

NYC Executive Order 23 EC3 Reporting Instructions

Background:

On September 22, 2022, New York City issued Executive Order 23: Clean Construction (EO 23) to streamline the administration of the city's lead-by-example sustainability and climate directives, and set new goals for the environmental performance of NYC agencies and authorities. For more information, refer to the **NYC EO 23 Embodied Carbon Environmental Product Declaration (EPD) Guidance**.

Building Transparency is a 501 c-3 nonprofit dedicated to addressing embodied carbon's role in the built environment. The Embodied Carbon in Construction Calculator (EC3) is a free database of construction EPDs and matching building impact calculator for use in design and material procurement. Building Transparency has created this guidance document to support Affected Entities with the EO 23 reporting process using the EC3 tool.

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1. Create an Account

To register for an EC3 account, go to <https://buildingtransparency.org/auth/register> and enter the requested information, making sure to accept the Beta User Agreement and Privacy Notice. EC3 is primarily for professional business use; users who specify their employer and profession will be granted a Professional (regular) account. Those who do not, or who register with a Personal (e.g., Gmail or Hotmail) Account will be given a Private Account with some features (including sharing features) disabled to protect privacy. Once a user has registered for an account, an activation email will be sent to the registered email address. Once activated, users may log in to the tool at <https://buildingtransparency.org/auth/login>.

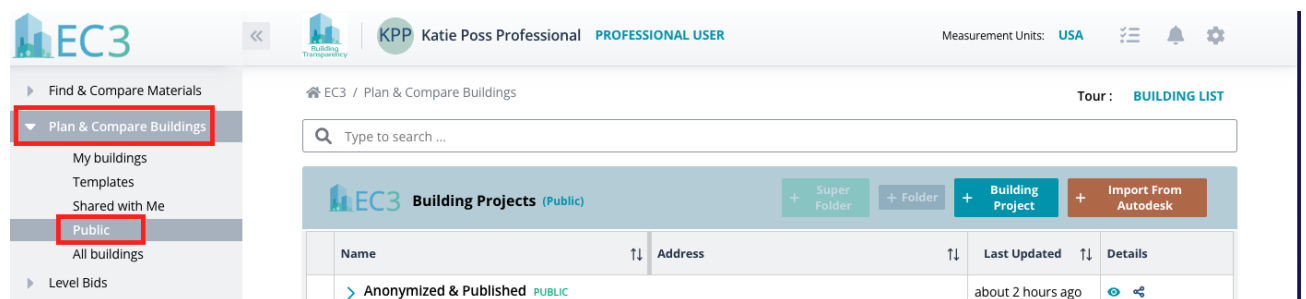
2. Understand what materials must be reported.

[Executive Order 23](#) directs Capital project agency construction managers to submit environmental product declarations (EPDs) for all batch plant ready-mixed and precast concrete and structural steel to the Building Transparency database. Reference the **NYC EO 23 Embodied Carbon Environmental Product Declaration (EPD) Guidance** for more detail on materials and EPD requirements.

Note: The contracting agency may have stricter or more detailed requirements. Confirm requirements for your project with your agency representative.

3. Copy NYC EO 23 reporting template.


Once you are logged in to EC3, click “Plan & Compare Buildings” located in the top left corner of the screen, just below the EC3 logo. Then click “Public”



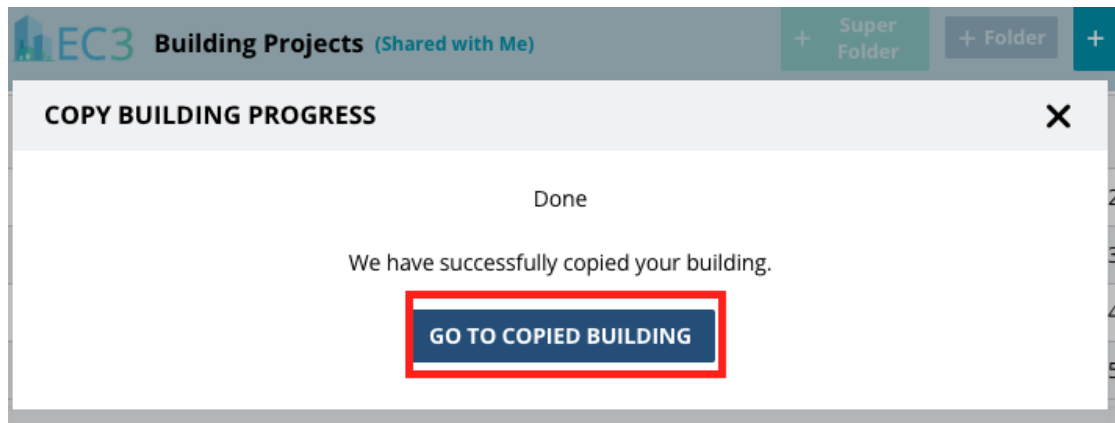
The screenshot shows the EC3 web application interface. The top navigation bar includes the EC3 logo, a user profile for 'KPP Katie Poss Professional PROFESSIONAL USER', and 'Measurement Units: USA'. The left sidebar menu has 'Plan & Compare Buildings' highlighted with a red box, and 'Public' also highlighted with a red box. The main content area shows the 'Plan & Compare Buildings' section with a search bar and a table of building projects. The table has columns for Name, Address, Last Updated, and Details. A project titled 'Anonymized & Published PUBLIC' is listed with a last updated time of 'about 2 hours ago'.

Navigate to the project titled “NYC E..O#23 [Reporting Agency], [Project Name], [Contract

Name/Number]”. Create a copy of this project by clicking on the button highlighted in red below.

EC3 Building Projects (My Buildings)					
Name	Address	Last Updated	Details		
<input type="checkbox"/> NYC E.O.#23 [Reporting Agency], [Project Name], [Contra... SHARED	New York, NY, USA	20 days ago			

Once the project has completed copying, click on the “Go to Copied Building” button.




4. Modify template with your project specific details.

- a. Delete “Copy of” in the Project Name field. Replace text in brackets with your project specific information including [Reporting Agency], [Project Name], and [Contract Name/Number]. Once completed, the project name should look like this: **“NYC E.O.#23 [MTA], [Project 123], [123456]”**

BUILDING NAME / ADDRESS / IMAGE

Project Name * <input style="width: 95%;" type="text" value="Copy of NYC E.O.#23 [Reporting Agency], [Project N"/>	Building Use <input type="text" value="Other"/> <input checked="" type="checkbox"/>	Approximate Construction Start Date <input type="text" value="2024-01-01"/>
Project Address <input type="text" value="New York, NY, USA"/>		



- b. Enter the project address.


