**Clarification Request MMDDYYYY of HVI Publication/Policy: \_\_\_\_\_\_**

**Date Approved: MM/DD/YYYY**

**INSTRUCTIONS:** Complete the form below. Do NOT make any edits to red text. Multiple clarification requests for a specific topic within HVI publications/policies can be submitted together. Please allow four to six weeks for approved clarification request responses. If it has been more than six weeks since submission of a clarification request with no response, please contact iaq@hvi.org.

Save the word document with the following file name format: “ClarificationRequest-[HVIPublicationOrPolicy]-[Topic]-[LastName][FirstNameInitial]-MMDDYYYY”, ex: ClarificationRequest-HVI920-RHCE-MathenyM-03252021. Submit the clarification request by email to iaq@hvi.org. Copy the clarification request name into the email subject line.

**Request From:** *Enter the clarification requestor information below.*

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| --- | --- | --- | --- | --- | --- |
| **First Name:** |  | **Last Name:** |  | **Date:** | MM/DD/YYYY |
| **Company:** |  | **Email:** |  |

**Reference #1:** *Enter the reference publication and section(s) below.*

|  |  |  |  |
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| **HVI Publication/Policy:** |  | **Section(s):** |  |

**Background #1:** *Enter the background information below. This information should provide context, identify what is unclear, and explain why clarification is necessary. Be thorough but concise. Include “screen clips” as necessary.*

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| Background information… |

**Clarification #1:** *Enter what you consider the clarification should be below. Clarifications shall not create new revisions, requirements, or intentions of the existing HVI publication/policy.*

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| Suggested clarification … |

**Question(s) #1:** *Enter the question(s) about Clarification #1 below. Your question(s) must be stated such that the answer is “Yes” or “No”. Number the questions if there is more than one.*

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| --- |
| Question(s)… |

**HVI Answer(s) #1:**

|  |
| --- |
| Yes or No… |

**HVI Comment(s) #1:** *If necessary, comments about the response will be entered below.*

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| Comments… |

*If submitting multiple clarification requests about a specific topic, please copy, renumber, and complete the Reference through Comment sections above for each clarification request.*

HVI official answer(s) and comment(s) for this clarification request are provided by the HVI staff below. Please direct any further questions to them at the contact information below.

**HVI Staff Info:**

**Name:** [Enter HVI staff name]

[Insert HVI staff signature here]

**Title:** [Enter HVI staff title]

**Email:** [Enter HVI staff email]