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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   This specification guidelines, its sections, and text included, is intended to be used in the preparation of Contract Documents. It contains **Specifier Notes** which shall guide editing by the A/E consultant for the uniqueness of each project during the preparation of the Project Manual. Where **[Optional]** appears in this document, it indicates requirements which may/may not be relevant to the subject project depending upon the project complexity, scope, and unique conditions. For **DRAFT** specifications prepared during the design process, use Microsoft Word, Track Changes. Set Criteria so that deletion show as strikethrough. Deletions and additions are to be in red text.  Notes unique to this section:  *1. This section was prepared for use with Current LEED standards. If any other LEED or sustainable certification agency is to be used, A/E shall replace this entire section with one appropriate to the system use.*  *2. This section is limited to measures subject to control or influence by the Contractor.*  *3. A/E’s editing of this section requires identifying current LEED standards. This section is not intended to contain any of the actual sustainability criteria or other environmental issues – only reporting requirement that are binding on the Contractor. All actual sustainability criteria and other environmental issues should be specified in the section covering those issues elsewhere in the Contract documents.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

SECTION 01 3329 - SUSTAINABLE DESIGN REPORTING - LEED

PART 1 GENERAL

1.01 SECTION INCLUDES

A. General requirements for sustainable design reporting.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   *A/E shall edit this article as appropriate for the project scope.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.02 REPORTING REQUIREMENTS

A. A Sustainable Design Consultant has been employed by Owner to review Contractor's required sustainability certification documentation submittals, in addition to review of those submittals by A/E.

B. Contractor must have a designated LEED Coordinator and familiarize themselves with the relevant reporting requirements to provide the necessary information and instruction to all subcontractors and installers.

1.03 RELATED REQUIREMENTS

A. Drawings and general provisions of the Contract, including the General Conditions for Washington State Facilities Construction and other Division 01 specification sections, apply to this section.

B. Section 01 3000 – Administrative Requirements: General submittal requirements.

C. Section 01 6000 – Product Requirements.

D. Section 01 7419 – Construction Waste Management

E. Section 01 7700 – Closeout Requirements

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   *A/E shall edit this article as appropriate for the project scope.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.04 DEFINITIONS

A. Definitions in this Article are in addition to sustainable design definitions directly related to products, as listed in Section – 01 6000 – Product Requirements.

B. Indoor Air Quality (IAQ) Management Plan: Plan developed by the Contractor to provide a healthy indoor environment for workers and building occupants during construction. Plan must meet or exceed the recommendations of [SMACNA (OCC)](https://global.ihs.com/doc_detail.cfm?rid=BSD&document_name=SMACNA%20IAQ%20GUD%20OCC%20BLDG) "IAQ Guidelines for Occupied Buildings Under Construction".

C. Life Cycle Assessment (LCA): Compilation and evaluation of the inputs, outputs and the potential environmental impacts of a product system throughout its life cycle.

D. Material Cost: The dollar value of materials being provided to the site, after Contractor mark-ups, including transportation costs, taxes, fees, and shop labor, but excluding field equipment and field labor costs.

E. Support Net Zero Ready considerations.

1.05 PRODUCT REPORTING SCOPE

A. General: Product reporting scope for the purpose of achieving the selected sustainability certification level is limited to those items directly affecting ability to achieve targeted credits.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   *A/E shall edit this article as appropriate for the project scope.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

B. LEED Product Reporting Scope (for MR and EQ Credits): May include any of the products specified in Divisions 2 through 14, 31, and 32, and the following:

1. All paints, coatings, adhesives, and sealants that are used but not specified.

2. Composite wood that is permanently installed but not specified.

3. Free-standing furniture.

4. Plumbing and HVAC piping and pipe insulation.

5. Plumbing fixtures and trim.

6. Electrical conduit and lighting fixture housings.

7. \_\_\_\_\_\_\_\_\_\_.

8. \_\_\_\_\_\_\_\_\_\_.

1.06 REFERENCE STANDARDS

A. [SMACNA (OCC)](https://global.ihs.com/doc_detail.cfm?rid=BSD&document_name=SMACNA%20IAQ%20GUD%20OCC%20BLDG) - IAQ Guidelines for Occupied Buildings Under Construction; 2007.