BUILDING NAME / ADDRESS / IMAGE

Project Name *
NYC E.O.#23 [Reporting Agency], [Project Name], [C

Building Use
Other

Approximate Construction Start Date
2024-01-01

Project Address
New York, NY, USA



c. A pop-up will appear once you enter a new address. Click “Yes, Recalculate”

NYS E.O.#22 [MTA], [PROJECT 123], [123456] Undo SHARED HISTORY ANONYMIZE & PU


BUILDING NAME / ADDRESS / IMAGE

Project Name *
NYS E.O.#22 [MTA], [Project 123], [...

Building Use
Other

Approximate Construction St...
2024-01-01


Project Address
Hudson Yards, New York, NY 10001, USA

Map Satellite 

The location of this project has changed. Do you wish EC3 to recalculate the 15 existing material collections using the new location? This may take several minutes.

YES, RECALCULATE NO, KEEP RESULTS

d. Click on the arrow to the left of “Notes & Links” and enter the requested information about your project.



NOTES & LINKS

Project Notes

1. Client Agency:
2. Contracting Agency:
3. Contract name/number:
4. Total Project Cost:
5. Brief project description

Note: For client agency or contracting agency, use the acronym of the affected entity i.e.

i.e DDC, PARKS, DEP, DOT. Client agency is the owner of the project whereas the contracting agency is the one managing the construction work directly. Both the client agency and contracting agency will be New York City entities, not consultant or contracting firms.

NOTE: The “Building Classification” and “Embodied vs Operating” sections are not required for reporting purposes but may be optionally completed.

BUILDING CLASSIFICATION

Level of Development

Not Specified × Material Quantity Source A5 Construction Source Construction Project Scope

Primary Horizontal Gravity System Primary Vertical Gravity System Podium Primary Lateral Resistance System

Primary Foundation System Seismic Design Category Risk Category

Includes Material Quantities For: Structure Foundations Enclosure Interiors

EMBODIED VS OPERATING [View Embodied Vs. Operating](#)

5. Input project specific quantities and map collections.

Scroll down to the bottom of the page to the tab titled “A1-A3 Unifomat 2”. This is the section where you will enter project specific materials, quantities, and Environmental Product Declarations (EPDs).

A1-A3 Unifomat 2 A4 Transport A5 Construction Only Errors Charts Reports Comparisons Import

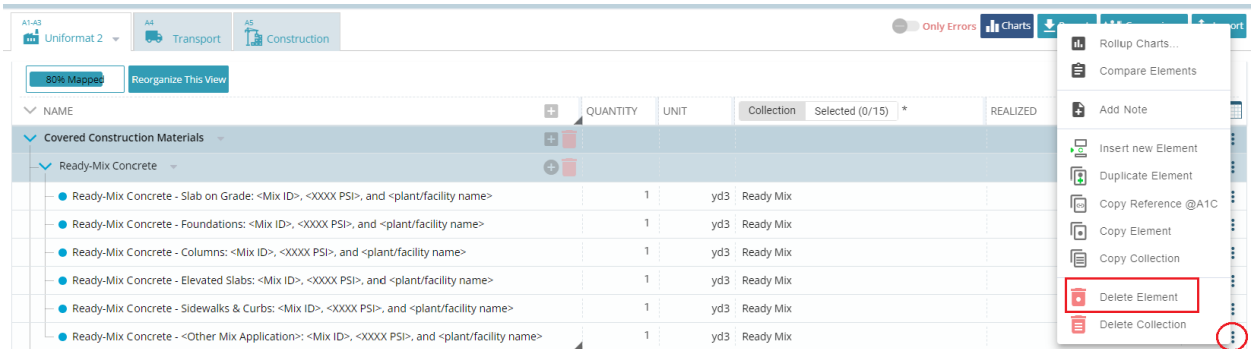
100% Mapped Reorganize This View

NAME	QUANTITY	UNIT	Collection	Selected (2/9) *	Realized	%
Covered Construct...					301 kgCO ₂ e	
Concrete					282 kgCO ₂ e	
Concrete - XXXX PSI <add descriptio...	1.0 ×	yd ³	ReadyMix: Lightweight - No; Jurisdiction - USA NY;		282 kgCO ₂ e	100 %

You will see concrete, precast concrete, and steel line items pre-populated. You will also see an “Other Materials - Encouraged Reporting” section. You may add any material quantities and EPDs here which you have data for, as NYC is encouraging reporting for all materials where possible. Any information within <brackets> should be revised with your project specific information.

6. Material Specific Instructions - Ready-Mix Concrete

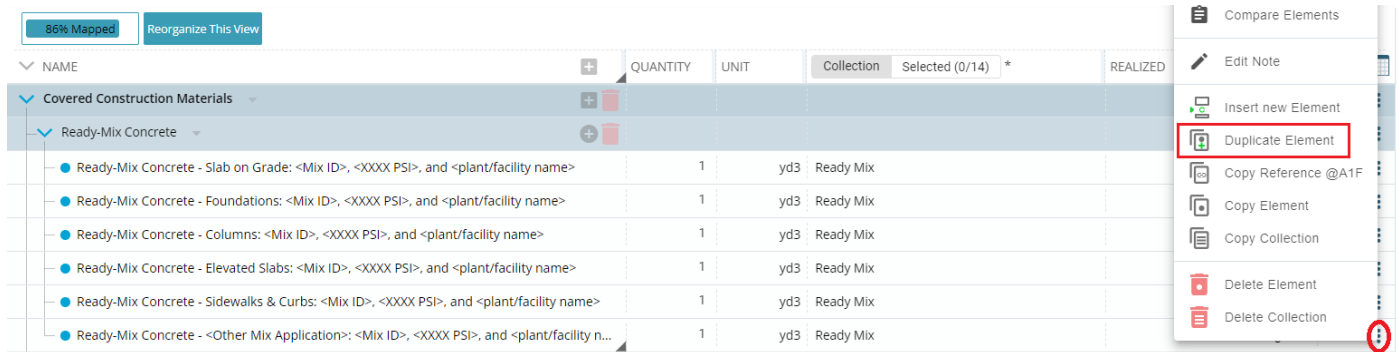
- a. Each ready-mix concrete mix used on your project should be added to EC3. Five commonly used mix applications are provided in the template: Slab on Grade, Foundations, Columns, Elevated Slabs, and Sidewalls & Curbs. A line item for <Other Mix Application> is provided. If there is a mix application in the template that is not used on your project, simply delete the item by clicking the three circles on the far right of the row. Then click “delete element” from the menu.



