**GBI Proposal for Change or Public Comment Form**

The purpose of this form is to obtain proposals for change (public comments) on thetechnical content of BSR/GBI 02-202x, *Green Globes Assessment Protocol for Existing Buildings* (new standard)

**PLEASE READ THESE INSTRUCTIONS CAREFULLY**

1. **Each comment must indicate**: 1) Commenter’s last name with comment number (e.g. Marx1, Marx2, etc.), 2) Specific section/subsection number, 3) Proposed revision and/or comment and 4) Reason for proposed revision (if comment indicates a revision).
2. **General Comments (“General”) and Editorial Comments (“Editorial”)** are self-explanatory. General and Editorial Comments may be rejected where re-classified as Substantive and not in compliance with required formatting.
3. **Substantive Comments (“Substantive”)**: Substantive comments are proposed revisions that would directly and materially affect the use of the Draft Standard. They include proposed additions, deletions, and substitutions of text. Show any proposed new or inserted text with an underline. Show any proposed deleted text with a ~~strikethrough~~. Comments that do not provide specific revisions using this legislative format may not result in changes in the text of the Draft Standard. **All proposed revisions must be accompanied with a “reason for proposed revision.”**
4. **Comments may be rejected as un-actionable or non-conforming** by the Consensus Body for Existing Buildings if proposed revisions that are Substantive are not accompanied with a “reason for proposed revision,” or if there is no proposed language provided.
5. **Copyright Release Statement:** A signed copyright release is required for all submissions to be accepted and processed by GBI. Only one copyright release is required for an individual representing him/herself or a single entity. A separate copyright release form is required for each separate entity represented.
6. **Code of Conduct Form**. A signed GBI Code of Conduct form is required for any public commenter that plans to attend a GBI public meeting. If a signed Code of Conduct form is not received with this submission, one will be requested prior to attendance at any GBI public meeting. A Code of Conduct form can be obtained at <https://www.thegbi.org/ansi>.
7. **Complete, sign and return this Public Review Comment Form by EMAIL:** Indicate GBI PUBLIC COMMENT in the subject line of the e-mail message. Attach the signed copyright release form and public comment form file to the email message. **Please ensure that all files are in MS-WORD**. If appropriate, you may also attach other files with substantiating information. Email to [comment@thegbi.org](mailto:comment@thegbi.org). If you require alternate submission option other than email, please make arrangements with GBI Secretariat, Emily Marx 503-274-0448 ext. 103, or Attn: Emily at [comment@thegbi.org](mailto:comment@thegbi.org)

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| **E-mail:** |  |
| **Date:** |  |

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Submitter’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Electronic submittals must have the following statement completed:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, through this electronic signature, I hereby grant the Green Building Initiative (GBI) a non-exclusive, worldwide, and perpetual license, in and to my Comments, including any copyright that I may have in such Comments. I understand and acknowledge that I acquire no right, title, or interest in any publication, distribution, or dissemination of such Comments, as they may be incorporated into the Draft Standard and all related publications thereof in whatever form. I hereby represent and certify to GBI that I have the authority and am empowered to grant this copyright release, and that any and all Comments provided do not infringe upon the intellectual property rights of any third party.

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| **Name:** | **Company/Organization:** |

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| **COMMENT FORM\***  *Add title of document(s) for which this comment applies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* | | | | |
| **Last Name and Comment Number** (e.g. Marx1, Marx2, Marx3, etc.) | **Comment Type:** Substantive,  Editorial,  General | **Specific Section and/or Subsection Number** | **Proposed Revision or Comment**  (Use ~~strikethrough~~ and underline for all proposed revisions) | **Reason** |
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**\***Add additional rows to the Comment Form as needed.

[\_\_] Indicate # pages included with this Comment Form. [\_\_] Indicate if attachments are included