

Guidance for Timber Traceability Pilot Credit

This document provides guidance for LEED project teams seeking to earn the Timber Traceability pilot credit. This guidance will change as the pilot credit language evolves. The document has been structured to provide guidance on specific requirements of the pilot credit. Project teams are encouraged to use this guidance as much as practical. If a project team develops a more effective/efficient documentation strategy consistent with the credit intent or discovers a conflict with this guidance they are encouraged to share this insight to help improve this documentation guidance.

In order to meet the requirements of the Timber Traceability Pilot Credit, project teams must complete 4 steps:

- 1) Gather and submit information on species and origin for all wood products
- 2) Gather and submit samples of each contributing wood product for scientific testing
- 3) Meet additional requirements for wood originating in countries with elevated risk of illegal logging
- 4) Complete and submit the Timber Traceability Pilot Credit Calculator

NOTE: As with some other pilot credits, the Timber Traceability pilot credit is seeking to jump start market activity that is currently nascent. Because the credit requires documentation that may not be readily available (species information, extraction location maps, etc.) and physical testing of wood samples, this credit may not align well with projects with short development schedules.

Step 1: Gather & submit basic information on all wood products

Credit requirement:

Project teams shall identify the country of harvest and wood species (scientific name) for all wood products that are not reclaimed, salvaged or reused.

Documentation guidance:

Working through project contractors, sub-contractors and/or wood product suppliers, obtain country of harvest and species information for all wood products specified in the project. Unless otherwise specified, fiber-based composite wood products (e.g. particleboard, MDF, HDF) require identification of only the country or countries of harvest. If a wood product is assembled from multiple wood component materials (e.g. engineered wood flooring, hardwood plywood, a custom architectural millwork package), then information for each component must be provided. Unless otherwise specified, harvest and species information for minor components of wood products (e.g. dowels, biscuits) is not required.

Document country of harvest and species information for all wood in the Timber Traceability Pilot Credit Calculator. The pilot credit calculator will ultimately be uploaded to LEED Online as documentation. In addition, the project team will be required to upload the Credit Calculator and harvest location maps (see step 2 below) to Woodorigin.org/leed.

Credit requirement:

To be eligible for this credit, wood products must constitute at least 5%, by cost, of the total value of permanently installed building products in the project or be valued at a minimum of \$100,000.

Documentation guidance:

As with other MR credits, the total materials cost of a project can be either the actual materials cost (excluding labor but including delivery and taxes) or it can be calculated using the default materials cost (45% of total construction costs).

The cost of wood products shall be the actual delivered cost to the jobsite, excluding on-site labor but including delivery and taxes. *A possible exception is architectural millwork – see below.*

Step 2: Gather & submit origin information (maps) and samples for contributing products / product components

Credit requirement:

At least 50%, by cost, of the permanently installed wood products must meet a traceability/transparency requirement.

Documentation guidance:

For the purposes of this credit, a wood product is defined as the product(s) delivered to the jobsite, not wood component materials that are used in product manufacture or fabrication off-site. By this definition, wood products assembled from multiple components (e.g. most wood doors, some wood windows, engineered wood flooring) are considered to be a single product. *A possible exception is architectural millwork – see below.* Multiple products of the same category are considered to be a single product as long as the materials are the same, even if sizes and dimensions vary.

Example:

A project uses the following wood products: Douglas fir dimensional lumber in a variety of dimensions; Maple solid wood flooring; Maple solid trim in a variety of moulding profiles; and Cedar windows in a variety of sizes. These are counted as four products for the purposes of this credit.

Architectural millwork - Custom architectural millwork packages can be counted in one of two ways:

- 1) It can be counted as a single product if all wood material components (with the exception of fiber-based composite wood products and very minor wood components, which are exempted) meet the traceability/transparency requirements for credit achievement (see below). Under this option, the entire delivered cost of the package, including the cost of off-site labor but excluding on-site labor, can count towards credit achievement.
- 2) Each wood material component can be considered a single product. In this case, the cost *to the architectural millworker* of components that meet traceability/transparency requirements *as well as* exempted materials count toward credit achievement. The cost of components that do not meet traceability/transparency requirements do not contribute to credit achievement. Under this option, the costs of labor are not counted toward credit achievement.