B. [USGBC LEED BD+C](http://www.usgbc.org) - LEED for Building Design and Construction; 2018.

C. [USGBC LEED ID+C](http://www.usgbc.org) - LEED for Interior Design and Construction; 2018.

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| 1. **~~~~ SPECIFIER NOTES ~~~~~**   *A/E shall edit this article carefully and modification to align with the project scope.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.07 SUBMITTALS

A. See Section 01 3000 – Administrative Requirements, for additional submittal procedures requirements.

B. Sustainable Design Documentation: The scope of required documentation is specified in this section and in applicable individual specification sections.

C. LEED Prerequisites and Credits - Documentation is required for the following items:

1. New Product Documentation:

a. Materials and Resources: Use the Building Product Disclosure and Optimization (BPDO) Calculator spreadsheet software available from USGBC to track and document materials and products purchases and use. Use for documentation of [USGBC LEED BD+C](http://www.usgbc.org) and [USGBC LEED ID+C](http://www.usgbc.org) MR Credits.

b. Building Product Disclosure and Optimization - Environmental Product Declarations.

1) Submit information for the required number and sources of Environmental Product Declarations complying with LEED reporting requirements.

1. Submit for at least twenty permanently installed products, sourced from at least five different manufacturers.

2) Submit third-party certifications for permanently installed products which demonstrate environmental impact reduction below industry average.

1. Submit for 50 percent, by cost, of the total value of permanently installed products in the project.

c. Building Product Disclosure and Optimization - Sourcing of Raw Materials.

1) Raw Materials' Suppliers self-declared reports on sourcing and extracting, or, preferably, third-party verified corporate sustainability reports (CSR).

2) Leadership Extraction Practices compliance, demonstrating, as is appropriate: Manufacturer (producer) responsibility; use of bio-based materials; wood products meeting certification requirements; reuse of materials; materials' recycled content.

d. Building Product Disclosure and Optimization - Material Ingredients.

1) Material Ingredient Reporting: Use, as is appropriate:

* 1. Manufacturers' inventories of ingredients.

2) Material Ingredient Optimization: Use, as is appropriate:

1. USGBC approved program.

3) Manufacturer's Supply Chain Optimization: Use sourcing documentation demonstrating compliance with stated requirements.

e. Indoor Environmental Quality - Low-emitting Materials: Use the Low-Emitting Materials Calculator spreadsheet software (available from USGBC) to track and document materials and products purchases and use. Use for documentation of [USGBC LEED BD+C](http://www.usgbc.org) and [USGBC LEED ID+C](http://www.usgbc.org) EQ Credits.

f. Update and re-submit whenever the total cost changes due to contract modifications.

2. Waste Disposal Management: Periodic reports quantifying diversion of construction waste away from landfills and incineration facilities.

a. Include information on percentage of diverted material and number of material streams.

3. Furniture Cost Statement: Submit the total cost of all furniture, including purchase price, taxes, and delivery to site, but not labor, tools, or equipment for installation.

a. Update and re-submit whenever the total cost changes due to contract modifications.

4. Volume Calculations: When required to document EQ Credit Low-Emitting Materials, Option 1, submit volume calculations for the following items:

a. Interior paints and coatings applied on site.

1) General Emissions Evaluation for paints and coatings applied to walls, floors, and ceilings.

2) VOC content requirements for wet applied products.

b. Interior adhesives and sealants applied on site (including flooring adhesive).

1) General Emissions Evaluation.

2) VOC content requirements for wet applied products.

5. Flooring: Submit general emissions evaluation information for all flooring materials.

6. Composite Wood: Submit composite wood evaluation information for all materials not covered by another product category.

7. Ceilings, walls, thermal, and acoustic insulation: Submit general emissions evaluation for all products.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 PROCEDURES

A. Submit sustainable design documentation required of Contractor, using procedures defined under Submittals for Information in Section 01 3000.

B. Where an item of sustainable design documentation is specified, fill out and submit electronically the appropriate form(s), and/or use appropriate software.

1. Where required attachments are specified, attach the documentation.

C. Each form must be signed by the entity capable of certifying the information.

1. Certification signatures must be made by an officer of the company.

2. For products, certification must be made by the manufacturer not the supplier.

3. For custom fabricated products, certification by the fabricator is acceptable.

D. Submit the completed forms in accordance with the requirements of Section 01 3000, as information submittals.

1. Do not combine sustainable design documentation with product data or shop drawing submittals.

END OF SECTION 01 3329 - SUSTAINABLE DESIGN REPORTING - LEED