever possible) and also may use other standard reports such as standard construction quality control reports, change orders, etc. No new or unfamiliar types of documentation should be necessary to satisfy credit intent.
- **Verifiable by a design professional or inspection agency.** The Greenroads system shall presuppose the integrity of individuals, unless proven otherwise, and hold accountable the professionals involved.

Once you have your idea ready to put into words, download this Greenroads Credit Template and start editing it in place. If you have read this far, you have probably noted the suggestions for what to include in previous parts of the template as far as content, as well as suggestions for formatting and presenting your ideas.

The necessary sections of a Greenroads credit are listed briefly in Table CC-X.2. Each part listed below is essential to making the credit complete.

Table CC-X.2: Greenroads Credit Structure

MAIN BODY	OPTIONAL	FRONT PAGE SIDEBAR
Credit Title		Credit Number
Goal		Points
Credit Requirements	Details	Related Credits
Documentation		Sustainability Components
Approaches & Strategies	Examples	Benefits
Potential Issues		
Research	Glossary	
References		

The remainder of this document provides guidance regarding content and intent of each of the sections listed above. Additionally, there are formatting suggestions for the Research section.

Credit Title

Name your credit in three words or less.

Goal

State the overall goal of the credit.

- This should be no more than two full sentences, written concisely, in plain language and in imperative tense.
- The overall goal of the credit should be written in the simplest terms possible to make it clear to even the casual observer what is desired. It should be free of technical jargon or long, rambling sentences. For instance, the goal for the Roadway Safety Audit credit would be better as "Reduce roadway crashes and fatalities" rather than "Improve the safety of the roadway corridor through a multi-disciplinary audit whose purpose is to reduce pedestrian, bicycle and motor vehicle safety issues related to public mobility." It is obvious that the first is more simple and straightforward. The subtleties of credit may not be obvious by the goal statement but the goal should be crystal clear.
- If the credit is based on some other standard method of practice or documentation (like the AE-1 Roadway Safety Audit credit is based on *NCHRP Synthesis 336*) then it is helpful to look in that document for a simple goal statement. (See also "Research" below.)

Credit Requirements

Write the simple text describing what must be done.

- If you think there should be different point values associated with doing different steps, specify how many points that activity is worth. For example, the MR-4 Recycled Materials credit is worth up to 5 points, but it is awarded in 10% increments each worth 1 point.
- The credit requirements should be written in clear, simple terms to make it obvious what must be done to earn the credit or credits. Again, simplicity is the key. The litmus test is that a decision-maker (e.g., politician, executive, department head, etc.) without detailed knowledge of transportation design or construction should understand what must be done. They may not understand the details but they should have a general idea about what action must be taken to achieve the credit.
- Do not develop standards of practice, measurement techniques or any other regulatory-like text. Rather, use existing standards that have been proven robust and worthy and then ask Greenroads applicants to comply

with something that exceeds those standards by some measurable increment or verifiable accomplishment. In most cases there is a standard somewhere that works well or is well-worded. The advantage of using these standards is that they are generally well thought-out and vetted for possible legal, design, regulatory, etc. conflicts. For example, Project Requirement PR-8 Low Impact Development uses existing guidelines from the Washington State Department of Ecology. In this instance, the guidance used applies specifically to one state but may be easily reworded to be generally applicable to any type of project or location.

Details (Optional)

Provide further explanation of the credit requirements.

- This text adds details, such as definitions, to the Credit Requirements where necessary, or shows an equation, if any. Note in this section when a particular credit may be inappropriate or not applicable.
- Be sure to note instances where a credit may not be appropriate or applicable. Credits should reward intents which fall within context-sensitive design. For example, a project team might try to earn the AE-7 Transit Access credit by putting a bus stop and shelter on a rural forest road, miles from the nearest city, claiming potential for future growth. Or, perhaps the AE-8 Scenic Views credit should only apply to non-urban environments. It is important to clearly identify these issues in the text of the credit on the front page: providing these disclaimers is ultimately a courtesy to future users of the credit.

Documentation

Provided a bulleted list of the items required to prove that the credit was completed and that the goal was met.

