MATTER
BUILDING MATERIAL INTELLIGENCE

UCSF

Data Entry Guide

Work in Progress
11.09.2024

Content

1. Is it already in your library?
2. Is it in Origin?
3. Creating Products in Matter.
4. Optimizing Products in Matter.

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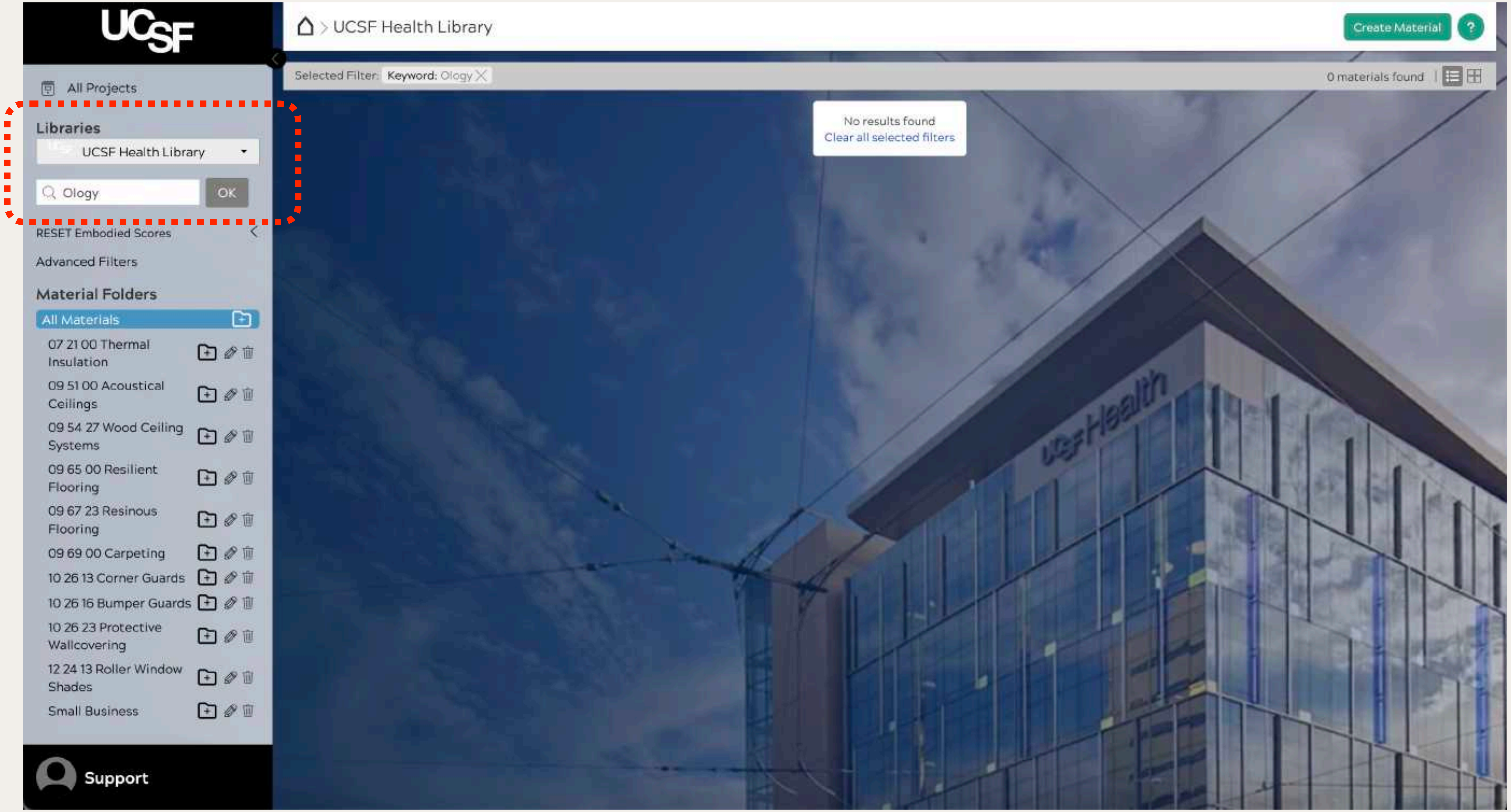
1. Is it already in your Library?

1. Is it already in your Library?

Yes? Perfect. Done!
No? Next step...



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2. Is it already in Origin?

