

LEED DATA SUBMITTAL FORM FOR CONTRACTORS

CSI Division 2-10 only

Contractor Name: _____
 Contact Preparing Form: _____
 Telephone Number: _____

Submittal Number: _____
 Section Number: _____

This form is to be completed for materials in divisions 2-12 of the project manual by the product manufacturer. The form shall be submitted before the regular product submittal can be reviewed. Please use one sheet per material.

1. Name/Material Type	2. Name of Manufacturer	3. Material Cost per Item (\$)	4. Recycled Content (MRC4)		Harvest/Extracted Distance (miles)	Material
			Post-Consumer Recycled Content (%)	Pre-Consumer Recycled Content (%)		

See attached instruction page

Contractor Certification

I, _____ a duly authorized representative of _____ hereby certify the accuracy of the representation of the material qualifications to be provided by us, as components of final building construction. If the purchasing period will require written approval from the construction manager and the Owner. I also understand that if my bid is accepted will be become a part of our agreement for the 'work'. All associated costs are contained in the Bid.

Signature of Authorized Representative: _____ Date: _____

Instructions for completing the LEED Data Submittal Form

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Column 1 List material type

Column 2 List the name of the manufacturer of the material

Column 3 List the actual cost of the material, excluding labor. The cost to the owner to purchase a given material (including casework), excluding any costs for installing the material (labor and equipment).

Column 4 Recycled Content- MRc 4

List the percentage of post consumer recycled content and pre-consumer recycled content. (If no data is available, attach a copy of the manufacturer's product data sheet indicating the percentage of post-consumer recycled content available, you can check the environmental website <http://www.epa.gov/epawaste/conserve/too> or get written affidavit from the manufacturer.

Carefully review the following definitions to determine qualifications:

Post-consumer material: is defined as waste material generated by households, or by commercial, institutional, or other organizations (including the government), which can no longer be used for its intended purposes. Examples of this category include materials that are recycled through curbside and drop-off recycling programs, discarded products, and urban maintenance waste. This category does not include manufacturing waste.

Pre-consumer material: is defined as material diverted from the waste stream during the manufacturing process, including rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated the waste. Examples include sawdust, mill shavings, trimmings, seed hulls, trimmed materials, print overruns, etc.

Reusable: previously used materials that can be used in their original form without reprocessing.

Column 5 Regional Materials- MRc 5

If the material type is harvested at a location within 500 miles (by air) from the project site, state Yes.
If the material type is manufactured at a location within 500 mile (by air) from the project site, state Yes.

Carefully review the following definitions:

Regionally extracted materials: must have their source as a raw material from within a 500-mile radius of the project site.

Regionally manufactured materials: must be assembled as a finished product within a 500-mile radius of the project site. The final assembly of components occurs to produce the building product that is furnished to the project site. Examples include lumber from Vancouver, British Columbia, and the joist is assembled in Washington. Assembly, as used for this definition, does not include on-site assembly, erection, or installation of miscellaneous iron, etc.

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Column6 Certified Wood- MRc7

Provide the % (based on cost) of wood based materials and products that are certified in accordance with the FSC or other recognized wood building components. These components include at a minimum, structural framing and general finishes. Included only materials permanently installed in the project. Furniture may be included.

Column7 Low-Emitting Materials- EQc 4

List the VOC content of the product/material for adhesives and sealants, paints and coatings, carpet, and other materials (report as a “0”)

Attach a copy of the manufacturer’s Material Safety Data Sheet (MSDS) product data sheet and product label to show the VOC emitting material credit.

Carefully review the following definitions:

VOC (Volatile Organic Compounds) are carbon compounds that participate in atmospheric photochemical reactions (excluding carbon dioxide, carbonic acid, metallic carbides and carbonates, and ammonium carbonate). The