**SECTION 01 900 000- LEED DOCUMENTATION SUBMITTAL, TRACKING AND REPORTING**

PART 1 – GENERAL

1.1 SUMMARY

A. Documents submitted for the purposes of LEED certification are to be in electronic PDF format and transmitted via an internet-based submittal service that receives, logs, and stores documents, allows for team collaboration, provides real-time updates, and exports documentation suitable for LEED certification. The service must offer both a web and mobile platform and allow the Contractor to create date and time-stamped photos to supplement the LEED documentation claims.

1.2 ACTION SUBMITTALS

A. The types of submittals for which this service must be used include all LEED construction credits and prerequisites.

B. For credits for which achievement requires substantiation of material type, quantity, and cost, submit receipts showing the purchase of materials for this project.

C. Contractor and Architect are required to use this service.

D. It is Contractor’s responsibility to submit documents in PDF format.

E. [Subcontractor], [Architect] [Consultants][ Owner] will be permitted to use this service at no extra charge.

F. Users of the service need an email address, Internet access, PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat [www.adobe.com](http://www.adobe.com), or Bluebeam PDF [www.bluebeam.com](http://www.bluebeam.com)) unless such software capability is provided by the service provider. Users will need a camera-enabled smartphone or tablet to access the mobile application.

G. Paper document transmittals will not be reviewed, emailed PDF documents will not be reviewed. All other specified submittal and document transmission procedures apply.

2.0 EXECUTION

2.1. SUBMITTAL SERVICE

A. The cost of the service is to be paid by [Owner]. The cost of the service is to be paid by [Contractor]: include the cost of the service in the contract sum.

B. Submittal Service: The selected service is:

**Green Badger LEED Documentation Software (**912-401-2888) getgreenbadger.com

2.2 TRAINING

A. Training: One, one-hour, web-based training session will be arranged for all participants, with representatives of the [Architect] [Contractor] [Consultant] participating. Further training is the responsibility of the user of the service.

2.3 FINAL LEED DOCUMENTATION

A. Architect will also be using this service to identify materials and track progress.

B. [Architect] [Contractor] [Consultant] will prepare LEED templates in LEED Online and upload all relevant backup documentation.

C. Project Closeout: [Architect] [Contractor] [Consultant] will determine when to terminate the service for the project and is responsible for obtaining archive copies of the files for Owner.

END OF SECTION 01 900 000