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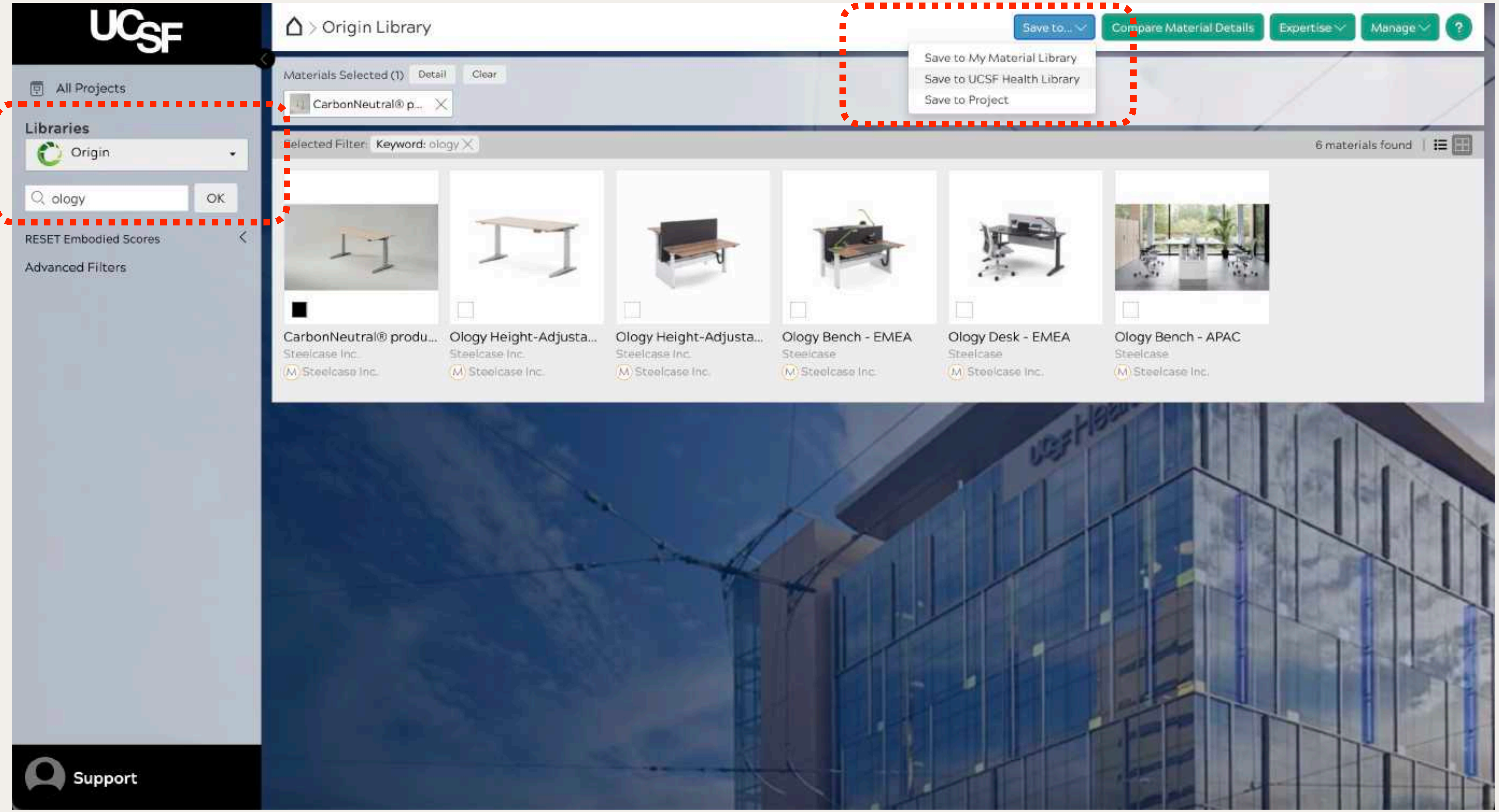
2. Is it already in Origin?

Yes? Perfect. Select the product and add it to your library by clicking on Save to > Save to UCSF Library.



