

LEED Reporting

Last Modified on 10/30/2025 6:58 am PDT

LEED in the Waste Industry

LEED (Leadership in Energy and Environmental Design) in the waste industry focuses on how waste and recycling practices contribute to sustainability goals recognized by the **U.S. Green Building Council's LEED certification program**. It involves diverting materials from landfills through **recycling, reuse, and responsible disposal**, and providing **detailed documentation** of those efforts. For haulers, recyclers, and waste management providers, this typically includes:

- **Tracking and reporting waste diversion rates**, showing how much material is recycled, reused, or composted versus landfilled.
- **Providing LEED reports** that summarize collection volumes, diversion percentages and disposal destinations.

LEED Tracking and Reporting in Navusoft

Navusoft makes LEED tracking and reporting simple to set up and manage. With just a few configuration steps, users can enable LEED functionality and begin capturing diverted disposal amounts by material directly from disposal tickets. By entering either a quantity or percentage of each LEED-reportable material in a load, Navusoft automatically compiles the data needed for accurate waste diversion tracking and LEED reporting.

Setup Requirements

Material Type Setup

Pathway: *Setup > Operations > Material Type*

Review each material type and set the **LEED Reportable** option to **Yes** for any materials that should be included in LEED reporting.

MATERIAL TYPE SETUP											
MATERIAL CLASS		LINE OF BUSINESS		Search							
ID	NAME	GL SEGMENT	EXTERNAL ID	IDENTIFIER	PACKAGE SIZE	MATERIAL CLASS	PROFIED MATERIAL	UN HAZARDOUS MATERIAL	LEED REPORTABLE	DEFAULT UOM	RECYCLABLE
ASBESTOS	Asbestos Non-Frieable				1		Yes		No	pound	No
BRICK	Brick				1	C&D	No		Yes	land	No
BRUSH	Brush				1	RECYCLE	No		No		No
C&D	C&D				1	C&D	No		No		No
CHEMO	Chemo			C	1		No		No		No
CLEARGLS	Clear Glass				1	GLASS	No		Yes	pound	Yes
COLORGLS	Colored Glass				1	GLASS	No		Yes	pound	Yes
CONCRETE	Concrete	123456789012345...			1	C&D	No		Yes		No
DIESELFUEL	Flammable Liquids NOS				1	HAZARDOUS	Yes	UN1993	No		No
DIRT	Dirt & Clean Fill				1	C&D	No		No		No
HAZCHEM	Hazardous Chemicals		Haz Chemicals	X	1	HAZARDOUS	Yes		No		No
METAL	Metal				1	RECYCLE	No		Yes		Yes
MSW	MSW			2	1	MSW	No		Yes	pound	Yes
OCC	Cardboard				1	RECYCLE	No		Yes	pound	Yes
OCCBALE600	OCC Bale 600 lbs				600	RECYCLE	No		No	pound	Yes
PHARMA	PHARMA			PH	1		No		No		No
REC	Recycle				1	RECYCLE	No		Yes	pound	Yes

Edit Site

Pathway: *Customer Service Screen > [right click] Site Details > Edit Site*

For each site where LEED disposal needs to be tracked, select the **LEED Reportable** checkbox within the **Edit Site** screen to include the site in LEED reporting.

EDIT SITE

Basic Settings

Billing Settings

BIC Profile

Required Capabilities

NAME	Studio A			DIVISION	QAWASTE
NAME 2				SERVICE REGION	QA Waste OPEN MARKET
ADDRESS LINE 1	1231 Oakey Ct			TAX REGION	
ADDRESS LINE 2				ORIGIN	
CITY/STATE/POSTAL CODE	Osceola	WI	54020-4	SOURCE	Referral
PHONE 1	(999) 999-9999	Office		SALES REP	Aliena Somers - Admin-NS (Sales)
PHONE 2	(999) 999-9999			SITE CLASS	
OLD ID				GENERATOR	Not Applicable
PO#				EPA	
SIGNATURE REQUIRED	☐	LEED REPORTABLE ☒	VIP ☐	STATE ID	
NOTE					

Add Disposal Material Entries on Disposal Ticket

Work Order

From the **Edit Service Record** screen, click on the **Disposal / Ship** tab to either create or access a previously created disposal ticket. A disposal ticket will need to be created first before LEED quantities or percentages can be entered. If a disposal ticket already exists, double click on it to open **Edit Disposal / Shipment**.