The screenshot shows a software interface with a table of materials. The table has columns for NAME, QUANTITY, UNIT, Collection, Selected (0/15), and REALIZED. Under the 'Covered Construction Materials' section, there is a sub-section for 'Ready-Mix Concrete'. The table lists six items, each with a quantity of 1 and unit of yd3. A context menu is open over the right side of the table, with the 'Delete Element' option highlighted in red.

NAME	QUANTITY	UNIT	Collection	Selected (0/15)	REALIZED
Ready-Mix Concrete - Slab on Grade: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - Foundations: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - Columns: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - Elevated Slabs: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - Sidewalks & Curbs: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - <Other Mix Application>: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		

- b. For each line item/unique mix, replace the text in <brackets> with information specific to that mix including the Mix ID, compressive strength i.e. 4000 psi, and plant/facility name.
- c. If you need to add additional mixes, you can duplicate elements by clicking on the three circles at the far right of the line item you wish to duplicate as shown below, then click “duplicate element”.



The screenshot shows the same software interface as above, but with the 'Duplicate Element' option highlighted in red in the context menu. The table content is identical to the previous screenshot.

- d. Enter the volume of each mix in the quantity column. Note that the unit of measure is pre-populated to cubic yards (yd3). If possible, you should enter the amount actually poured (as-built quantity), not an estimated quantity.

NAME	QUANTITY	UNIT	Collection	Selected (4/11) *	Realized	%
Concrete					599k kgCO2e	
Concrete - 4000 PSI <footings>	2,120	yd3	ReadyMix: Lightweight - No; Jurisdiction - USA NY;		598k kgCO2e	100 %
Concrete - XXXX PSI <add descriptio...	1.0	yd3	ReadyMix: Lightweight - No; Jurisdiction - USA NY;		282 kgCO2e	≈ 0 %
Concrete - XXXX PSI <add descriptio...	1.0	yd3	ReadyMix: Lightweight - No; Jurisdiction - USA NY;		282 kgCO2e	≈ 0 %

- e. Next, you will need to “map the collection” of the material, or tell EC3 more information about the material. Hover over the text “ReadyMix” and a magnifying glass in a teal box will appear. Click the magnifying glass.

NYS EO22 [MTA], [PROJECT NAME], [CONTRACT NAME/NUMBER] PRIVATE ANONYMIZE & PUBLISH SAVE... CANCEL

100% Mapped Reorganize This View

NAME	QUANTITY	UNIT	Collection	Selected (4/11) *	Realized	%
Concrete					599k kgCO2e	
Concrete - 4000 PSI <footings>	2,120	yd3	ReadyMix: Lightweight - No; Jurisdi...		598k kgCO2e	100 %
Concrete - XXXX PSI <add descriptio...	1.0	yd3	ReadyMix: Lightweight - No; Jurisdiction - USA NY;		282 kgCO2e	≈ 0 %
Concrete - XXXX PSI <add descriptio...	1.0	yd3	ReadyMix: Lightweight - No; Jurisdiction - USA NY;		282 kgCO2e	≈ 0 %

- f. A pop-up will appear for the ready-mix concrete category. Enter the compressive strength of your mix in the field highlighted below. Type the number (i.e. 4000), then the letters “psi”.

AllMaterials / Concrete / ReadyMix

SEARCH BY PROPERTIES: 03 30 00 CAST-IN-PLACE CONCRETE Reused Material USE THIS COLL

PERFORMANCE SPECIFICATIONS Reset

Compressive Strength 28D

@ Curing Time
 @ Curing Time

Compressive Strength Other

ACI318 Exposure Class CSA A23.1 Exposure Class EN206 Exposure Class

- g. Note the geography is pre-populated with “New York”. If your concrete plant is located in a different state, click within the geography box and select the appropriate state.

▼ GEOGRAPHIC

Geography
New York

Add address to enable distance search

GWP Transport Cost

h. Once your compressive strength and geography are entered, click “Search”.

▼ GEOGRAPHIC

Geography
New York

Add address to enable distance search

GWP Transport Cost

► MORE...

LCIA Method: TRACI 2.1 and Jurisdiction: USA|NY X and Valid after: 2023-05-05 X and EPD Type: Product EPDs X
and Strength @28d = 4000 psi X and Lightweight - No X

Copy Shareable Link **SEARCH**

i. Scroll down to the Product EPDs section to view the results. Find the EPD for the specific concrete mix used on your project. You can narrow the search results by manufacturer, plant name, or product name by entering the details of your mix in the corresponding field.

STATISTICS

Product EPDs: 746 Industry EPDs: 0 Achievable: 281 kgCO2e Average: 343 kgCO2e ± 20.5% Conservative: 405 kgCO2e Converted per Unit: 1 yd3

PRODUCT EPDS Type to search ...

Subcategory	Manufacturer	Plant or Plant ...	Product	Description	Compressive...	uaGWP / 1 yd3	Columns
	Tec-Crete Tec-Crete Transit Mix Corp. ✓ More...		Compare		Plot		Manufacturer
☆ ReadyMix			Mix NYCDDC A-40...	NYCDDC A-40 AE	4000 psi	284.5 kgCO2e	Details Open
☆ ReadyMix	Tec-Crete Transit ...	Long Island City	Mix NYCDDC 4000...	NYCDDC 4000 NAE	4000 psi	410.1 kgCO2e	Details Open
☆ ReadyMix	Tec-Crete Transit ...	Long Island City	Mix 41AE575A20	4000 PSI (575) A/E ...	4000 psi	361.5 kgCO2e	Details Open

j. Once you’ve identified the correct EPD, click on it. You will know it has been selected when the row turns teal and the star to the far left is filled yellow. Note that when you select an EPD, it will move to the top of the list.