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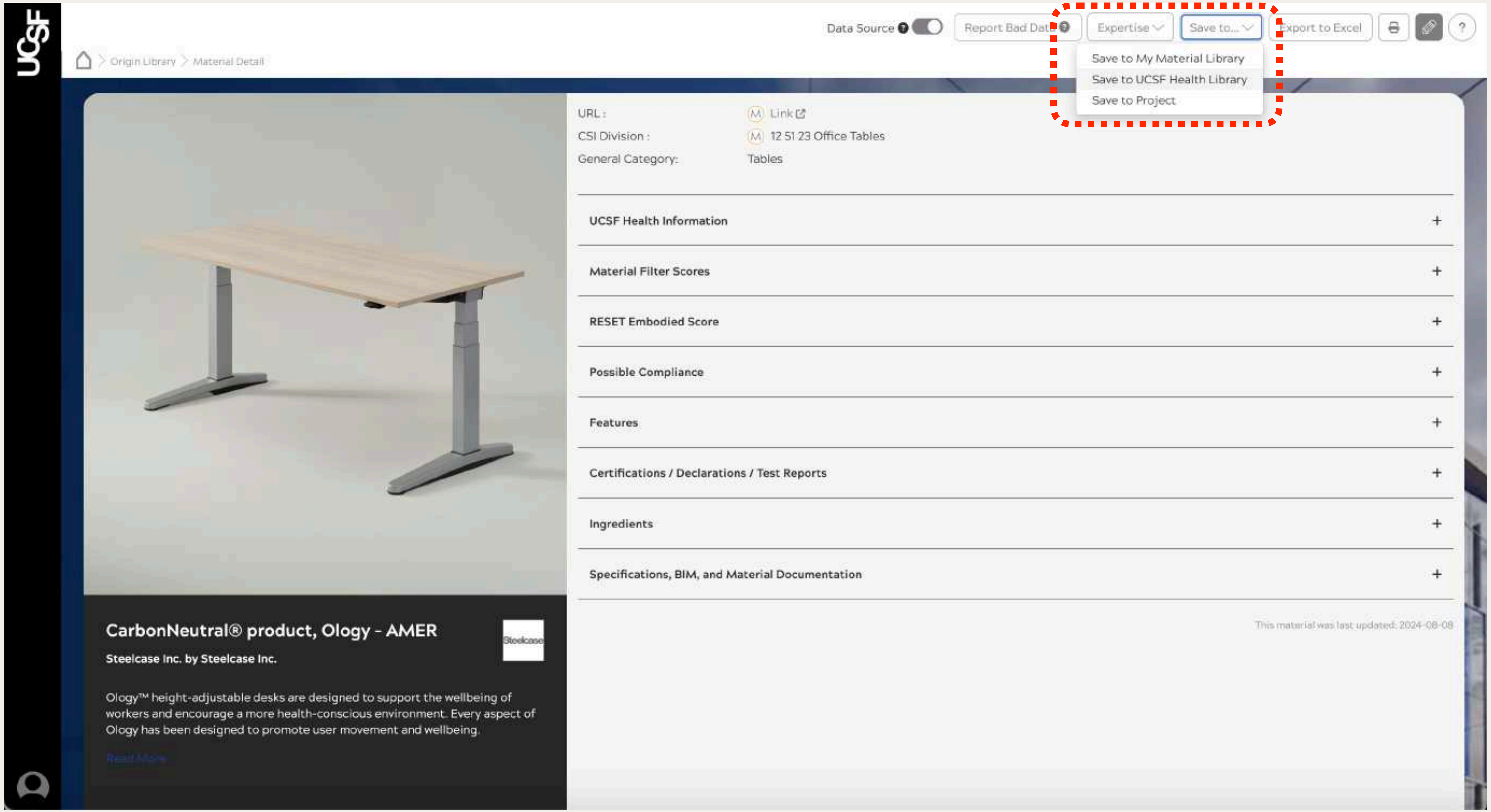
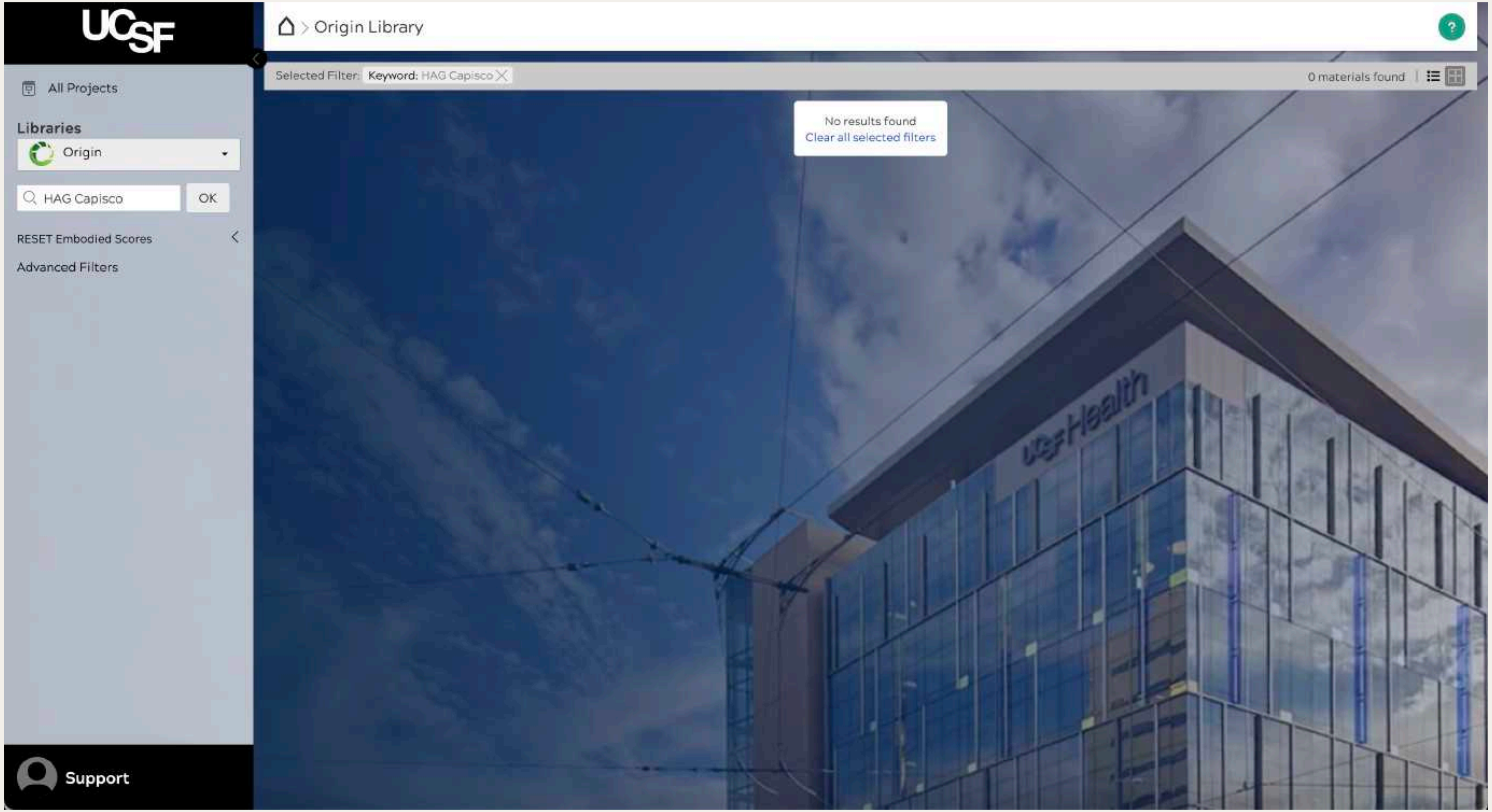
2. Is it already in Origin?