- The purpose is to use standard project documents to verify that the intent of each Greenroads credit is being met. Projects applying for Greenroads certification will provide the following documentation:
 - a. Full project plans and drawings (90% minimum for initial review).
 - b. Project specifications (90% as above).
 - c. Project design report (where available).
 - d. A link to an online gallery with photos of the construction process.
 - e. A checklist showing which credits are being attempted, and where evidence of each credit may be found in the above documents. (This is to streamline the review process for certification.)
- Any additional documentation is discouraged. The idea is to use documentation that already exists in a typical roadway design and construction project. Credits should be able to be represented within the plans, specifications or design report (bid document, etc.) or with a photograph. For example, the compliance with NEPA (a requirement) uses a checklist which can be attached as an Appendix to the design report or Xeroxed onto a sheet of the drawings.
- However, some Construction Activities credits may require additional documentation, such as compaction test reports or mix designs. Note that these types of reports are commonly available on infrastructure projects, and should be able to be submitted scanned or otherwise digitized. Do not ask for a City Inspector or engineer to write an essay describing the construction process. Instead, you may request a copy of a daily report (if absolutely necessary to verify your credit intent was met).
- The web-based system for Greenroads will allow documentation to be submitted via the web (e.g., file attachments, links, etc.). No paper or physical documentation (e.g., a paint sample) will be accommodated. File format should be Adobe PDF for documents and universal image formats (GIF, JPG) for photos.

Approaches & Strategies

Suggest things that may be done to achieve the credit requirements.

- In this section, you should identify any potential credit synergies, especially if you have listed them as “Related Credits” in the front page sidebar. For example, a project using porous asphalt or concrete should be able to satisfy the intent of the **Permeable Pavement** credit and also meet at least one of the points for **EW-3 Runoff**

Quality with minimal to moderate additional effort. Where some technologies are unfamiliar, these types of relationships are very important to note for project teams to consider going beyond their standard designs to make the overall roadway system more comprehensive.

- Most of the time, an actual example is the best way to portray an idea or strategy. Consider using the optional Examples section as many times as necessary to illustrate your idea more clearly.
- Also, photos and tables are encouraged.

Examples (Optional)

Give an example.

- Examples can have different levels of quality. The following is a list that goes from highest quality to lowest quality of examples.
 - a. An example that **has actually been done** on a project successfully **and you can show evidence** (e.g., pictures, documents, etc.) that it has.
 - b. An example that **has actually been done** on a project successfully **but you cannot show any evidence** of it other than the description. You should still have strong evidence that it has actually been done.
 - c. An example that **is planned to be done** on a project **and you can show evidence** (e.g., project documents) that it is.
 - d. An example that **is planned to be done** on a project **but you cannot show any evidence** that it is. You should still have strong evidence that it is actually planned.
 - e. An example that is **made-up but realistic**. It has not been done on any project to your knowledge.

Potential Issues

State any typical problems or situations that may have been identified in the research or any potential problems that could be foreseen.

- This is also a good place to state any misgivings you may have or comments about potential misinterpretations for the credit. Also, be sure to state any uncertainties that result from underlying assumptions made about particular project types, places, agencies, etc.
- From the research, you should be able to note problems that were encountered during construction or limitations of a type of material, etc. It is important to identify these for the Review Team to understand the full depth of the issue you are trying to present. Also, use your imagination to identify things that could possibly go wrong if a design team or construction crew is trying to implement the credit. Things that can be overlooked or misinterpreted are important to note.

Research

Research your topic and write about it.

- In general, start with a need or purpose statement, discuss current available knowledge, and present perceived costs and benefits.
- In this section you should briefly describe the empirical evidence and existing research that suggests this credit is feasible and contributes to sustainability. This section is crucial and should likely involve the bulk of your time writing a credit. However, the key word here is the word “briefly” and the key concept is “contributes to sustainability.” If empirical evidence is unavailable, be sure to note this here.
- The point of this section is to demonstrate that significant sleuthing was completed in order to support each credit. So, if you have a popular topic, you might find quite a bit of existing research. (If this is the case, sometimes it is easier to present each document in a table with a brief summary in a second column.) If you have a recent technology you might not find anything. Do the best you can and please be sure to cite your documents so we can always go back and check them later. What we’re looking for here is a few short paragraphs that summarize the existing research on your topic in a clear and concise manner that will be understandable to someone using the Greenroads system.

Evidence Guidelines

We have high standards for vetting and approving Greenroads Custom Credits. Following are some guidelines for research that will help back up each credit.

