

LEED Documentation Overview

Extracting Information From Tremco's "LEED Letters"
and Getting LEED Submittals Done!

Objectives

- Review and understand what is in a LEED Letter and why it is there.
- Be able to interpret a LEED Letter in order to fill-out submittal forms.
- Understand and be able to answer several FAQs you may receive on these documents.
- Provide a guidebook for use in answering most LEED submittal questions.

Why These Exist

- The LEED submittal process and system.
 - Manufacturer Provided and Signed Product Information
 - “One stop shopping”
 - Required on more and more projects.
 - Concise Way to Address Pertinent Credits
 - Material Sources
 - Manufacturing Location
 - Renewable Materials Content
 - Recycled Content (% by weight)
 - VOC
 - Others???
 - Easy to post on web
 - www.tremcosealants.com/commercial/green/leed.asp

Top of the Letter

- All letters have the product(s) listed in the subject line.
- All letters have the date of composition
 - Updated as needed.
- All letters have the USGBC member logo
 - As members, we agree to follow the rules, protocols, etc. set forth by USGBC and work to promote those throughout industry.
- Introductory Paragraph
 - Philosophical Statement

Manufacturing Site

- 2nd Paragraph- Place of Manufacture (MR-5 in NC)
 - This is where the material is made.
 - Filling does not count as the place of manufacture.
 - If there are multiple components, the place where the majority component is made is listed as the place of manufacture.
 - Why is this important?
 - Regionally made materials have smaller carbon footprints due to decreased transport
 - Regionally made materials help support the local economy
 - How is the distance calculated?
 - We have a letter in the General Information Section of the LEED Letters on the web. This will tell anyone exactly how to get the distance and references a USGBC recognized method/online tool.

Raw Material Harvest Site

- 3rd Paragraph- Place of Harvest (MR-5 in NC)
 - This is where the raw materials are taken from.
 - This could be mined, grown, slaughtered, etc.
 - If there are multiple components, each would need listed by weight %.
 - Why is this important?
 - Regionally harvested materials have smaller carbon footprints due to decreased transport
 - Regionally harvested materials help support the local economy
 - Our Products...
 - With the exception of Paraseal products containing bentonite, we cannot reasonably know where any of the raw materials we use have their origins.
 - All of our letters explain this briefly in this section and why we cannot give the information.
 - In addition, we have a letter in the General Information Section of the LEED Letters on the web explaining this in greater detail.

Recycled Content

- 4th Section- Recycled Content (MR-4 in NC)
 - This includes packaging as allowed by ASTM and the FTC... after all, we do not sell just a “blob” of product. The package is part of the product we supply.
 - This is broken down by post-industrial (also known as pre-consumer) and post-consumer content.
 - In the USGBC sheets provided to project managers, these amounts are weighted differently in determining the recycled content value of a product.
 - This is done by weight %, with those % values subsequently broken down in the letter by post-consumer and post-industrial where applicable.
 - Why is this important?
 - Using recycled materials where possible preserves limited resources for future needs.
 - Our products
 - We list content in the various units we supply a material in.
 - Example: a case of sausages, a pallet of cases of sausages
 - This allows for data to be acquired for whatever the amount was used on the job as accurately as possible.

Renewable Materials Content

- 5th Section- Renewable Materials Content (MR-6 in NC)
 - A renewable material is one that has a source which can be regrown within 10 years.
 - Examples: Soy-based, Bamboo, Castor bean based
 - This is done by weight % of the product itself
 - For multi-component products, it is the weight % of the mixed, as-used material
 - Why is this important?
 - Using renewable materials where possible preserves limited resources for future needs.
 - Helps get us out of the “petroleum cycle”.

VOC Content

- 6th Section- VOC Content (EQ-4 in NC)
 - The VOC content is listed after discounting water and exempt solvents as well as the “as applied” product.
 - This is per SCAQMD (1168 for sealants, AIM for coatings) or BAAQMD (8-51 for sealants) guidelines as outlined in LEED.
 - As applied means, in the case of a multi-component material, the mixed material ready to apply.
 - The letters list the VOC content for the highest level possible in a product
 - Products with multiple colors often have different levels of VOC in the different colors.
 - For the sake of minimizing the amount of letters and confusion, we list the highest level as a way to “cover” both us and our customers.
 - Why is this important?
 - VOC content directly relates to ground level ozone/smog and is critical in the LEED process in insuring IAQ standards.

Other Information

- After the VOC content, some letters may have an additional paragraph before the closing with additional green building/LEED related information
 - This section is intended as a way of letting customers, especially project managers and architects, know of ways a product or system may contribute toward green building goals.
 - A section of credits is always referenced.
 - Specific industry information is listed where applicable
 - The how is listed, as well as a note making sure to reference the LEED system for more specific details
 - Example- Air barriers
 - On air barrier products we mention that complete air barrier systems can contribute towards energy use reduction.
 - We reference DOE work showing that up to 40% of HVAC energy use can be recouped via an air barrier
 - Why is this important?
 - It shows our product and LEED knowledge.
 - It is a little “sales piece” for that system or product.

Other General Letter Information

- The letters are intended as stand alone submittal and documentation pieces
 - These are all that is needed from us regarding the green properties of a product
 - No other separate documentation (i.e. MSDS, etc.) is required.
- The letters have all been written and signed by a LEED AP
 - The LEED AP acknowledges by signing that based on his knowledge of the LEED system and products that everything is represented correctly, knowing that intentional misrepresentation could mean losing the AP status and membership in USGBC.
 - The signature of a company representative also means no other signatures are required from any Tremco employees on any submittal forms related to the green properties per USGBC policy.
- The letters intentionally do not list specific credits by name/number
 - Each system (EB, CI, NC, etc.) has a different numbering system and occasionally different names. We have to keep the letters as universal as possible. But, each section clearly indicates the information being supplied.

Tremco Incorporated
3735 Green Road • Beachwood, Ohio 44122 • 216-292-5000

Global Sealants Division

TREMCO



"LEED" is a trademark of the
U.S. Green Building Council

August 1, 2007

Re: ExoAir™ 110/110LT and TWF- LEED™ Product Information

To Whom It May Concern:

Tremco, as an organization, is committed to quality, responsive to internal and external customer's needs, our employees, our community and the environment, and we will treat all with respect and good stewardship.

ExoAir 110, 110LT and TWF are all made in Brentwood, New Hampshire. Should your job site be within 500 straight-line miles of Brentwood, this material will help contribute positively towards the Locally Manufactured Material Credit.

No single extracted material is used to produce the majority of this product. Additionally, all raw materials come from one of several sources which in-turn come from one of several raw material feed stocks. As such, point source for the raw materials cannot be determined.

In addition, both ExoAir 110/110LT and ExoAir TWF have a VOC content of 0 g/L and therefore contribute positively toward the LEED criteria for Indoor Environmental Quality.

All ExoAir 110/110LT/TWF materials have 0% recycled content.

Finally, all air barrier products as part of a full air barrier system work to reduce the HVAC load of a building by as much as 40% per the US Department of Energy. Thus, air barriers are an excellent choice when considering methods to achieve Energy and Atmosphere Credits.

Should you have any questions or require additional information, please do not hesitate to contact Technical Services.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Schmeida".

Michael Schmeida
LEED Accredited Professional

An **RPM** Company

FAQ's

- Can you tell me the product cost/value for my calculations?
 - No.
 - Due to regional pricing, distributors and contractors marking up differently, etc., we have no idea what was paid for the product used.
 - The customer should reference the invoice for the material for this data and submit a copy as supporting documentation.
- Can you tell me how far from the job site the material was manufactured?
 - Not exactly, but here's some help...
 - USGBC has recommended several web sites to determine this. We recommend the web site Google Earth:
<http://www.daftlogic.com/projects-google-maps-distance-calculator.htm>
 - The center of town to center of town method is accepted by USGBC and straight-line distance is the methodology

FAQ's

- Will a Tremco fill out the submittal forms for me?
 - No
 - GBC has stated in their workshop for product manufacturers that they do not want us to fill out individual submittal forms for every project.
 - The fear is by having manufacturers reps fill out forms, there is a possibility introduced for falsification.
 - We will supply standard documentation and assist our customers in interpreting that documentation if needed, but will not be involved directly in filling out forms, spreadsheets, etc.
 - Remember, our letters with a representatives signature are what is required and preferred.

FAQ's

- Do we have or need to have independent verification of the properties we list?
 - No
 - USGBC has specifically chosen the standards it references to reflect industry standard practices.
 - In addition, ASTM and FTC do not require such verification.
 - Only in a couple of cases is independent certification absolutely required in LEED, and none of those are applicable to our products.
 - The letter, being a signed company document is a legally binding document.

This is your guidebook for answering almost all questions you may get on a routine basis on LEED submittals.

If you have further questions, please call Technical Services!

800-321-7906