“Single product” example:

An architectural millwork package is made up of Mahogany lumber, Mahogany veneer laid up on MDF, drawer boxes made of Birch plywood, and wood biscuits. All of these materials (except the MDF and biscuits, which are exempted) meet credit traceability/transparency requirements. The delivered cost of the package is \$100,000, all of which counts toward achieving the 50% threshold.

“Material component” example:

An architectural millwork package is made up of Mahogany lumber, Mahogany veneer laid up on MDF, drawer boxes made of Birch plywood, and wood biscuits. The Birch plywood meets the traceability/transparency requirements but the Mahogany lumber and veneer do not (the MDF and biscuits are exempt). The delivered cost the package including off-site labor is \$100,000, but the cost of wood materials alone breaks down as follows: the lumber and veneer cost \$45,000; the Birch plywood drawer boxes cost \$1000; the MDF costs \$3990; and the biscuits cost \$10. The total cost of materials is \$50,000, but only the drawer boxes meet credit traceability/transparency requirements. The exempted materials can also be counted. \$5000 (plus any multiplier, per the below) counts toward achieving the 50% threshold, and \$45,000 does not.

Credit requirement:

Samples of contributing products shall be tested using wood identification technology and the results shall not contradict the declared species and origin.

Samples shall be accompanied by a map, or maps, of... the origin for the timber used in the product's manufacture.

Documentation guidance:

Harvest location maps should be sought first as there is currently no useful value in collecting samples if harvest location cannot be determined. *It is recommended that project teams seek maps for most or all wood products and/or components from the outset.*

Working through project contractors, sub-contractors and/or wood product suppliers, gather maps (see below for details) for products intended to contribute to credit achievement. For products assembled from multiple components, maps for each component (with the exception of fiber-based composite wood products and very minor wood components) must be provided. All maps must be included in the Timber Traceability credit calculator and uploaded to the website Woodorigin.org/leed.

Wherever practical, samples shall be taken from products after they have been delivered to the project jobsite (e.g. framing lumber, wood flooring, CLT, etc.). Where not practical (e.g. architectural millwork, doors and windows), samples of wood component materials shall be collected from scrap generated in the manufacture of the products destined for the project.

Specific instructions on how to gather, prepare and submit samples are available here: Woodorigin.org/leed. WoodOrigin will review the maps and other information submitted and will provide information on what tests will need to be conducted. WoodOrigin will determine what threshold (low, medium, high) the sample project qualifies for.

WoodOrigin will coordinate testing and will provide the results to the project team. If the results contradict the declared species and origin (country or more specific areas of origin disclosed in maps), then the wood product may not be eligible count toward credit achievement.

To cover the costs of handling and testing samples, the project team will pay a fee for each product or wood material component tested. The fee will be determined on a project-specific basis through consultation with WoodOrigin, but is likely to be about \$500 per product.

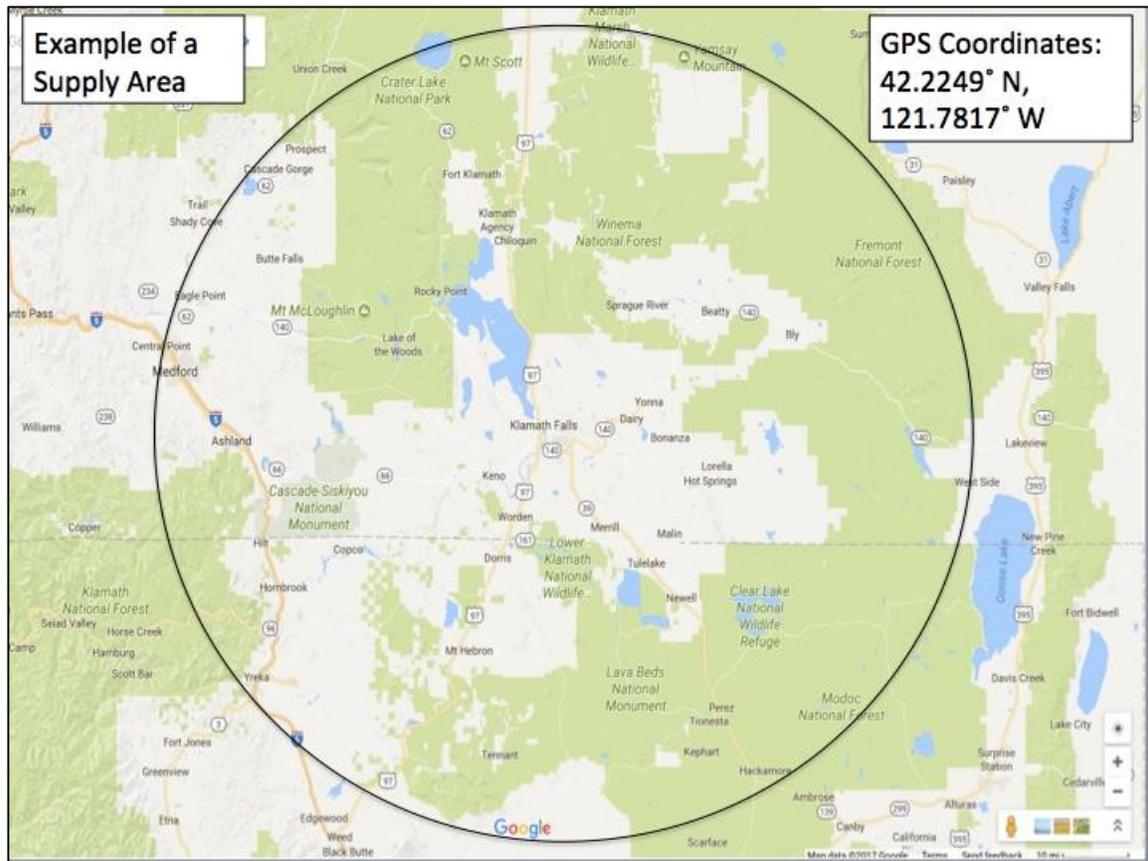
Credit requirement:

Low threshold: Samples of the product shall be tested... [and] shall be accompanied by a map, or maps, of the "supply area(s)" for the timber used in the product's manufacture. Products that meet the low threshold are worth 100% of their base contributing cost.

Documentation guidance:

A “supply area” is the area surrounding the “original log buyer,” where the logs used to make a product or a product’s components were harvested. Original log buyers are organizations that source nearby timber directly from forest owners (e.g. log concentration yards and mills that convert logs into primary products like lumber and veneer). The supply area will typically be a circle drawn around the location of the site of the organization, with the size of the circle being dictated by the maximum hauling distance of the logs. The mapped supply area(s) shall be as specific as possible but its limits shall not be more than 250 miles from the original log buyer.

For some value-added products, the manufacturer may be unable to narrow the possible origin down to a single original log buyer but may know that the wood comes from multiple original log buyers. In such cases, multiple maps can be provided to meet the requirement. Maps shall contain the GPS coordinates of the mill (the center point of the supply area).

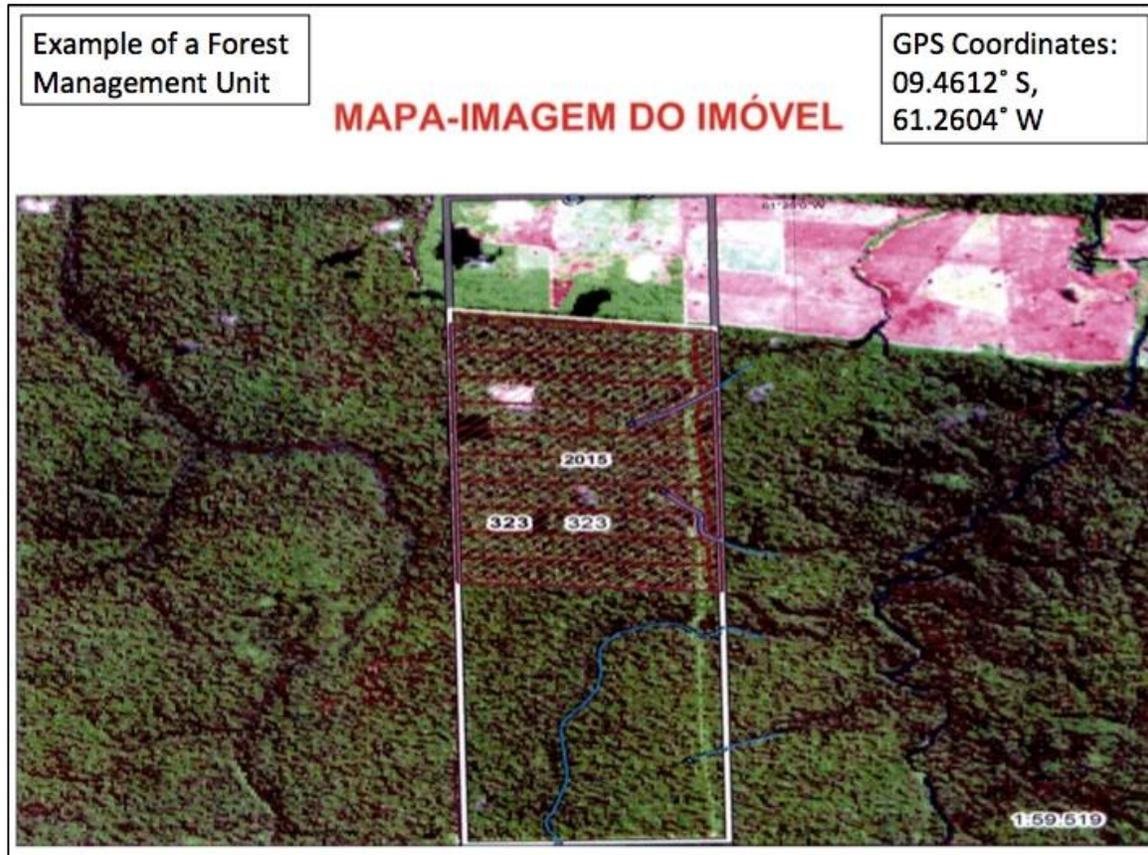


Credit requirement:

Medium threshold: Samples of the product shall be tested... [and] shall be accompanied by a map (or maps) of the Forest Management Unit of origin. Products that meet the medium threshold are worth 150% of their base contributing cost.

Documentation guidance:

A Forest Management Unit (FMU) is an area of forest managed under a single management plan and may consist of single or multiple parcels. Maps shall contain the GPS coordinates of the FMU's location.



Credit requirement:

High threshold: In addition to meeting the requirements of one of the preceding thresholds, the product shall be tested and the test results shall corroborate both the declared species as well as the origin of the product. Products that meet the high threshold are worth 200% of their base contributing cost.

Documentation guidance:

In order for wood identification technologies to corroborate the declared origin of a wood product, a laboratory will need to have data from reference samples of that species from the geographic area in question. This reference data exists for some species but not for many others. Based on the availability of reference data, WoodOrigin will determine what threshold (low, medium, high) the sample project qualifies for.

Assembled Wood Products – With the exception of architectural millwork, each individual component of a product that is assembled from multiple wood material

components (e.g. engineered wood flooring, hardwood plywood, doors, windows etc.) must meet one of the thresholds in order for the product to contribute to credit achievement. If different components meet different thresholds, then the lowest threshold of any non-exempted component shall be used for purposes of calculating the contributing value of the product. Products containing exempted components can contribute their entire value (i.e. the percentage of the materials cost made up by fiber-based composite wood products and/or minor components does not need to be deducted).

Examples:

Low threshold = 100% of contributing cost

Medium threshold = 150% of contributing cost

High threshold = 200% of contributing cost

- 1) A custom architectural millwork package is made up of lumber, veneer, and MDF and its delivered cost is \$100,000. The lumber meets the requirements of the medium threshold, the veneer meets the high threshold and the MDF is exempted. All of the non-exempted components meet one of the thresholds, so per the above, the millwork package as a whole can be considered as a single product and its entire value can apply. All of the non-exempted components (lumber and veneer) at least meet the medium threshold. The project team could opt to use a multiplier of 150% on the \$100,000 delivered cost and apply \$150,000 toward earning a point.

In a scenario that is otherwise the same as above, suppose that the lumber meets the requirements of the medium threshold but the veneer does not meet any credit traceability/transparency requirements. In this case the project team could opt to treat each wood material component as a single product. The lumber costs \$15,000, the veneer costs \$30,000 and the MDF costs \$5,000 for a total of \$50,000. The lumber *and* the MDF can use a multiplier of 150% on their combined costs of \$20,000 and apply \$30,000 toward earning a point. The \$30,000 cost of the veneer would not count. If the architectural millwork is the only wood used in the project, a point would be earned ($\$30,000 \text{ contributing products} / \$50,000 \text{ total wood products} = 60\%$)

- 2) An engineered wood flooring product is composed of a solid wood wear layer on a plywood platform. The wear layer meets the requirements of the low threshold but the plywood does not meet those of any threshold. Even though the product is valued at \$50,000, none of this value can be applied toward earning a point. However, if the product were composed of a wood

wear layer on an HDF platform, and the wear layer met the requirements of the low threshold, then the entire \$50,000 could count since the HDF is exempted.

Step 3: Meet additional requirements for wood originating in countries with elevated risk of illegal logging

Credit requirement:

Samples of wood products or components that originate in countries with elevated risk of illegal logging and/or trade shall be tested and the results shall not contradict the declared species and origin.

Documentation guidance:

Follow these steps to determine if a country has an elevated risk of illegal logging and/or trade for the purposes of filling the requirements of this credit:

- 1) Go to the Transparency International website: <https://www.transparency.org>
- 2) Click on the world map with the heading “Corruption Perceptions Index [YEAR]”
- 3) Scroll down to the Results Table. If a country has a score of 50 or less in the most recent year, then it is considered to have elevated risk.

Credit requirement - *In addition, each product and/or component must meet one of the following requirements:*

- ***Certified to FSC, SFI or PEFC standards.***
- ***Certified by a third-party legality verification program.***
- ***Documentary proof that the products are backed by a FLEGT license accepted under the European Union Timber Regulation.***

The certified status of the product shall be documented using an invoice from product vendor, manufacturer or importer identifying product as certified (pricing can be blacked out) The invoice must contain the company’s Chain of Custody (CoC) code and a “claim” regarding the certified status of the product, e.g. FSC Mix Credit or x% PEFC Certified. For more information, see pg. 533 of the LEED v4 BD+C reference guide.

Sample FSC invoice:

ITL, LLC
 dba
INDUSTRIAL TIMBER & LUMBER, LLC 
 Beachwood, Ohio (216) 831-3140


NHHLA

INVOICE

ORDER NUMBER: 241257-001 INVOICE DATE: 11/16/15 INVOICE NO: 513406 PAGE: 1

Acme HARDWOOD FLOORING
 PO BOX 248
 MIDDLEFIELD, OH 44062

Acme HARDWOOD FLOORING
 15320 BURTON-WINDSOR RD.
 MIDDLEFIELD, OH 44062
 PH: 440.834.1710

P. O. NUMBER	PLAN	DELIVERY TERMS	SHIP VIA	SHIP DATE	SALES TERMS
5492 5753	001007 JS	FOB DESTINATION	NORTHWEST HARDWOOD	11/16/15	14 70/N 90 DAYS
ITEM	DESCRIPTION	QUANTITY	PRICE	EXTENDED PRICE	
94TKPMVC	*14.3MM 8X4 SG B.BIR CP/CP*	21,504 BF			

Claim *CoC Code*

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*ITEMS ARE FSC MIX CREDIT. CERTS RA-COC-000293.

The verified legal status of the product shall be documented using an invoice from a product vendor, manufacturer or importer (pricing and supplier name can be blacked out). In general, the requirements of legality verification programs for invoicing of verified legal products are very similar to those of forest certification systems: CoC codes and “invoice claims.” The precise nature of these claims vary according to the program and can be determined by contacting the auditing organization (see credit, Annex 3). FLEGT stands for the Forest Law Enforcement Governance and Trade Action Plan which governs bilateral Voluntary Partnership Agreements negotiated by the EU and source countries on timber legality in order to meet the European Union Timber Regulation (EUTR) An example of a FLEGT license is a V-Legal Document issued under the Indonesian Timber Legality Assurance System (SLVK).

Sample V-Legal Document:



UNITED STATES OF AMERICA		
ORIGINAL	1 Issuing authority Name: PT. MUTU HAJAU INDONESIA Address: MANGGALA WANABAKTI BLDG, BLOK IV, 9TH FLOOR, ROOM 930 AC, JALAN JENDERAL GATOT SUBROTO, SENAYAN, DKI JAKARTA 10270 Authority registration number: LVLK-004-IDN	2 Importer Name: TRANSINDO USA, INC. Address: 365 SOUTH LEMON AVENUE, SUITE E, WALNUT, CA 91799 PHONE: (909) 444-0499 Country of destination and ISO Code: UNITED STATES OF AMERICA - US Port of loading: PEKAN BARU Port of discharge: LONG BEACH
	3 V-Legallicense number 16 16067-00005-004-ID-US	4 Date of Expiry 24 03 2017
	5 Country of export INDONESIA	7 Means of transport BY SEA
	6 ISO Code ID	
	8 Licensee Name: PT ASIA FORESTAMA RAYA Address: JL. TERMINAL LAMA NO. 75 PEKANBARU, KEL. LIMBURGAN, KEC. RUMBAI PESISIR, KOTA PEKANBARU, PROP. RIAU ETPK Number: N/A Tax Payer Number: 01.541.960.7-218.001	
	9 Commercial description of the timber products INDONESIAN PLYWOOD	10 HS-Heading 4412 31.00.00
	11 Common and Scientific Names Meranti Merah Muda (Shorea patensiana) Meranti Putih (Shorea vitiscent)	12 Country of harvest INDONESIA
	13 ISO Codes ID	
14 Volume (m3) 41.1523	15 Net Weight (kg) 24.024.00	16 Number of units 16
17 Distinguishing marks INVOICE: 13300-PS/16 ISSUED 24 NOVEMBER 2016 		
18 Signature and stamp of issuing authority Name: ROLAN Place and date: JAKARTA, 24 NOVEMBER 2016 		

Credit requirement:

A CITES permit shall be provided for all wood products containing or composed of species listed under CITES (Convention on Trade in Endangered Species, see Annex 4)

Sample CITES permit:

 CONVENCIÓN SOBRE EL COMERCIO INTERNACIONAL DE ESPECIES AMENAZADAS DE FAUNA Y FLORA SILVESTRES		PERMISO/CERTIFICADO N°		11474	
		<input checked="" type="checkbox"/> EXPORTACIÓN <input type="checkbox"/> REEXPORTACIÓN <input type="checkbox"/> IMPORTACIÓN <input type="checkbox"/> OTRO		Original 2. Válido hasta el 09/06/2009	
3. Importador (nombre y dirección) BTP INC 128 Sailer St. Evergreen Al. 36 401			4. Exportador/transportador (nombre, dirección y país) MADERERA BOZOVICH S.A.C. Calle Maria Curie 451 Urb. Santa Rosa, Ale Vitarie LIMA- PERU  Firma del solicitante		
3a. País de la importación ESTADOS UNIDOS			6. Nombre, dirección, sello/timbre nacional y país de la Autoridad Administrativa  Instituto Nacional de Recursos Naturales (INRENA) Calle Diecisiete N° 355 (Los Petirrojos) Urbanización El Palomar San Isidro - Apartado Postal 4452 LIMA 27 PERÚ		
5. Condiciones especiales partes dimensionadas Para animales vivos: este permiso o certificado es válido sólo si las condiciones de transporte se ajustan a las Directivas CITES para el transporte o, en caso de transporte aéreo, a la Reglamentación para el Transporte de Animales Vivos de la IATA			5a. Propósito de la transacción (véase el dorso) T 5b. Estampilla de seguridad N°. 0663560		
7.8. Nombre científico (género y especie) y nombre común del animal o planta 7.8. Coccoloba odorata CEDRO.		9. Descripción de los especímenes: incluya las marcas o los números de identificación (edad/sexo, si vivos) 9. 1 163 partes		10. Apéndice y origen (véase el dorso) 10. III-V	
				11. N°. de especímenes (incluya la unidad de medida) 11. 35.24 m3	
				11a. Total exportado/Cupo 11a.	
12. País de origen * Permisos N°. Fecha		12a. País de la última reexportación Certificado N°. Fecha		12b. N°. del establecimiento ** o fecha de adquisición ***	
A 7.8. Coccoloba odorata CEDRO. 9. 1 163 partes 10. III-V 11. 35.24 m3 11a.		12. País de origen * Permisos N°. Fecha 12a. País de la última reexportación Certificado N°. Fecha 12b. N°. del establecimiento ** o fecha de adquisición ***		12b. N°. del establecimiento ** o fecha de adquisición *** 118-2008-40-0900 12/12/2008	
B 7.8. Coccoloba odorata CEDRO. 9. 1 163 partes 10. III-V 11. 35.24 m3 11a.		12. País de origen * Permisos N°. Fecha 12a. País de la última reexportación Certificado N°. Fecha 12b. N°. del establecimiento ** o fecha de adquisición ***		12b. N°. del establecimiento ** o fecha de adquisición *** 118-2008-40-0900 12/12/2008	
C 7.8. Coccoloba odorata CEDRO. 9. 1 163 partes 10. III-V 11. 35.24 m3 11a.		12. País de origen * Permisos N°. Fecha 12a. País de la última reexportación Certificado N°. Fecha 12b. N°. del establecimiento ** o fecha de adquisición ***		12b. N°. del establecimiento ** o fecha de adquisición *** FEC-REF. 15/12/2008 HOR-REF. 11:05:53	
D 7.8. Coccoloba odorata CEDRO. 9. 1 163 partes 10. III-V 11. 35.24 m3 11a.		12. País de origen * Permisos N°. Fecha 12a. País de la última reexportación Certificado N°. Fecha 12b. N°. del establecimiento ** o fecha de adquisición ***		12b. N°. del establecimiento ** o fecha de adquisición ***	
* País en el que los especímenes fueron recolectados de la naturaleza, criados en cautividad o reproducidos artificialmente (sólo en caso de reexportación) ** Solamente para los especímenes de especies incluidas en el Apéndice I criados en cautividad o reproducidos artificialmente con fines comerciales *** Para los especímenes preconvención					
13. Permiso/certificado expedido por: ING. IRMA BRICEÑO SÁNCHEZ AUTORIDAD ADMINISTRATIVA CITES- PERU Lima, 09/12/2008 Lugar Fecha   Estampilla de seguridad, firma y sello oficial					
14. Aprobación de la exportación			15. Conocimiento de embarque/carta de porte aéreo N°		
Sección Cantidad		Acta @2200-08-TP			
A 35 24 3					

Step 4: Complete & Submit Timber Traceability Pilot Credit Calculator

Based on the origin information provided and the test results received, complete the Timber Traceability Pilot Credit Calculator. Upload the calculator to LEED Online and to Woodorigin.org/leed.

Once the credit has been achieved, Woodorigin.org/leed will add the submitted maps and testing results for contributing wood products (i.e. products whose test results confirm, or do not contradict, the declared origin) to a public portal. Negative test results will not be publicly disclosed on the portal, but may be aggregated with other data in reports that protect the anonymity of the project.