… or save from the product page by clicking on Save to > Save to UCSF Library.



2. Is it already in Origin?

No? Create it in Matter.



3. Creating products in Matter.

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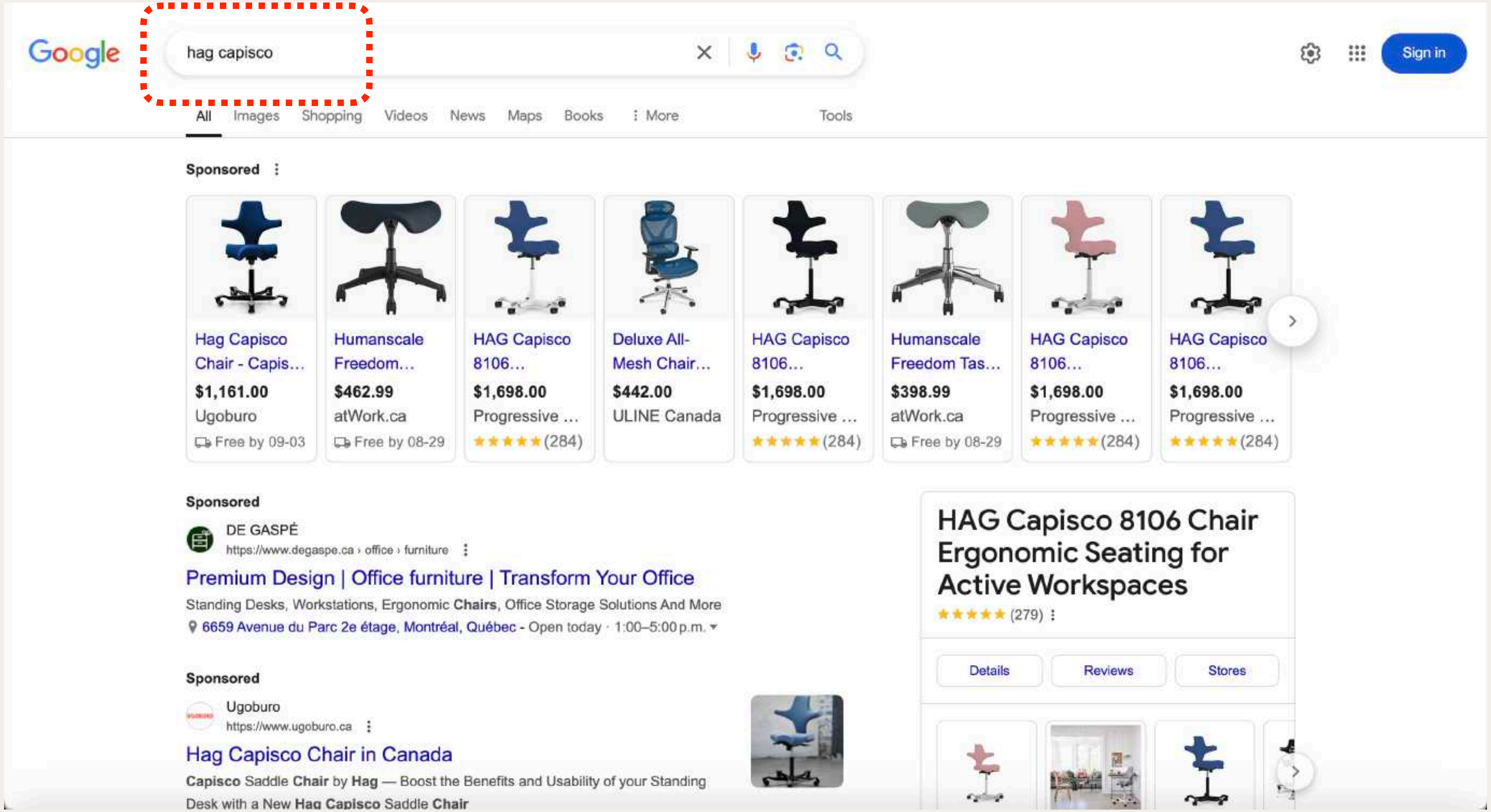
3. Creating products in Matter.

