

Contractor's Letter of Assurance: WELL v2, Q4 2023

Instructions

The template should be completed, signed and submitted as part of the documentation package.

1. **Place a checkmark** at every part completed and leave blank those that are not being pursued or are being completed by another team member.
2. **Sign and date** at the bottom of this letter.

Who should sign the Letter of Assurance?

If an individual other than the responsible party listed is signing for any of the requirements listed below, this individual should also complete the final page of the form to include a description of their role on the project next to their signature.

If a second responsible party is signing off for any remaining feature part requirements, this individual should complete a new pdf copy of the LOA along with signing off on the final page with a description of their role on the project.

Letter of Assurance for Precertification

If this Letter of Assurance is being submitted for [Precertification](#), it is assumed that the LOA represents intent-stage documentation.

If the LOA represents implementation, **check this box**

Air

04 Construction Pollution Management

This project is constructed to meet the parts selected below:

Part A04.1: Mitigate Construction Pollution

For All Spaces

**Check to indicate
the requirement
is met**

Option 1: Manage construction pollution

For construction occurring after enrollment or the start of subscription, the following requirements are met:

- a. Ducts are maintained per one of the below:
 1. Ducts are sealed and protected from possible contamination during construction.⁵
 2. Ducts are cleaned prior to installing registers, grills and diffusers.
- b. If permanently installed ventilation system is operating during construction, filters must meet the following:
 1. Media filters with an average removal efficiency of $\geq 70\%$ for particles 3-10 μm in size (e.g., MERV 8, M5 or ePM10 70%) are used to filter return air.⁶
 2. All filters are replaced prior to occupancy.⁵
- c. The project implements the following moisture and dust management

procedures:

1. Carpets, acoustical ceiling panels, fabric wall coverings, insulation, upholstery and furnishings and other absorptive materials are stored separately in a designated area protected from moisture damage.⁵
2. All active areas of work are isolated from other spaces by sealed doorways or windows or through the use of temporary barriers.⁵
3. Walk-off mats are used at entryways to reduce the transfer of dirt and pollutants.⁵
4. Saws and similar tools use dust guards or collectors to capture generated dust.⁵

Materials

01 Material Restrictions

This project is constructed to meet the parts selected below:

Part X01.1: Restrict Asbestos

For All Spaces

**Check to indicate
the requirement
is met**

Option 1

For newly installed or applied products within the project boundary, the following requirement is met:

- a. The following product categories do not contain over 1,000 ppm of asbestos by weight or area:
 1. Thermal protection, including all insulation (lagging) applied to pipes, fittings, boilers, tanks and ducts.
 2. Acoustic treatments.
 3. Sheathing.
 4. Roofing and siding.
 5. Fire and smoke protection.
 6. Joint protection.
 7. Plaster and gypsum board.
 8. Ceilings.
 9. Resilient flooring.

Part X01.3: Restrict Lead

For All Spaces

**Check to indicate
the requirement
is met**

Option 1: Paints and electronics

The following requirements are met:

- a. Newly installed fire alarms, meters, sensors, relays, thermostats and load break switches meet one of the following:
 1. RoHS restrictions.⁴
 2. Products contain no more than 0.01% (100 ppm) of lead by weight.
- b. Newly installed paints applied as finishes within the project boundary meet at least one of the following criteria:
 1. Paints have a lead concentration of 100 ppm (0.01%) by weight or below.
 2. Paints have no added lead carbonates and lead sulfates.
 3. Paints are deemed free of lead or with no added lead by an ISO 14024-compliant (Type 1) Ecolabel, or a voluntary third-party certification program recognized by the local government where the building is located.
 4. Paints meet Feature X08: Materials Optimization Part 1, Option 1 'Materials Selection' OR Part 2.

05 Enhanced Material Restrictions

This project is constructed to meet the parts selected below:

Part X05.1: Select Compliant Interior Furnishings

For All Spaces

**Check to indicate
the requirement
is met**

Option 2: Electrical and electronic products

All newly installed electrical and electronic products, as specified in Appendix X1, meet the following requirement:

- a. Products are compliant with RoHS restrictions.