Research and evidence should be properly documented and referenced. Evidence should be referenced to the report, study, etc. where it was originally investigated. References should be included in this section (at the end) just as they are included at the end of a refereed journal article. APA citation format is preferred. (Additionally, a digital library will be implemented on the Greenroads website to manage and maintain all of these supporting documents.)

Research and evidence should be credible. Different sources of evidence have different sources of credibility. A general list of most credible to least credible is as follows in Table CC-#.3 (this is not strictly true but can serve as a good guide).

Table CC-#.3: Table of Values or Text Items

BEST	Peer-reviewed journal article, published peer-reviewed conference paper, or other independent research. Keep in mind that these often come from larger study reports. If this is the case, find the larger study report. Certainly, these things can be outright wrong too, but the probability of any blatant errors is substantially reduced due to the review process.
STRONG	Public agency report or study. Again, these can be wrong or incomplete or biased but the possibility of any blatant errors is substantially reduced because they tend to be reviewed.
GOOD	Substantiated commercial or trade organization work. This is similar to the "STRONG" work above but comes from a sponsor (e.g., company or trade organization) with an obvious interest in the results and how they come out. For instance a trade organization that sponsors a professor to do a study that proves their material is superior falls into this category.
FAIR	Trade publications or other news items written for the general public. Due to time/space constraints these items can often gloss over the important details because they are written for a more general audience. This writing style is fine and effective but not ideal for this evidence section. Often you can find the more detailed work on which such pieces are based.
POOR	Unsubstantiated claims. These can come in the form of statements by commercial entities with a vested interest in the evidence (either pro or con), blogs, YouTube or other video, claims overheard in conversation, marketing claims and the like. The key is <i>unsubstantiated</i> .

Anecdotes are insufficient. Something that happens once or twice is not evidence that its occurrence is well-established. Often anecdotes can, however, provide leads to better evidence (see above list from BEST to POOR), so further digging might help.

Research and evidence should be corroborated. There should be more than one credible independent source for your supporting evidence. Two papers by the same research team involving the same study are not considered "independent." See Table CC-#.4.

Table CC-#.4: Rules of Thumb for Corroborating Evidence

No. of Independent Sources	Credibility of Evidence
3 or More	Three independent sources all arriving at similar conclusions is likely to mean that the efficacy of a concept, idea or practice is well-established.
2	There is evidence that the efficacy of a concept, idea or practice is established but it may not be fully vetted.
1	It is possible that a concept, idea or practice is proper and understood but there is not yet enough evidence to say it is well-established.

Dissenting views should be included. Sometimes there is quality evidence for more than one interpretation of a particular thing. If there are dissenting views they should all be listed and discussed in the comments section

of the credit. It is better both for the end user and the credit developer to be aware of these than not. Issues arise when there are one or more pieces of fair/good/best evidence with opposing views or different interpretations. For instance, there may be three studies that give one point of view and two studies that give an opposite point of view. In these cases, it is up to the credit writer to use his/her best judgment to determine the quality of the evidence and render a decision. (If the decision is that there may not be enough evidence to suggest a credit contributes to roadway sustainability, then it is best to remove that credit.)

Glossary

Include definitions of unfamiliar terms.

- This is where definitions of jargon or non-plain English language terms should be defined.

References

Cite your sources.

- At the end of the credit, provide a list of all the references used.

Credit Number

Assign a Greenroads credit number.

- Credits are numbered on a project basis for purposes of your Custom Credit application. For example, if you are applying for your project to earn two different Custom Credits, the first template will be numbered CC-1 [Your Title 1] and the second will be CC-2 [Your Title 2].

Points

Determine the type of credit and how many points the credit is worth.

- Custom Credits are variable in point value and may be worth 1 to 5 points depending on their overall impact on comprehensive roadway sustainability.
- As far as credit weighting and the valuation system used in Greenroads credits (including supporting research), we have written about this in excruciating detail. We will spare that detail here and give you basic hints on how to choose the point value for your credit.
- There are three general types of Greenroads requirements and credits shown and described in Table CC-#.5 (next page).
- For Greenroads, the default minimum for any practice is 1 point, and the default maximum is 5 points, but your credit can float anywhere including or in between those values.
- A good way to approach weighting your own credit is to look for similar credits already included in Greenroads. Try to identify characteristics that might warrant different point values for your own credit. Table CC-#.6 may offer some insight (next page).
- Ultimately, the Review Team will validate this point value in line with the existing weighting and reserves the right to modify this point value as appropriate. For more information, there is also a brief discussion on this weighting taxonomy in the Introduction to this Manual