A quick general search may show many different suppliers for a product. Always try and find the original manufacturer seeing as they know their product best and almost always have the most data.



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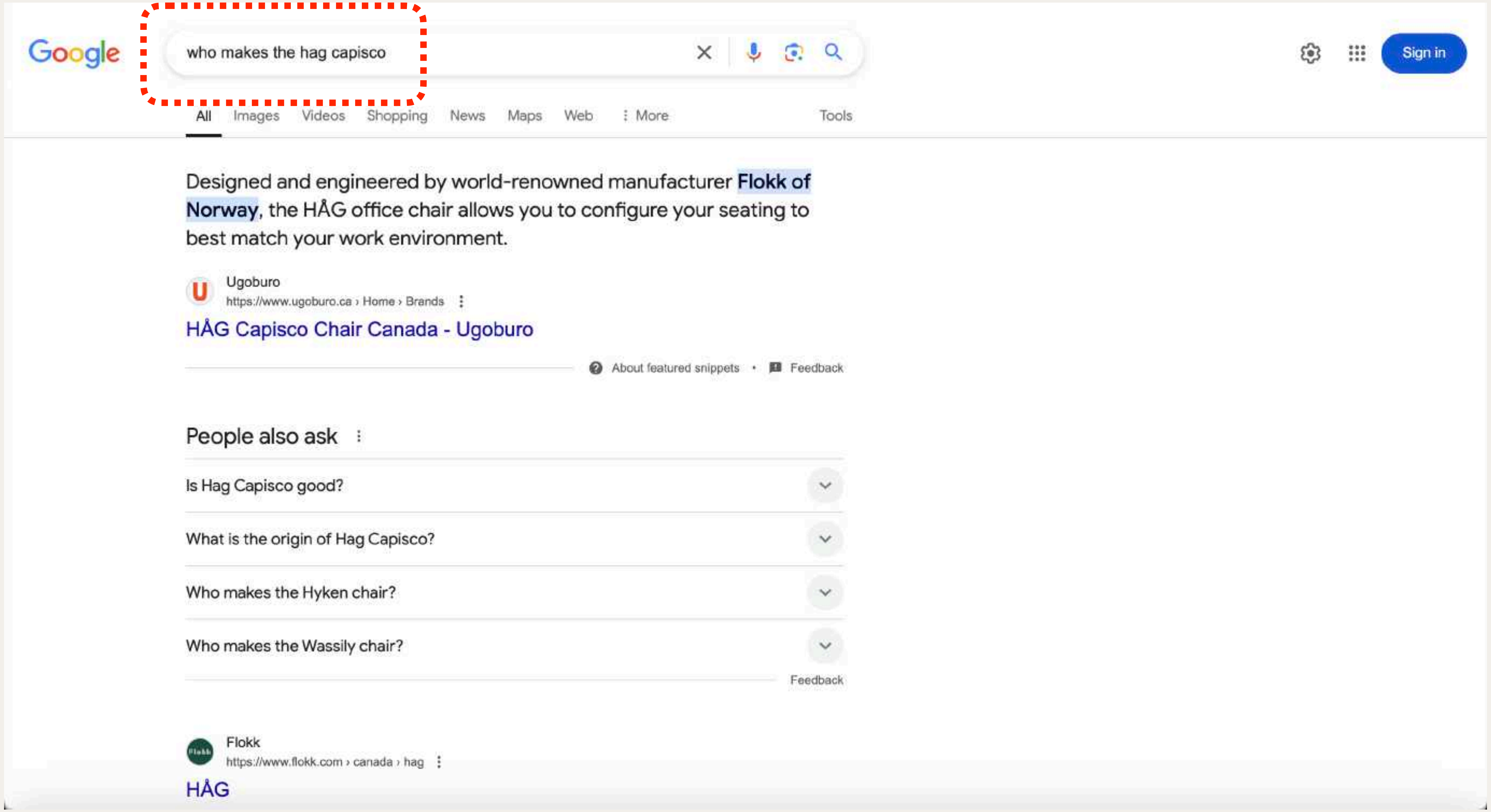
3. Creating products in Matter.

Great! We've found the original manufacturer...



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3. Creating products in Matter.

... and the origin of the product data.

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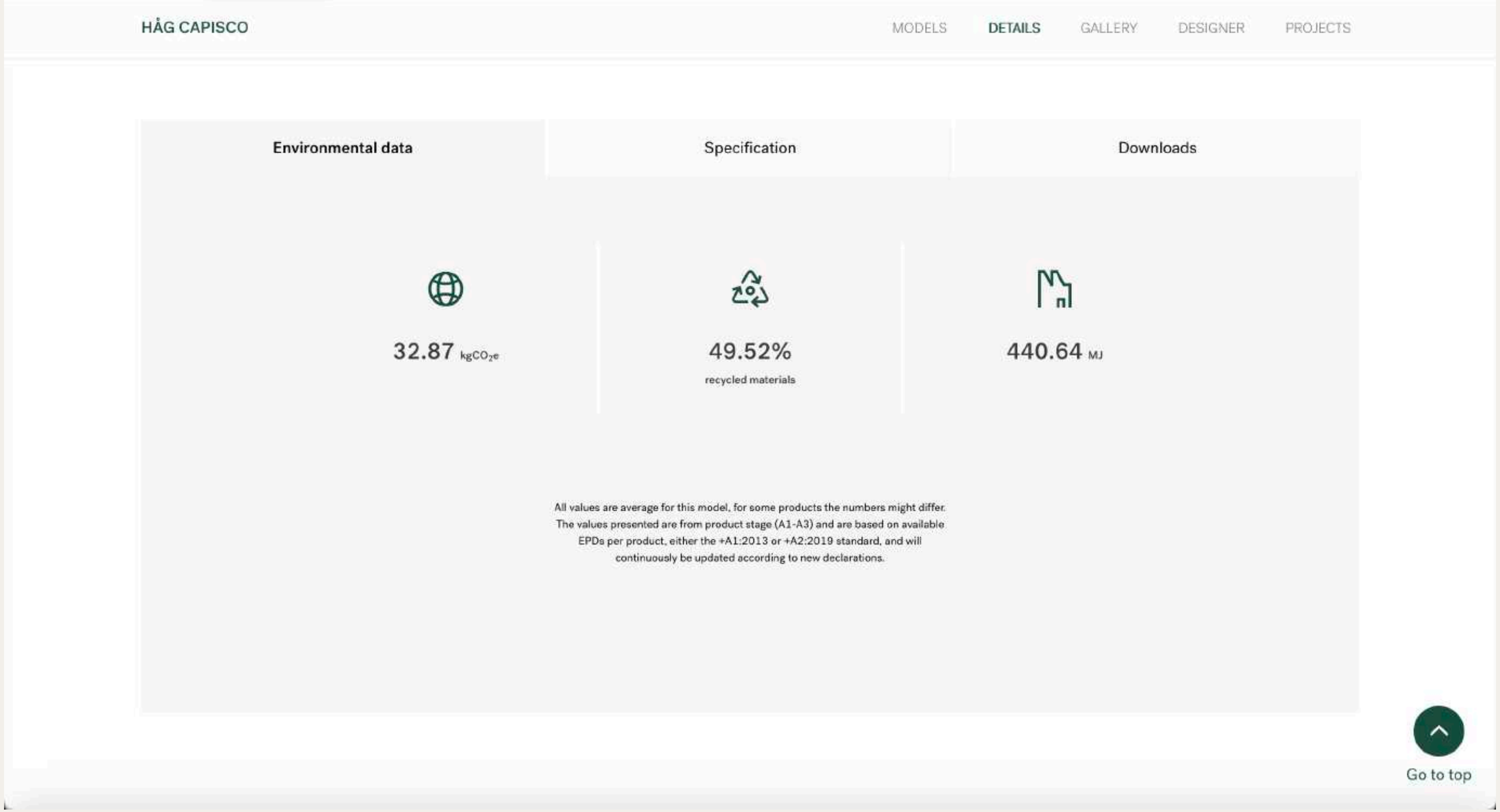
3. Creating products in Matter.