Edit Disposal / Shipment

In the **Edit Disposal / Shipment** screen, go to the **Diversion / LEED** tab to enter either a quantity or a percentage of the material to be recorded for LEED reporting. **Note:** The Quantity and Percentage fields are disabled when initially creating the disposal ticket (**Add Disposal / Shipment**). Once the values are entered, click **Save**.

EDIT SERVICE RECORD

Site # 21638001

Example Site

12345 Farm to Market 1960 Rd W
Houston, TX 77065

PHONE

CREATED BY
Paul Gonzalez - QA Expert (Admin) on
10/20/25 12:23 pm

ORDER REASON

ACCESS

WORK ORDER

10431939

QTY

1

SERVICE CODE

10 Yard Open Top Service (37901)

EQUIPMENT

10YDRO

WORK TYPE

RO_DUMPRET

ORDER TYPE

On Call

ORDER NOTES

PO NUMBER

EXTERNAL ID

SCHEDULED DATE

10/21/25 Tuesday

ROUTE

SEQUENCE

0

DESTINATION / ORIGIN

WORK STATUS

Scheduled

EXCEPTION REASON

POSTING STATUS

Pending

Charges

Source Location

Disposal / Ship

Payments

Completion

Attachments

Inventory

Labels

Photos

START DATE/TIME

END DATE/TIME

FACILITY

EDIT DISPOSAL / SHIPMENT

WO Disposal - 10431939

INTERNAL TICKET # 41779

FACILITY

QA Waste Transfer

EXTERNAL TICKET #

STATUS

In Progress

TRANSPORT METHOD

Truck

TRUCK

1401

MATERIAL

MSW

NOTES

Weights

WEIGHT IN

12000

pound

START

10/21/25 Tue

02 : 04 : 00 .000 PI

QTY

2.25

ton

DISPOSAL RATE

WEIGHT OUT

7500

pound

END

10/29/25 Wed

12 : 00 : 00 .000 A

FEE 1

NET

4500

pound

FEE 2

TOTAL COST

Diversion / LEED

Ticket Image

MATERIAL TYPE

QUANTITY

PERCENTAGE

LEED REPORTABLE

Brick

50%

Yes

Cardboard

Yes

Clear Glass

Yes

Colored Glass

Yes

Concrete

Yes

Metal

Yes

MSW

50%

Yes

Recycle

Yes

Trash

Yes

SAVE (F2)

Report

LEED Details Report

Pathway (Navusoft): Customer Service Screen > Account Details > Customer Analysis and Reports [icon]

Pathway (Portal): Customer Portal > Report History > LEED Details

The **LEED Details report** is available in the Navusoft system from the Customer Service screen and in the Customer Portal, where customers can generate it as needed. Since LEED reporting is generated at the account level, when viewing the report for any location, you can select and view LEED details for other sites using the **Site/Service Location** dropdown.

CUSTOMER ANALYSIS & REPORTS

TYPE

LEED Details

SITE

ample Site (12345 Farm to Market 1180 Rd W, Houston, TX-770

Search

SITE NAME	DATE	WO #	TOTAL WEIGHT	RECYCLE %	BRICK	CLEARGLS	COLORGLS	CONCRETE	METAL	MSW	OCC	REC	TRASH
Example ...	04/19/2023	5699445	0.00		0.0000								
Example ...	04/19/2023	5699445	225.00	25.00					56.2500				168.7500
Example ...	04/19/2023	5699445	564.00	50.00							282.0000		282.0000
Example ...	10/20/2025	10431938	2.00	60.00				0.8000	0.2000	0.6000	0.4000		

SELECT ACCOUNT1 of 14SELECT SERVICE LOCATION1 of 2

21638 Example Site21638001 Example Site 12345 Farm to Market 1180 Rd W, Houston TX

REPORT HISTORYPeriodAll

DATE	FILE NAME
1/25/24	ServiceImportTemplate.xlsx
7/27/23	Navu Manifest.pdf
7/13/23	02DC6FD1-58C7-49FD-8BD8-BC637C61E262_JsPage2.pdf

LEED Details

ACCOUNT ID	SITE ID	SITE NAME	DATE	WO #	TOTAL WEIGHT	RECYCLE %	BRICK	CLEARGLS	COLOR
21638	21638001	Example Site	04/18/2023	5699445	0.00		0.0000		
21638	21638001	Example Site	04/18/2023	5699445	225.00	25.00			
21638	21638001	Example Site	04/18/2023	5699445	564.00	50.00			
21638	21638001	Example Site	10/19/2025	10431938	2.00	60.00			