

## Tremco Incorporated

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Global Sealants Division



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

February 19, 2009

Re: LEED Submittal Form Protocols and Tremco Policy

To Whom It May Concern:

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

As part of our commitment to the environment, Tremco believes in educating the customer on environmentally sound building practices, more specifically the widely accepted LEED system, as honestly and sincerely as possible and promoting the LEED practices and system as best we can with USGBC's intentions in mind.

One common request is assistance in or for a company representative to fill out LEED submittal worksheets. USGBC representatives stated in the November 2007 presentation at GreenBuild entitled, *LEED for Product Manufacturers*, "Product manufacturers are not required by USGBC policy to fill out submittal forms. In fact, it is preferred that manufacturers simply supply standard written documentation as to the material properties of pertinent credits and nothing else." This is then attached to the submittal as a reference piece.

The reasoning for the above statement is quite simple... Product manufacturers have been caught falsifying data previously to help a customer in attaining points. This has led to the practice amongst some LEED submittal reviewers at USGBC to "red flag" submittals with manufacturer filled-in forms, delaying the certification process and resulting in additional submittal work.

Further to this point, CSI has also stated on their suggested format forms for sustainable design submittals that a standard document from the manufacturer is adequate for submittal purposes and should be attached to construction documents as a reference.

As such, Tremco has in place a policy that we will not fill-out nor will we sign LEED submittal forms until the time which USGBC indicates such a practice is preferred. While we understand this may cause some extra work for our customers up-front, we are confident that this will be for the better of all involved longer-term. Our sales representatives and technical services staff will however walk through the form with you and help you fill it in utilizing the information in our "LEED Letters" found online at:

<http://www.tremcosealants.com/commercial/green/leed.asp>

Sincerely,

Michael Schmeida  
LEED Accredited Professional