Table CC-#:5: Hints about Assigning Greenroads Points

Type	Credit Characteristics	Example
Binary	This is the simplest type of Greenroads credit. The project team either meets the requirements (1) and gets points, or does not (0) and does not get points.	The entire Project Requirements category is a good default example of the binary approach: if any requirement is unmet, no certification is possible. There are a number of Voluntary Credits that also use this binary approach, such as the CA-1 Quality Management System credit.
Incremental	This is an extension of the higher level of the binary credit. Still awarded in the all-or-nothing (binary) fashion, these credits are earned based on specified percentages of achievement. In general, the increment is linear or exponential depending on the level of difficulty perceived or effort required to complete such a task.	A good example of this type of credit is MR-4 Recycled Materials, where 1 point is awarded based on every 10% added.
Buffet	These credits allow you to pick and choose from a number of different specified practices or technologies in order to earn between the minimum and maximum points for that activity. In general, these types of credits recognize that there are a number of good practices in existence, but not all of them are feasible, cost-effective, or easy to implement at once, and it would be rare that any single roadway project would find all of them appropriate. However, implementing more than one might result in a more sustainable roadway overall.	A good example of a Buffet style credit is AE-2 Intelligent Transportation Systems because you can pick a number of categories and applications that may be appropriate to your project.
Foundation	These credits build on one (or more) particular credit as an extension of an existing best practice. In order for this credit to be awarded, this prerequisite credit step must be completed and achieved. This type of credit is infrequent and often difficult to implement, measure or otherwise specify. Use sparingly.	The AE series (AE-4, 5, 6, and 7) credit set is a good example of a Foundation credit. Credit AE-3 Context Sensitive Solutions must be achieved in order to qualify for these 4 credits. Generally, though, all 11 Project Requirements are also examples of Foundation credits with 0 point value.

Table CC-#:6: Hints about Assigning Greenroads Points

Points	Credit Characteristics
1	Default point value. Short term impacts. Generally low cost or easy process with little to no additional effort needed. Might be regulated in most states but not all. Most construction credits fall here based on life cycle assessment data.
2	Incentive based (for data collection) or influential at organization or agency level. Access and mobility improvement credits.
3	Most ecology and water credits fall here, including context sensitivity, noise and human perceptions of environmental quality. Moderate effort to implement, possible extensions to scope of work to achieve.
4	Usually a combination of 1, 2 and 3 point credits, or this can be achieved through credits with incremental points.
5	Influences phase most cited in life cycle assessments for roadways: materials use or traffic operations. Long term or permanent impacts. Could be high cost, or high level of perceived difficulty due to needed changes in scope or being against existing regulation or standard.

Related Credits

Identify credit synergies.

- List any credits that might be part of a related practice or activity. Use the format “XX-#: Credit Title” and Side Checkmark style. Note that it is a good idea to discuss these in the Approaches & Strategies section as well.

Sustainability Components

Identify sustainability components.

- Pick the major sustainability components that are supported by this credit. There are seven to choose from:

- | | | | |
|-----------|-----------|----------------|------------|
| ✓ Ecology | ✓ Economy | ✓ Expectations | ✓ Exposure |
| ✓ Equity | ✓ Extent | ✓ Experience | |

- This section of the sidebar helps identify what resources and principles of sustainability apply to a particular credit. Pick at least one resource and one principle from the lists below that are influenced, supported or enhanced by your credit. It is likely that the credit will have more than one sustainability components. However, it is rare that a single credit will address all sustainability components.
- Note that, while we recognize that all projects take time (Extent) and cost money (Economy), these two principles should not be noted for every credit unless there is a significant impact due to implementation of the credit itself on time or money. For example, the Long Life Pavement credit directly considers the principles Extent and Expectations, whereas the Energy Efficiency credit probably falls under both Economy and Ecology.

Benefits

Highlight direct and indirect benefits.