Part X05.2: Select Compliant Architectural and Interior Products

For All Spaces

**Check to indicate
the requirement
is met**

Option 1

At least 50% by cost of newly installed products under the classes listed below, as defined by [Reference](#) (minimum 10 distinct products), meet the following requirements, unless higher amounts are mandated by local code:

- a. Flooring products contain 100 ppm (0.01%) by weight or less of the following:
 1. Halogenated flame retardants (HFR).
 2. Per- and polyfluoroalkyl substances (PFAS).
 3. Orthophthalates.
- b. Insulation products, including thermal and acoustic insulation in walls, ceilings, ducts, tubes and pipes, contain 100 ppm (0.01%) by weight or less of halogenated flame retardants (HFR).
- c. Ceiling and wall finishes and demountable wall partitions contain 100 ppm (0.01%) by weight or less of the following:
 1. Halogenated flame retardants (HFR).
 2. Orthophthalates.
- d. Pipes and fittings intended for drinking water distribution and delivery contains 100 ppm (0.01%) by weight or less of orthophthalates.

06 VOC Restrictions

This project is constructed to meet the parts selected below:

Part X06.1: Limit VOCs from Wet-Applied Products

For All Spaces

**Check to indicate
the requirement
is met**

Option 1

Newly installed interior wet-applied paints, coatings, adhesives, and sealants (minimum 10 distinct products or applied to at least 10% of project area) meet the following:

- a. All products are tested to meet methods and thresholds established in one of the following standards and/or regulations for VOC content:
 1. SCAQMD Rule 1168 (Adhesives and Sealants, 2017).
 2. GB 33372-2020 (Adhesives).
 3. 2019 CARB SCM for Architectural Coatings.⁷
 4. EU Ecolabel for indoor and outdoor paints and varnishes.
 5. HJ 2537-2014 (Paints).
 6. Any other compliance path listed in the 'VOC content evaluation' section of the 'Low-Emitting Materials' credit of the LEED v4.1 standard.⁸
- b. At least 75% of products (by surface area or volume) are tested by a third-party laboratory to meet testing methods and thresholds established in one of the following standards and/or regulations for VOC emissions:
 1. California Department of Public Health (CDPH) Standard Method v1.2.
 2. AgBB.⁹
 3. European Union LCI VOC thresholds¹⁰ following EN 16516-1:2017 testing methods.
 4. Any compliance path accepted to meet the VOC emission requirements of the 'Low-Emitting Materials' credit of the LEED v4.1 standard.⁸

Part X06.2: Restrict VOC Emissions from Furniture, Architectural and Interior Products

For All Spaces

**Check to indicate
the requirement
is met**

Option 1

Tier 1

Tier 2

Products within one or more categories and corresponding thresholds in Table 1 meet one of the following compliance requirements, earning points as shown in Table 2: Table 1:

Product Category (from Appendix X1)	Threshold for Compliance
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Flooring	90% of cost or surface area
Furniture, millwork and fixtures	75% by cost
Insulation, ceiling and wall panels	75% by cost or surface area

Table 2:

Tier	Achievement	Points
1	One compliant product category	1

- a. Tested per methods and VOC emission thresholds established in one of the following:
 1. California Department of Public Health (CDPH) Standard Method v1.2.
 2. AgBB.⁹
 3. European Union LCI VOC thresholds¹⁰ following EN 16516-1:2017 testing methods.
 4. ANSI/BIFMA e3-2014, sections 7.6.1 or 7.6.2 (Furniture).
 5. Any compliance path accepted to meet the VOC emission requirements of the 'Low-Emitting Materials' credit of the LEED v4.1 standard.⁸
- b. Made exclusively with one or a combination of (without organic additives): metal (including powder-coated, plated and anodized materials), untreated wood and plant products, glass, ceramic, concrete or stone.
- c. If custom-made or refurbished, wet-applied and wood-based materials used in fabrication or refurbishing meet the following:
 1. All paints, coatings, sealants and adhesives applied to the product are verified as low-VOC emitting by one of the applicable standards listed in Part 1.
 2. All composite wood panels, including medium-density fiberboard, plywood and particle wood panels meet the 'Formaldehyde emissions evaluation' criterion of the 'Low-Emitting Materials' credit of the LEED v4.1 standard,⁸ or meet one of the following: US EPA TSCA Title VI, Europe E1, Japan Four-star.
- d. Installed for at least 6 months before enrollment or the start of subscription or manufactured and unmodified at least one year before enrollment or the start of subscription.

