

## LEED Sample Source Reporting Summary

For use by WDMA members, a LEED Source Reporting Summary is a document (or report) used in LEED certification to verify and summarize where building materials come from and how they meet LEED Materials & Resources (MR) credit requirements. In simple terms, it shows who supplied the materials, where they were sourced, and whether they qualify for LEED points.

The Source Reporting Summary supports LEED credits related to responsible material sourcing, such as Environmental Product Declarations (EPDs), Sourcing of Raw Materials, Material Ingredients, Low-emitting materials (sometimes referenced alongside, and Regional or responsibly extracted materials. It helps the project team prove compliance during the LEED documentation and review process.

As a resource to WDMA members, below is a sample of a summary report and the information required to document a building product for used in LEED certification. This sample only provides the critical information required for most building products and is offered as an example for reference for door, window, and skylight products:

## Sample Source Reporting Summary

<b>Project Name:</b>	
<b>LEED Rating System:</b>	
<b>Credit:</b>	
<b>Prepared By:</b>	
<b>Date:</b>	
<b><u>Responsible Sourcing Attributes</u></b>	
<input type="checkbox"/> FSC-Certified Wood	
<ul style="list-style-type: none"> <li>• FSC Certificate Holder: [Name]</li> <li>• FSC Chain-of-Custody Number: [Number]</li> <li>• Percentage of FSC-certified content by cost: [XX%]</li> </ul>	
<input type="checkbox"/> Recycled Content	
<ul style="list-style-type: none"> <li>• Pre-consumer recycled content: [XX%]</li> <li>• Post-consumer recycled content: [XX%]</li> <li>• Total recycled content (ISO 14021): [XX%]</li> </ul>	
<input type="checkbox"/> Bio-Based Materials	
<ul style="list-style-type: none"> <li>• Bio-based content percentage: [XX%]</li> <li>• Sustainable harvesting practices documented: Yes / No</li> </ul>	
<input type="checkbox"/> Reused / Salvaged Material	
<ul style="list-style-type: none"> <li>• Description of reused content: [If applicable]</li> <li>• Percentage by cost: [XX%]</li> </ul>	
<input type="checkbox"/> Extended Producer Responsibility (EPR)	
<ul style="list-style-type: none"> <li>• Manufacturer participates in take-back or recycling program: Yes / No</li> <li>• Program description: [Brief description]</li> </ul>	

<b><u>Material Cost Information (Required for Optimization Path)</u></b>	
<ul style="list-style-type: none"> <li>• Total Product Cost (material only): \$[Amount]</li> <li>• Cost Contributing to Responsible Sourcing: \$[Amount]</li> <li>• Percentage Contributing to Credit: [XX%]</li> </ul>	
<b><u>Compliance Statement</u></b>	
The products listed above meet the requirements of LEED v4 or V5 MR Credit: Building Product Disclosure and Optimization – Sourcing of Raw Materials. All information provided is accurate and supported by third-party certifications and/or manufacturer documentation in accordance with LEED guidelines.	
<b><u>Supporting Documentation Attached</u></b>	
<input type="checkbox"/> FSC Certificate <input type="checkbox"/> Manufacturer Responsible Sourcing Report <input type="checkbox"/> Product Data Sheet <input type="checkbox"/> Invoice or Cost Letter (if required)	
<b><u>Manufacturer Declaration</u></b>	
Authorized Representative:	
Title:	
Company:	
Signature:	
Date:	