PRODUCT EPDS

Subcategory	Manufacturer	Plant or Plant ..	Product	Description	Compressive...	Columns	
	Tec-Crete Transit ...	Long Island City	Mix NYCDDC A-40...	NYCDDC A-40 AE	4000 psi	284.5 kgCO2e	Details Open
	Tec-Crete Transit ...	Long Island City	Mix NYCDDC 4000...	NYCDDC 4000 NAE	4000 psi	410.1 kgCO2e	Details Open
	Tec-Crete Transit ...	Long Island City	Mix 41AE575A20	4000 PSI (575) A/E ...	4000 psi	361.5 kgCO2e	Details Open
	Tec-Crete Transit ...	Long Island City	Mix 41AE25%A20	4000 PSI (420/140)...	4000 psi	287.9 kgCO2e	Details Open

- k. Click “Use this Collection” at the far right bottom corner of your screen. If there is no EPD available for your product, click “use this collection” without selecting an EPD.

☆ ReadyMix	Tec-Crete Transit ...	Long Island City	Mix 302-4000	NYCDDC A-4000 AE	4000 psi	284.5 kgCO2e	Details Open
☆ ReadyMix	Tec-Crete Transit ...	Jamaica	Mix 41AE25%A20	4000 PSI (420/140)...	4000 psi	282.0 kgCO2e	Details Open
☆ ReadyMix	Tec-Crete Transit ...	Jamaica	Mix 44611MRA20	4000 PSI (611) AE ...	4000 psi	385.0 kgCO2e	Details Open
☆ ReadyMix	Tec-Crete Transit ...	Jamaica	Mix 41AE50%A20	4000 PSI (275/275)...	4000 psi	211.7 kgCO2e	Details Open
☆ ReadyMix	Tec-Crete Transit ...	Jamaica	Mix 41AE575A20	4000 PSI (575) A/E ...	4000 psi	359.0 kgCO2e	Details Open
☆ ReadyMix	Tec-Crete Transit ...	Jamaica	Mix 302-4000	NYCDDC A-4000 AE	4000 psi	276.2 kgCO2e	Details Open

[USE THIS COLLECTION](#)

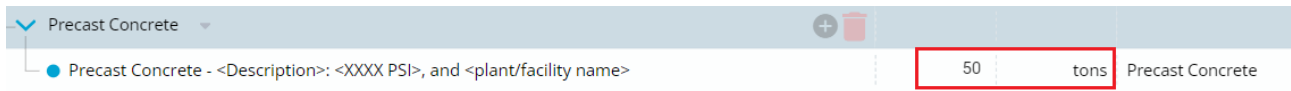
- l. Repeat steps 6a-6k for each ready-mix concrete mix used on your project.
- m. If there are unused concrete elements, delete them by clicking on the three stacked circles at the far right of the element, then click “delete element.”

7. Material Specific Instructions - Precast Concrete

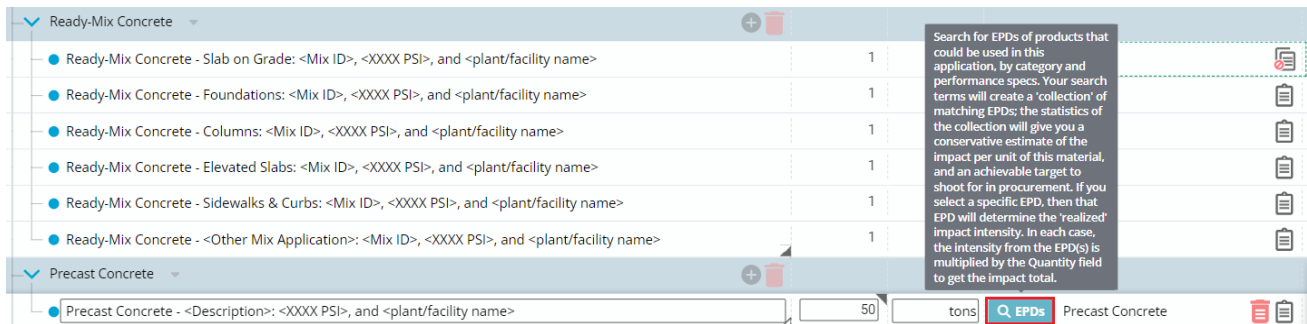
- a. Each precast concrete product used on your project should be added to EC3. One precast line item is included in the reporting template, but you can duplicate this element for each unique precast product on your project.

Precast Concrete		+	×	○
●	Precast Concrete - <Description>: <XXXX PSI>, and <plant/facility name>	1	lbs	Precast Concrete

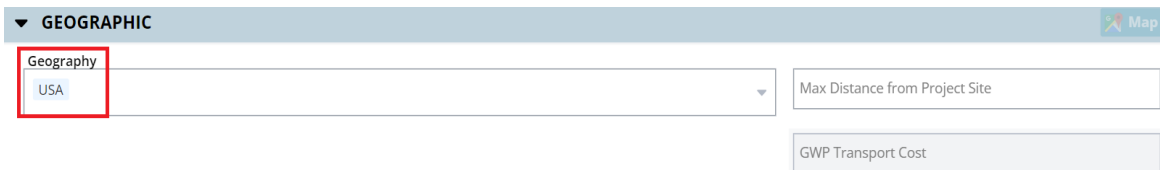
- b. For each line item/unique mix, replace the text in <brackets> with information specific to that mix including a product description, compressive strength i.e. 4000 psi, and plant/facility name.
- c. Enter the mass of each precast product in the quantity column. Note that the unit of measure is pre-populated to pounds (lbs), but you may enter in tons if you wish. If possible, you should enter the as-built quantity, not an estimated quantity.



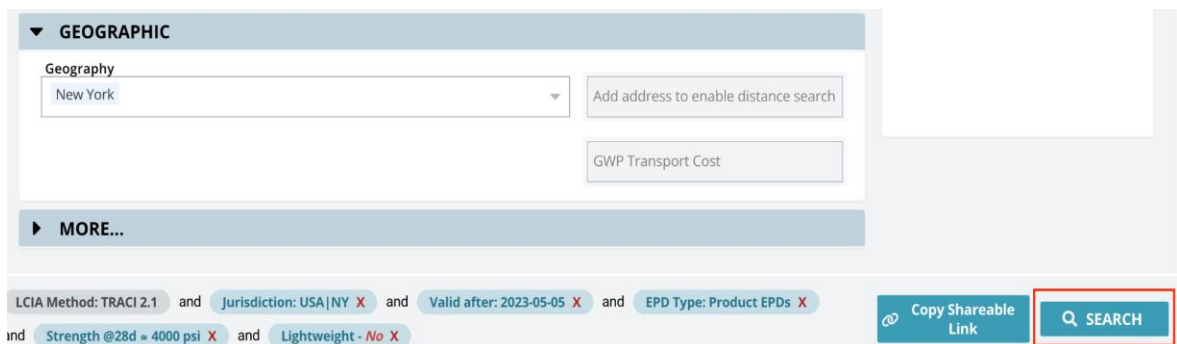
- d. Next, you will need to “map the collection” of the material, or tell EC3 more information about the material. Hover over the text “Precast” and a magnifying glass in a teal box will appear. Click the magnifying glass.



- e. A pop-up will appear for the precast concrete category. Note the geography is pre-populated with “USA”. If your precast concrete plant is located outside of the U.S., click within the geography box and select the appropriate location.



- f. Once the appropriate geography is selected, click “Search”.



- g. Scroll down to the Product EPDs section to view the results. Find the EPD for the specific precast concrete product used on your project. You can narrow the search results by

manufacturer, plant name, or product name by entering the details of your mix in the corresponding field.

- h. Once you've identified the correct EPD, click on it. You will know it has been selected when the row turns teal and the star to the far left is filled yellow. Note that when you select an EPD, it will move to the top of the list.

STATISTICS							
Product EPDs: 28	Industry EPDs: 5	Generic Estimates: 0	Achievable: 0.109 kgCO2e	Average: 0.13 kgCO2e ± 20.4%	Conservative: 0.146 kgCO2e	Converted per Unit: 1 lbs	
INDUSTRY EPDS							
PRODUCT EPDS <input type="text" value="Type to search ..."/>							
Subcategory	Manufacturer	Plant or Plant Group	Product	Description	Compressive Strength	uaGWP / 1 lbs	Columns
★ Precast Concrete	Clark Pacific	Adelanto	Hollowcore	A prestressed concrete sla...	3500 psi	0.1206 kgCO2e	Details Open
☆ Precast Concrete	Tindall	Virginia	Double Tee 30"	Structural Grey		0.1826 kgCO2e	Details Open
☆ Precast Concrete	Fabcon	Grove City	Structural Mix Design	-		0.1536 kgCO2e	Details Open
☆ Precast Concrete	Fabcon	Grove City	OH Insulated Mix Design-2...	OH Insulated Mix Design-2...		0.1380 kgCO2e	Details Open

- i. Click "Use this Collection" at the far right bottom corner of your screen. If there is no EPD available for your product, click "use this collection" without selecting an EPD.

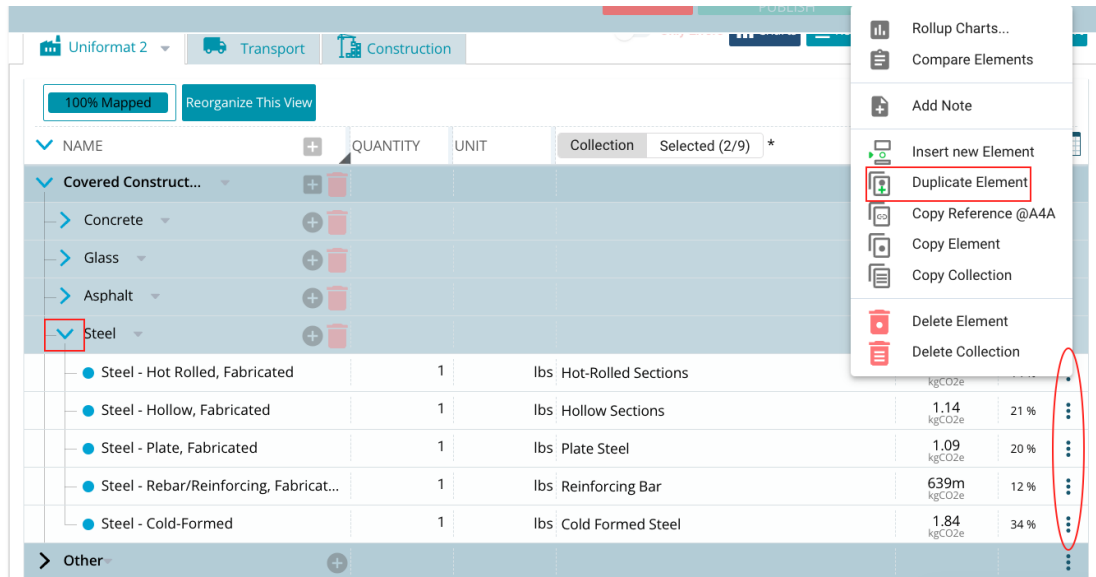
☆ Precast Concrete	EnCon Colorado	TPAC	SCC-5-1	Roof ITB		0.1194 kgCO2e	Details Open
☆ Precast Concrete	EnCon Colorado	TPAC	ADOT-SCC-3-2R	Column		0.1606 kgCO2e	Details Open
☆ Precast Concrete	Clark Pacific	Adelanto	Gravity Column	A vertical structural buildin...	9000 psi	0.2140 kgCO2e	Details Open
☆ Precast Concrete	Clark Pacific	Adelanto	Spandrel	A tall narrow beam elemen...	6000 psi	0.1331 kgCO2e	Details Open
☆ Precast Concrete	Clark Pacific	Adelanto	Double Tee	A load bearing structure th...	6000 psi	0.1365 kgCO2e	Details Open
☆ Precast Concrete	Clark Pacific	Adelanto	Hollowcore	A prestressed concrete sla...	3500 psi	0.1210 kgCO2e	Details Open
☆ Precast Concrete	Clark Pacific	Adelanto	Spandrel	A tall narrow beam elemen...	6000 psi	0.1335 kgCO2e	Details Open

USE THIS COLLECTION

- j. Repeat steps 7a-7i for each precast concrete product used on your project.
- k. If there are unused precast line items or elements, delete them by clicking on the three stacked circles at the far right of the element, then click "delete element."