07 Materials Transparency

This project is constructed to meet the parts selected below:

Part X07.1: Select Products with Disclosed Ingredients

For All Spaces

**Check to indicate
the requirement
is met**

Option 1

For at least 25 distinct, permanently installed products (including flooring, insulation, wet-applied products, lighting fixtures, ceilings, and wall assemblies and systems), furniture and task and floor lamps, ingredients are disclosed by the manufacturer, a disclosure organization or a third party through one of the following:

- a. A Declare label, operated by the International Living Future Institute.³
- b. A Health Product Declaration (HPD) published in the HPD Public Repository, operated by the Health Product Declaration Collaborative.⁴
- c. A Cradle-to-Cradle Certified™ product, or a product with a Material Health Certificate from the Cradle to Cradle Products Innovation Institute.⁵
- d. A Product Lens Certification™, operated by UL.⁶

- e. A Product Health Declaration, operated by Global Green Tag.⁷
- f. A BIFMA Level scorecard compliant with BIFMA e3-2019 standard that demonstrates achievement of 4 points or more in credits 7.5.1.1, 7.5.2.2, or achievement of Option 1 in credit 7.5.3.
- g. A building product declaration listed in the eBDV database, for a product classified as 'Recommended' by the Byggvarubedömningen criteria, version 7.1 or more recent.
- h. A manufacturer's inventory containing CAS numbers of all individual compounds down to 1,000 ppm (0.1%). If the product contains a trade secret compound, GHS hazards of category 1 or 2 are listed and a concentration range is provided for each undisclosed component.

Part X07.2: Select Products with Enhanced Ingredient Disclosure

For All Spaces

Check to indicate the requirement is met

Option 1

For at least 15 distinct permanently installed products (including flooring, insulation, wet-applied products, lighting fixtures, ceilings, and wall assemblies and systems), furniture and task and floor lamps, the following requirements are met:

- a. All ingredients are disclosed down to 100 ppm.
- b. All ingredients are publicly disclosed by the manufacturer, a disclosure organization or a third party through one of the following:
 1. A Declare label, operated by the International Living Future Institute.³
 2. A Health Product Declaration (HPD) published on the HPD repository.⁴
 3. A building product declaration listed in the eBDV database, for a product classified as 'Recommended' by the Byggvarubedömningen criteria, version 7.1 or more recent.
 4. Manufacturer's disclosure and/or through a third-party materials database platform. If the product contains a trade secret compound, GHS hazards of category 1 or 2 are listed and a concentration range is provided for each undisclosed component.

Part X07.3: Select Products with Third-Party Verified Ingredients

For All Spaces

Check to indicate the requirement is met

Option 1

For at least 15 distinct permanently installed products (including flooring, insulation, wet-applied products, lighting fixtures, ceilings and wall assemblies and systems), furniture and task and floor lamps, the following requirements are met:

- a. All ingredients are disclosed through one of the following:
 1. A Declare label, operated by the International Living Future Institute.³
 2. A Health Product Declaration (HPD) published in the HPD Public Repository, operated by the Health Product Declaration Collaborative.⁴
 3. A Cradle-to-Cradle Certified™ product, or a product with a Material Health Certificate from the Cradle to Cradle Products Innovation Institute.⁵
 4. A Product Lens Certification™, operated by UL.⁶

5. A Product Health Declaration, operated by Global Green Tag.⁷
6. A BIFMA Level scorecard compliant with BIFMA e3-2019 standard that demonstrates achievement of 4 points or more in credit 7.5.2.2, or achievement of Option 1 in credit 7.5.3.

b. Ingredient disclosure is verified by a third party (i.e., an organization other than the manufacturer that is not affiliated with the ingredient disclosure certificate).

By signing below, I represent that, to the best of my knowledge, all of the responses provided on this form are accurate and made in good faith.

Printed Name:

Signature:

If the individual using this form is not in the role specified, provide a description of the individual's project role, including justification of their ability to sign off on the above requirements, here

Project Role:

Explanation: