



# Green Badger Best Practices



We've compiled some tips and tricks to help you on your LEED journey.

Prepare for Team Kick-off/Software Training with Green Badger.

- Have your team take foundational LEED Training. We offer [Green Badger Academy!](#) We also have an Ultimate Guide to LEED Construction that provides an overview for all the construction credits.
- Send your Green Badger trainer your LEED scorecard prior to the meeting.
- Gather a few submittals, current or older, ready to review with your trainer.
- Have your LEED scorecard ready to upload to your project.

Post Kick-off/Software Training with Green Badger

- Review all of the resources in your follow-up email.
- Invest in LEED construction credits training. Once again, we offer Green Badger Academy and/or [The Ultimate Guide to LEED](#).
- Download IAQ and CWM plan templates and set dates to review/finalize your plans with your project team. This should be done within 30 days.



**Need a template? We have these for free on our website:**

- [LEED v4.1 Submittal Cover Sheet](#)
- [IAQ Management Plan Template](#)
- [Construction Waste Management Plan Template](#)

Subcontractor Training

- Train all of your subcontractors on how to fill out a LEED coversheet.
  - Meet regularly (after safety meetings, etc) - our training video is a great resource.
  - Hand out a sample of a correct submittal.
  - Train them in smaller groups.

**Train your subcontractors with  
a 15 min video!**

**[TAKE ME TO THE  
SUBCONTRACTOR TRAINING](#)**



### Construction Waste Management

- Have conversations with your hauler on disposal methods.
  - site-separated
  - individual dumpsters
  - commingled
    - Get a letter from the sorting facility that states the annual average recycling rate or written verification that loads are individually weighed/reported. Visual inspection is not accepted by the USGBC.
- Implement training and hang signage to ensure waste streams are being separated.
- Track monthly haul reports to capture the current diversion percentage, pounds per square-foot, and number of material streams.



**Need a cheat sheet? [Click here our CWM Cheat Sheet!](#)**

**Also, check out our ["How to Create A CWM Plan for LEED" blog.](#)**

### Project Management and Updates

- Require subcontractors to use a LEED Coversheet and make it part of the submittal.
  - [Click here for our Green Badger Coversheet!](#)
- Request costs and/or volumes for all products.
- VOC and Emissions documentation for all sealant/adhesives and paints/coatings  
Emissions information for all flooring, ceilings, wall products, insulation, and composite wood.
- Flag any missing products that are above the VOC limit or missing CDPH/emissions.
  - [Click here for our complete guide on low-emitting materials!](#)
- Review for Sustainable Materials Products. Typical submittals that include these are flooring, ceilings, drywall, insulation, paints, doors/hardware and interior metal studs, etc.
- Record all products in Green Badger for both the Sustainable Materials/BPDO and Low-Emitting Materials Credits where applicable.
- Send monthly progress reports to your team using Green Badger's Project Report function or invite others with Read Only access to see the project's progress.
- If there are non-compliant products, ask your subcontractors for alternates and review them with your team.



### Erosion and Sedimentation Control (SWPP)

- SWPP is likely being handled by your civil team or a 3rd party provider. Verify who is handling these inspections and that you can submit a sampling at the end of the project
- If this falls to the GC team, review the project erosion and sedimentation control plans to make sure all measures are implemented correctly on your job site.
- Choose one of the two following ways to report monthly ESC measures:
    - Use the Green Badger Mobile App! Customize your template to reflect the ESC measures on your job site.
    - Upload your own ESC inspection reports



Need Green Badger on the go? Great! We have an app for that. Green Badger can be found in both the Apple App Store and Google Play Store.



**Ensure the Superintendent or other responsible party is added to your project in Green Badger and has downloaded the app.**

### Start IAQ inspections when ductwork arrives.

- Perform inspections monthly.
- Annotated photos are required. The easiest way to provide these is with the Green Badger Mobile app. LEED reviewers request noting the general location of the photo.
- Take photos of the different SMACNA measures, not just the ductwork. USGBC will ask for verification of any measure included in your IAQ Management Plan.

### IAQ - Flushout/Testing

- Talk with the design team to see if the owner wants flushout and/or testing. Give them time to plan for a flushout. It should be post-punch list but prior to occupancy.
- Calculations must demonstrate proper flushout durations and quantities or IAQ testing results are required.



Quality Checks before closing out your job.

- Ensure all products in Sustainable Materials (BDPO) side of the software are represented in Low Emitting Materials side. For LEM you must show all products inside of the weather barrier, whether they are compliant or not, for the product categories the project is pursuing.
- Remove any products that did not make it into the building.
- Sort products in Sustainable Materials by manufacturer and remove any duplicates.
- Confirm all costs are entered for products contributing to Sourcing of Raw Materials in the Sustainable Materials side.
- Export Data from each credit page to upload to LEED online.

The breakdown of what you will be uploading to LEED online:

#### WASTE

- Construction Waste Management Plan
- Construction Waste Calculator

#### SUSTAINABLE MATERIALS (BPDO)

- BPDO Calculator
- Product Data Sheets

#### LOW EMITTING

- Low Emitting Calculator
- Product Data Sheets

#### EROSION CONTROL

- Erosion Control Plan
- At least 3 different inspection reports. Make sure no corrective actions are shown with out proper documentation of corrective action.

#### IAQ

- IAQ Management Plan
- At least 3 separate inspection reports showing all relevant SMACNA measures

Need more help planning? Our Project Checklist makes sure you work smarter, not harder.

[TAKE ME TO YOUR PROJECT CHECKLIST](#)