8. Material Specific Instructions - Steel

- a. Click on the arrow next to "Steel" to expand this section. Each steel product used on your project in the following categories should be added to EC3; Hot Rolled, Fabricated; Hollow Sections, Fabricated; Plate Steel, Fabricated; Reinforcing Steel/Rebar, Fabricated; Cold-Formed Steel. Duplicate rows to create as many line items as you need according to the number of unique products on your project. You can duplicate elements by clicking on the three circles at the far right of the line item you wish to duplicate as shown below, then click "duplicate element".



- b. For each product, enter the quantity of the product delivered to your project in pounds or tons. Include the amount of steel actually delivered to your project including any waste/overages.

NAME	QUANTITY	UNIT	Collection	Selected (2/9) *
Steel				
Steel - Hot Rolled, Fabricated	1	lbs	Hot-Rolled Sections	5.45 kgCO2e 14%
Steel - Hollow, Fabricated	1	lbs	Hollow Sections	1.14 kgCO2e 21%
Steel - Plate, Fabricated	1	lbs	Plate Steel	1.09 kgCO2e 20%
Steel - Rebar/Reinforcing, Fabricat...	1	lbs	Reinforcing Bar	639m kgCO2e 12%
Steel - Cold-Formed	1	lbs	Cold Formed Steel	1.84 kgCO2e 34%

- c. Next, you will need to “map the collection” of the material, or tell EC3 more information about this particular material. Hover over the text “Hot-Rolled Sections” and a magnifying glass in a teal box will appear. Click the magnifying glass.

Steel - Hot Rolled, Fabricated	1	lbs	Hot-Rolled Sections	743m kgCO2e 14%
Steel - Hollow, Fabricated	1	lbs	Hollow Sections	1.14 kgCO2e 21%
Steel - Plate, Fabricated	1	lbs	Plate Steel	1.09 kgCO2e 20%
Steel - Rebar/Reinforcing, Fabricat...	1	lbs	Reinforcing Bar	

- d. A pop-up will appear for the steel category. Click “Search”. Note the geography is pre-populated to “Global”. If you would like to narrow your search to a specific manufacturing location, click within the “Geography” box and select the appropriate country or state. Note the “Fabricated” filter is pre-populated to “Yes”. Leave this filter as-is. Click “Search”.

SEARCH BY PROPERTIES: 05 12 00 STRUCTURAL STEEL FRAMING Reused Material USE THIS COLLECTION

PERFORMANCE SPECIFICATIONS Reset

Yield Tensile Strength ≥ Recycled Content ≥ Post-Consumer Recycled Content

Steelmaking Route(s) Options Compliance

Fabricated: Yes x

uaGWP / 1 lbs

GEOGRAPHIC

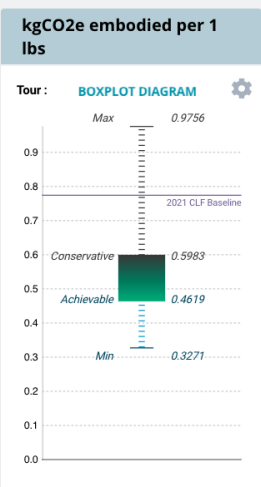
Geography Add address to enable distance search...

Global GWP Transport Cost

MORE...

kgCO₂e embodied per 1 lbs

Tour: **BOXPLOT DIAGRAM** ⚙️



LCIA Method: TRACI 2.1 and Valid after: 2023-05-06 X and EPD Type: Product EPDs, Industry EPDs X and Fabricated - Yes X

[Copy Shareable Link](#)

- e. Scroll down to the Product EPDs section to view the results. Find the EPD for the specific steel product used on your project. Click anywhere on the row of your product. Once it is selected, the row will turn teal, move to the top of the results, and the star will be filled yellow.

STATISTICS

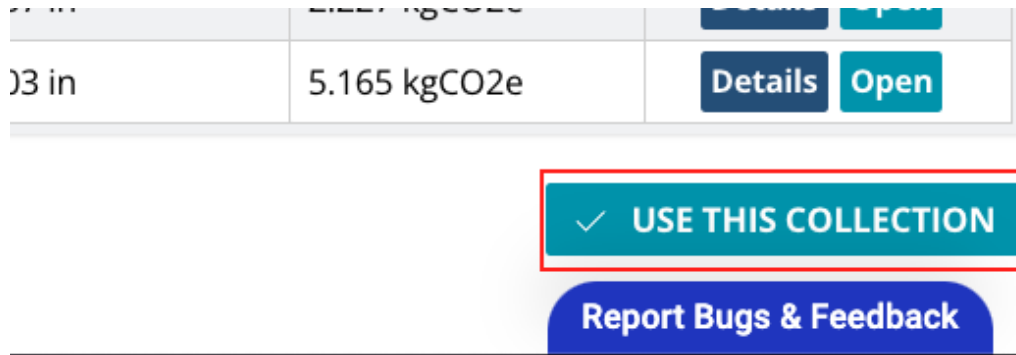
Product EPDs: 9 Industry EPDs: 1 Achievable: 0.462 kgCO₂e Average: 0.536 kgCO₂e ± 23.6% Conservative: 0.598 kgCO₂e Converted per Unit: 1 lbs

INDUSTRY EPDS

PRODUCT EPDS

Subcategory	Manufacturer	Plant or Plant G...	Product	Description	uaGWP / 1 lbs	Columns
Hot-Rolled Secti...	Nucor	Berkeley & Yamato (...)	Fabricated Hot-Rolle...	Hot-rolled fabricate...	0.6377 kgCO ₂ e	Manufacturer x
Hot-Rolled Secti...	Steel Dynamics Inc.	Columbia City, IN	Fabricated Structura...	Structural sections a...	0.5508 kgCO ₂ e	Manufacturer x

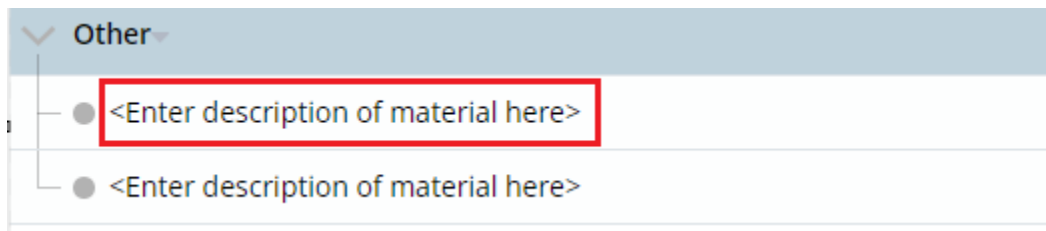
- f. Click “Use This Collection” at the bottom right of your screen beneath the search results.