Many products don’t have the data we need. This one has embodied carbon and circularity data. That’s great (for another day). Unfortunately, it doesn’t have the ingredient data we’re looking for.



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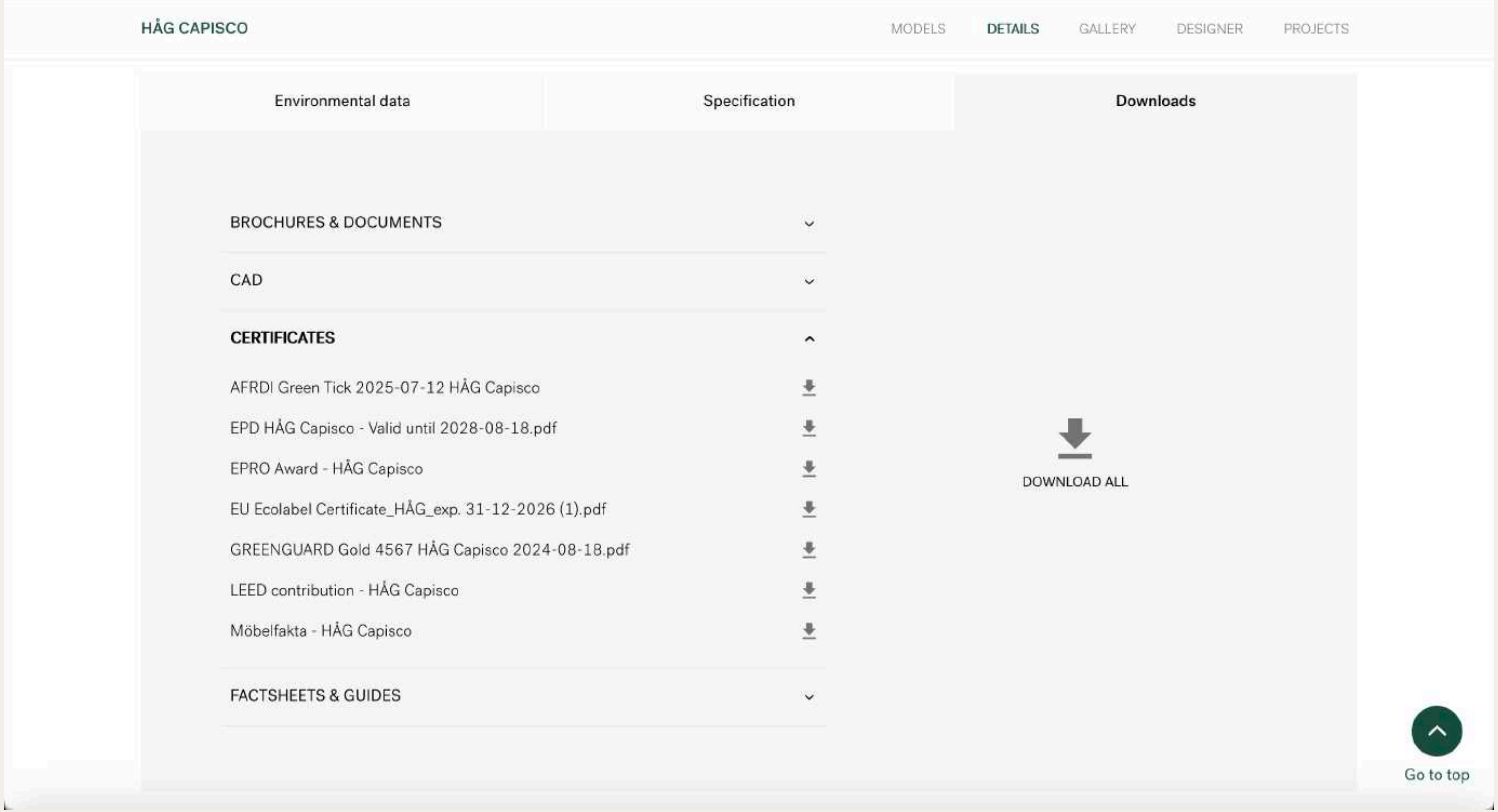
3. Creating products in Matter.

