

# LEED Documentation Form

Please provide one of these forms for each product and for each manufacturer. For example, if there are two different manufacturers supplying aluminum framed windows, a form for each manufacturer will need to be filled out. Fill out this form completely. All incomplete forms will be rejected and returned.

<b>Part 1 - General Information</b>	
Product	Altrofix 31
Manufacturer	Helmitin
Submittal/ Specification Number	
Reference Number (for CM use)	
Total Product or Material Cost	

**Part 2 - LEED data for all products**  
This data will apply to all products and must be completely filled in.

Location of manufacturer	Olive Branch, MS
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"Manufacturer" refers to the final assembly of the products components. For example, if the aluminum frame for a window comes from Pittsburg, PA, the glass from Toledo, OH, and the remaining materials from Cleveland, OH, and it is assembled in Columbus, OH, then the manufacturer location is Columbus, OH.

Raw material extraction location	Product Component	Location of Extraction	% Weight
If the product consists of over 4 components continue on a separate page and attach additional data to form.			

If the product is made up of several components then a raw material extraction location needs to be provided for each component. "Extraction" refers to the location of where the material originates from. For example, if 50% of the aluminum for a window frame is mined in Buffalo, NY, and the other 50% is recycled content that is collected from the area surrounding the window frame manufacturing facility which is located in Toledo, OH then both extraction sites need to be submitted.

Post-Consumer recycled content (%)	0
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"Post consumer" refers to material generated by households or by commercial, industrial, and institutional facilities in their role as end-user of the product, which can no longer be used for its intended purpose. An example of this would be pop cans that are recycled to make an aluminum window frame.

Pre-Consumer recycled content (%)	0
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"Pre consumer" refers to material diverted from the waste stream during the manufacturing process. An example of this would be aluminum shavings that are generated in the manufacturing of aluminum window frames that are reclaimed and put back into the window frame manufacturing process.

VOC Content	<0.1 Lbs/Gal.(0.02lbs/gal.) (SCAQMD Rule 1168)
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"VOC" stands for volatile organic compounds and is expressed in (g/L). This information is dependant on the type of product being produced. If this information does not apply to the product you are supplying than put in "X" in the area provided.

**Part 3 - Product based LEED data**

This information is dependant on the type of product being produced. If any of this information does not apply to the product you are supplying than put in "X" in the area provided.

Certified wood content	0
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Certified wood content is defined as wood that is FSC-certified and has chain-of-custody documentation. If the product is not wood, have any wood content in it, or is not an agrifiber product than this will not apply.

Adhesives and Sealants	<0.1 lbs/gallon
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Adhesives and Sealants need a letter and product data from the manufacturer stating that they meet the testing and product requirements of the California Department of Health Services Standard Practice for the Testing of volatile Organic Emissions From Various Sources Using Small Scale Environmental Chambers, including 2004 Addendum.

Paints and Coatings	NA
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Paints and Coatings need a letter and product data from the manufacturer stating that they meet the testing and product requirements of the California Department of Health Services Standard Practice for the Testing of volatile Organic Emissions From Various Sources Using Small Scale Environmental Chambers, including 2004 Addendum.

Flooring Elements	NA
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All flooring elements need a letter and product data from the manufacturer stating that they meet the testing and product requirements of the California Department of Health Services Standard Practice for the Testing of volatile Organic Emissions From Various Sources Using Small Scale Environmental Chambers, including 2004 Addendum.

Furniture and Furnishings	NA
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All furniture and furnishings need a letter and product data from the manufacturer stating that they meet the testing and product requirements of the GREENGUARD Children and Schools CertifiedSM.

**Part 4 - Attached Documentation**

Attach all appropriate data if available. If contractors get the information from the internet or another sort of published data they must submit that data with this form. For example, product data for plumbing fixtures indicating water consumption.

**Part 5 - Sign and Date**

To my knowledge the information on this sheet is correct on date it was completed.

*Richard Finney*

The individual(s) responsible for filling out the information on this sheet should sign and date the box above.