- g. Repeat steps 8a-8f for each steel product on your project.
- h. If there are unused steel elements, delete them by clicking on the three stacked circles at the far right of the element, then click “delete element.”

9. Other Materials - Encouraged Reporting

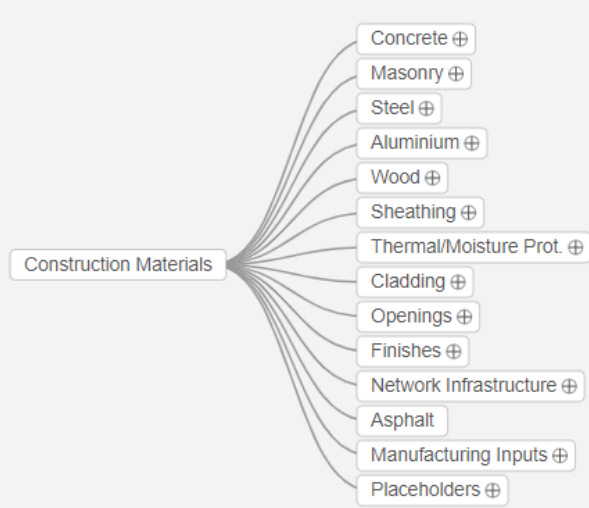
- a. New York City is encouraging projects to report any EPDs in any material category if they are available. These materials should be added to the “Other” category.
- b. Replace the text in brackets with a description of the material.



- c. Click on the teal magnifying glass “EPDs” button. A tree map will appear with several material categories. Navigate to the appropriate material category using the tree map or by typing directly in the “Search Category” box.

SELECT CATEGORY

Search category

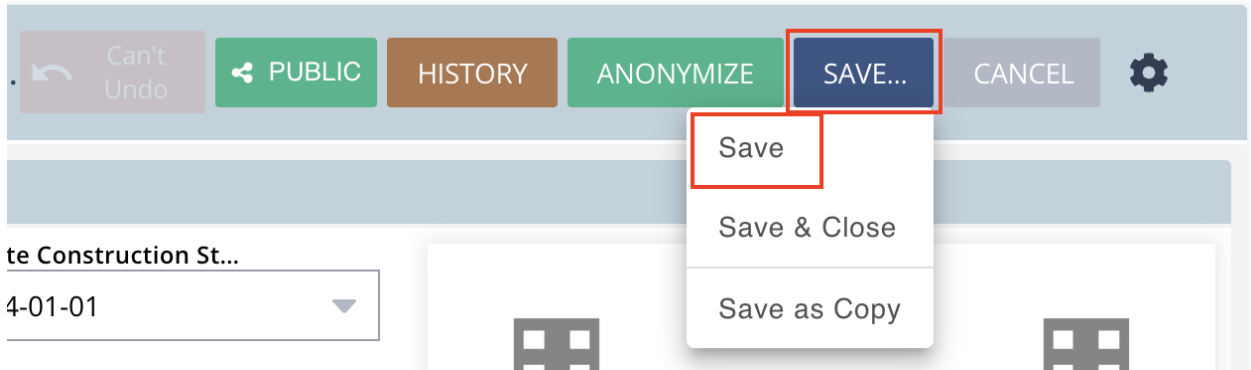


- d. When you've identified the appropriate EPD, select it by clicking on it. The EPD will highlight teal and the star will fill yellow once it is selected. Click "Use This Collection".
- e. Enter the quantity of the material in the material column. Note, the unit of measure will automatically populate after you've selected the EPD.

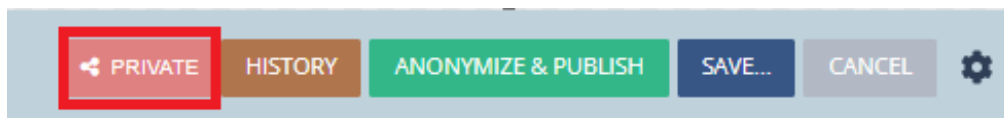
10. Final Reporting Instructions

- a. When you have completed entering your materials, quantities and EPDs, scroll to the top of the project and click the blue "Save" button, then click the first option in the dropdown that appears, "Save".

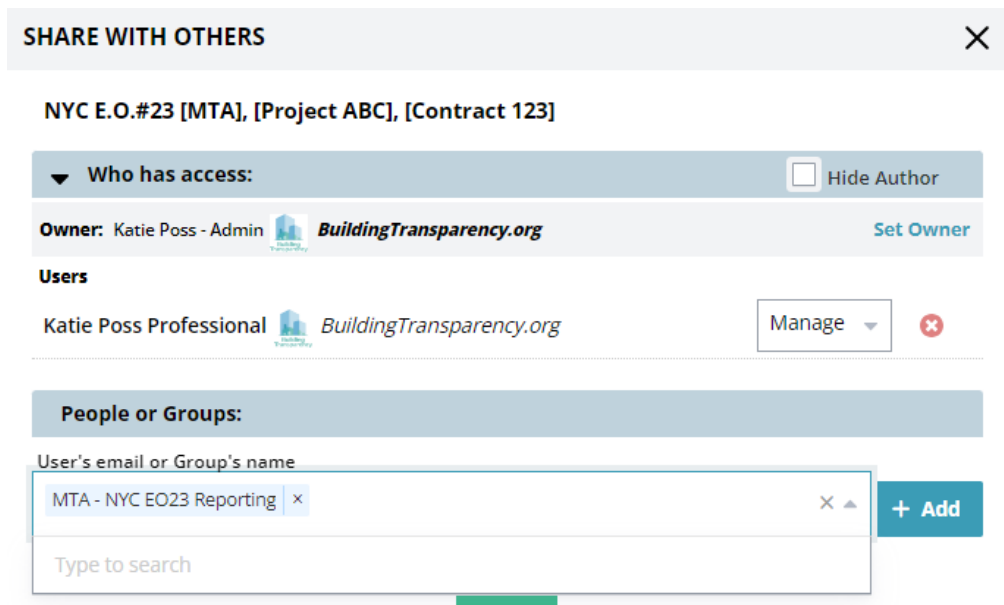
Last updated 2 minutes ago by a user at buildingtransparency.org



- b. To share the project for agency review, Click “Private”.