- The major benefits that represent influenced resources and needs met by your activity or practice. There are 16 to choose from:

- | | | | |
|--------------------------------|----------------------------------|-------------------------------|--------------------------------|
| ✓ Reduces Water Use | ✓ Improves Human Health & Safety | ✓ Increases Lifecycle Savings | ✓ Optimizes Habitat & Land Use |
| ✓ Reduces Fossil Energy Use | ✓ Improves Access & Mobility | ✓ Increases Lifecycle Service | ✓ Creates New Information |
| ✓ Reduces Raw Materials Use | ✓ Improves Business Practice | ✓ Increases Awareness | ✓ Creates Energy |
| ✓ Reduces Air Emissions | | ✓ Aesthetics | |
| ✓ Reduces Wastewater Emissions | | | |
| ✓ Reduces Soil/Solid Emissions | | | |

- Essentially this section of the sidebar answers the question: **What is achieved or improved by attempting to satisfy the credit requirements?** A user can look briefly at the front page of the credit and have a quick understanding of the beneficial consequences associated with implementing the credit.
- These benefits can be qualitative or, more often, quantifiable attributes of the credit. For example, is air quality improved? Is there a novel impact on life cycle service or savings? For any benefit where the relationship is not immediately obvious, please provide some supporting research to make that connection clear. Sometimes these benefits may be indirectly achieved or difficult to quantify, but these should still be noted in the sidebar. An example is achieving AE-5 Pedestrian Access which has the direct benefit of improved access and mobility, but also the indirect benefit of reduced greenhouse gas air emissions.

Application Review Process

Your team’s credit application will be reviewed by Greenroads developers based on the following criteria.

- Greenroads Credit Template is substantially completed.
- Goal statement is clear and concise.
- Credit Requirements are clear, concise, and actionable.

4. Documents needed are clear and concise and easy to produce.
 5. Potential Issues and associated sustainability tradeoffs are stated.
 6. At least one strategy and one example are provided.
 7. Research is thoroughly referenced or has clearly denoted limitations.
 8. Research clearly exemplifies one or more component of sustainability.
 9. Research clearly exemplifies one or more benefit due to the suggested practice and notes any tradeoffs associated with implementation of such practice.
 10. All sources used are listed.
- You will be notified of comments and questions by a member of the Review Team.
 - After that, your credit will be submitted to a panel of professionals for review and comment. This might be a long process, and it will likely be iterative and require interaction between Greenroads Reviewers and your project team.

What Happens Next?

- If your application is accepted, your custom credit will be put in the Greenroads bank of ideas and published online at <http://www.greenroads.us> in a form similar to other existing credits. It will be reassigned a number based on other Custom Credits that have also been approved. It will be made available to other projects to use following approval. Therefore, please take care to preserve proprietary knowledge where necessary.
- If your application is not accepted, you are welcome to revise and resubmit, or write an entirely new credit.

Formatting for the Research Section in the Template

This is an example of the standard style, in paragraphs, of Body Text. Be sure to define terms or professional jargon used to make your case in the glossary. Present any **vocabulary term** in boldface and define it in the Glossary.

This is Research Heading style

Body Text, List Number, Bullet

This is Research Heading Indent style

Body Text indent, List Number Indent, Bullet Indent

This is Research Blockquote. Use it when displaying large amounts of directly quoted or verbatim text from other references.

Final Comments

Be sure to change both headers and footers to include your credit title and credit number. This template is designed to print double sided and bound (or hole-punched) on the left side of the front page of each credit.

GLOSSARY

This section is optional. Define words that might be unfamiliar to a wide audience of Greenroads users in this section. Vocabulary is defined in a 2 column table, terms on left (2" column), defined on right (the remaining width). Do not use captions for this table. Orange text is called "Vocabulary" style and the definition is in the style called "No Spacing." All tables have a 0.2" bottom separation from text on the bottom, which is accomplished. No intro text is given in this section below the header, so delete this paragraph when writing your own credit. This glossary contains an example of the word **sustainability**.

Sustainability	A system characteristic that describes the system's capacity to support natural laws and human values
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REFERENCES

For this section, use American Psychological Association (APA) reference style and apply References style.

There are many resources available online to help you format your references. Here is a good one with many examples from the Online Writing Lab at Purdue University:

<http://owl.english.purdue.edu/owl/resource/560/01/>

Here is an example of how to format the above reference from the web correctly:

Purdue University Online Writing Lab (2009, Nov. 11). *APA Formatting and Style Guide – The OWL at Purdue*. Retrieved November 25, 2009, from <http://owl.english.purdue.edu/owl/resource/560/01/>.