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# MEMORANDUM

**To: LEED Users**  
**From: USGBC**  
**Date: April 7, 2008**  
**Subject: Revised Requirements for Documenting the Use of FSC Certified Wood in LEED**

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**Distribution:**

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In an effort to align FSC rules and LEED requirements utilizing chain-of-custody (COC) documentation for the use of FSC certified wood, the MR TAG has approved the revised guiding language in LEED Rating Systems as follows:

All vendor invoices for permanently-installed wood products, both FSC certified and not, purchased by the project contractor and subcontractors must be compiled. Vendors are defined as those companies that sell products to the project contractor or subcontractors.

The cost of all wood products, both FSC certified and not, must be tallied on the appropriate LEED document (e.g., MRc7 template). Wood products that are not FSC certified and those that are identified on invoices as "FSC Pure" and "FSC Mixed Credit" should be valued at 100% of the product cost. Wood products identified as "FSC Mixed [NN]%" should be valued at the indicated percentage of their cost, e.g., a product identified as "FSC Mixed 75%," should be valued at 75% of the cost. (Wood products identified as "FSC Recycled" or "FSC Recycled Credit" do not count toward certified wood credits. They qualify instead as recycled content products).

Each vendor invoice must conform to the following requirements (except as noted in the Appendix under 'Exceptions'):

- a. Each wood product must be identified on a line-item basis;
- b. FSC products must be identified as such on a line-item basis;
- c. The \$ value of each line item must be shown;
- d. The vendor's COC certificate number must be shown on any invoice that includes FSC products.

Note that this means that each wood products vendor that invoices FSC certified products must be COC certified by an FSC accredited certifier.

## APPENDIX

Exceptions: In some rare instances, it may not be practical for a vendor to invoice wood products on a line-item basis because the invoice would be dozens of pages long. In such cases, the invoice should indicate the aggregate value of wood products sold by the vendor. If the wood products are FSC certified:

- a. The vendor's COC number must be shown on the invoice;
- b. The invoice must be supplemented by a letter from the vendor stating that the products invoiced are FSC certified.
- c. The invoice or the letter must state whether the products are "FSC Pure," "FSC Mixed Credit," or "FSC Mixed [NN]%"

Errata to the applicable Rating Systems and Reference Guides, CIRs and templates are posted. Please contact Customer Service at [leedinfo@usgbc.org](mailto:leedinfo@usgbc.org) with any questions.