- c. Click inside of the box that says “User’s email or group’s name”. Start typing the name of the agency you are reporting to. For example, if you are reporting to MTA, type “MTA - NYC” and the MTA - NYC E.O.#23 Reporting group will appear as an option below. Click this option, then click “Add”.




- d. Change the permissions of the user group (i.e. MTA-NYC E.O.#23) from “Read” to “Write”, then click “Done”.


SHARE WITH OTHERS ✕

NYC E.O.#23 [MTA], [Project ABC], [Contract 123]

▼ Who has access: Hide Author

Owner: Katie Poss - Admin  *BuildingTransparency.org* Set Owner

Users

Katie Poss Professional  *BuildingTransparency.org* Manage ▼ ✕

User Groups

MTA - NYC EO23 Reporting Write ▲ ✕

People or Groups: Read

Write ✓

Manage

User's email or Group's name + Add

DONE

- e. Click “Save” then click “Save & Close”

← SHARED HISTORY ANONYMIZE & PUBLISH SAVE... CANCEL ⚙

Save

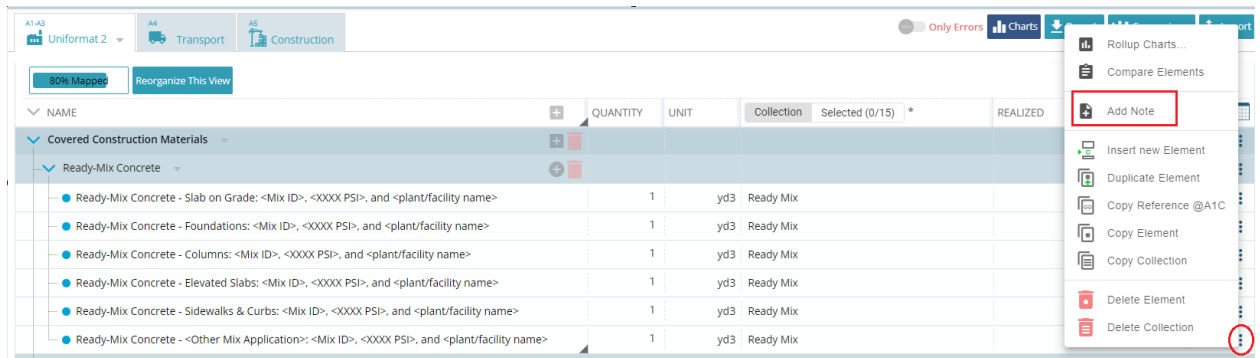
Save & Close

Save as Copy

11. FAQ's

Q: What should I do if there is not an EPD for a product I am using on my project?

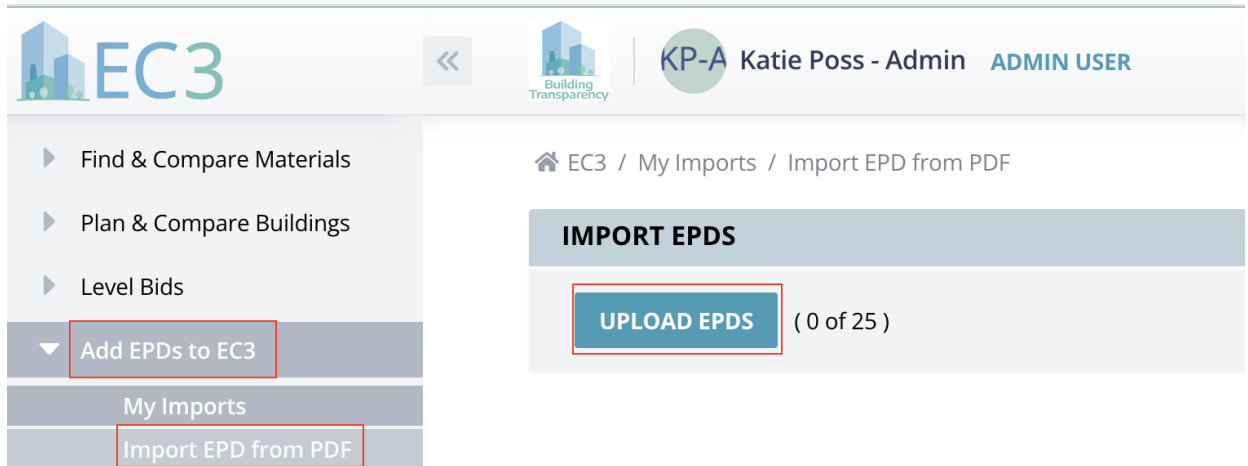
A: Ask the manufacturer of the product to pursue an EPD. Check out our resources [here](#) to learn more about how to get an EPD. If the manufacturer is not able to provide an EPD by the end of the project, include a reason in the notes field in EC3 underneath the corresponding material line item. You can add a note by clicking on the 3 stacked circles at the far right of the line item, then click “Add Note”



NAME	QUANTITY	UNIT	Collection	Selected (0/15)	REALIZED
Covered Construction Materials					
Ready-Mix Concrete					
Ready-Mix Concrete - Slab on Grade: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - Foundations: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - Columns: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - Elevated Slabs: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - Sidewalks & Curbs: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		
Ready-Mix Concrete - <Other Mix Application>: <Mix ID>, <XXXX PSI>, and <plant/facility name>	1	yd3	Ready Mix		

Q: Can I add an EPD to EC3’s database?

A: Yes, anyone can add an EPD to EC3 if it is not already in the database. Click “Add EPDs to EC3” in the left toolbar then click “Import EPD from PDF”. Click “Upload EPDs” then navigate to the file on your computer.



EC3 KP-A Katie Poss - Admin ADMIN USER

- Find & Compare Materials
- Plan & Compare Buildings
- Level Bids
- Add EPDs to EC3**
- My Imports
- Import EPD from PDF

EC3 / My Imports / Import EPD from PDF

IMPORT EPDS

UPLOAD EPDS (0 of 25)

Q: What should I do if I have a question about EC3?

A: You can reference [EC3’s User Guide](#) if you have a question, or Click the “Report Bugs & Feedback” button at the bottom right of your screen in EC3. Here you can report a bug, ask a question, or report a problem related to an EPD.