A deeper look into the downloadable documents doesn’t reveal any of the ingredient information we are looking for, typically provided by an HPD, Declare label, SDS, PHD or PID.
There is a method to assess the chair using the data below, but that’s for another day.



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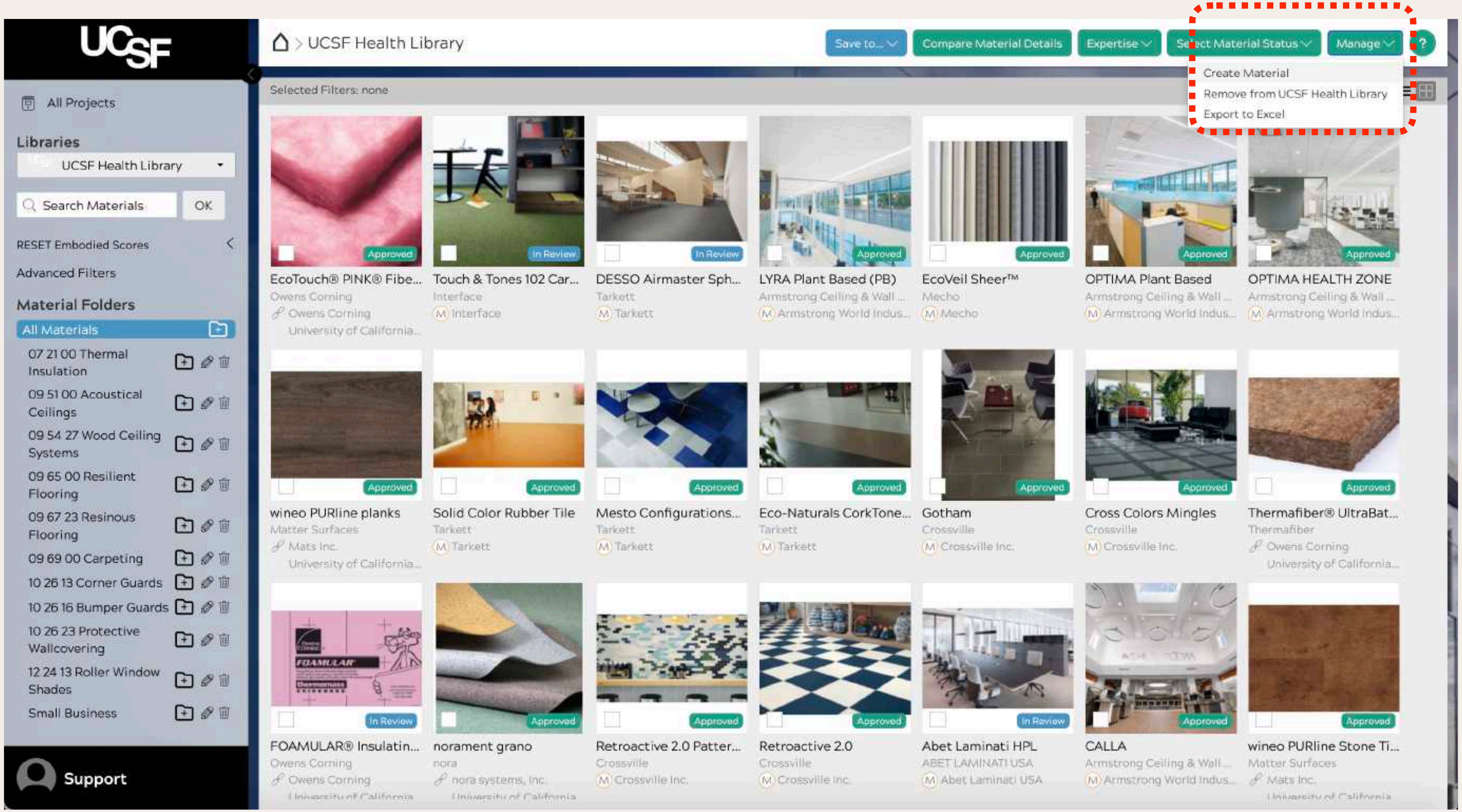
3. Creating products in Matter.

Let's create the product on Matter:

1. Go to the UCSF Library (that's where we want to create the product).
2. Click on Manage > Create Material



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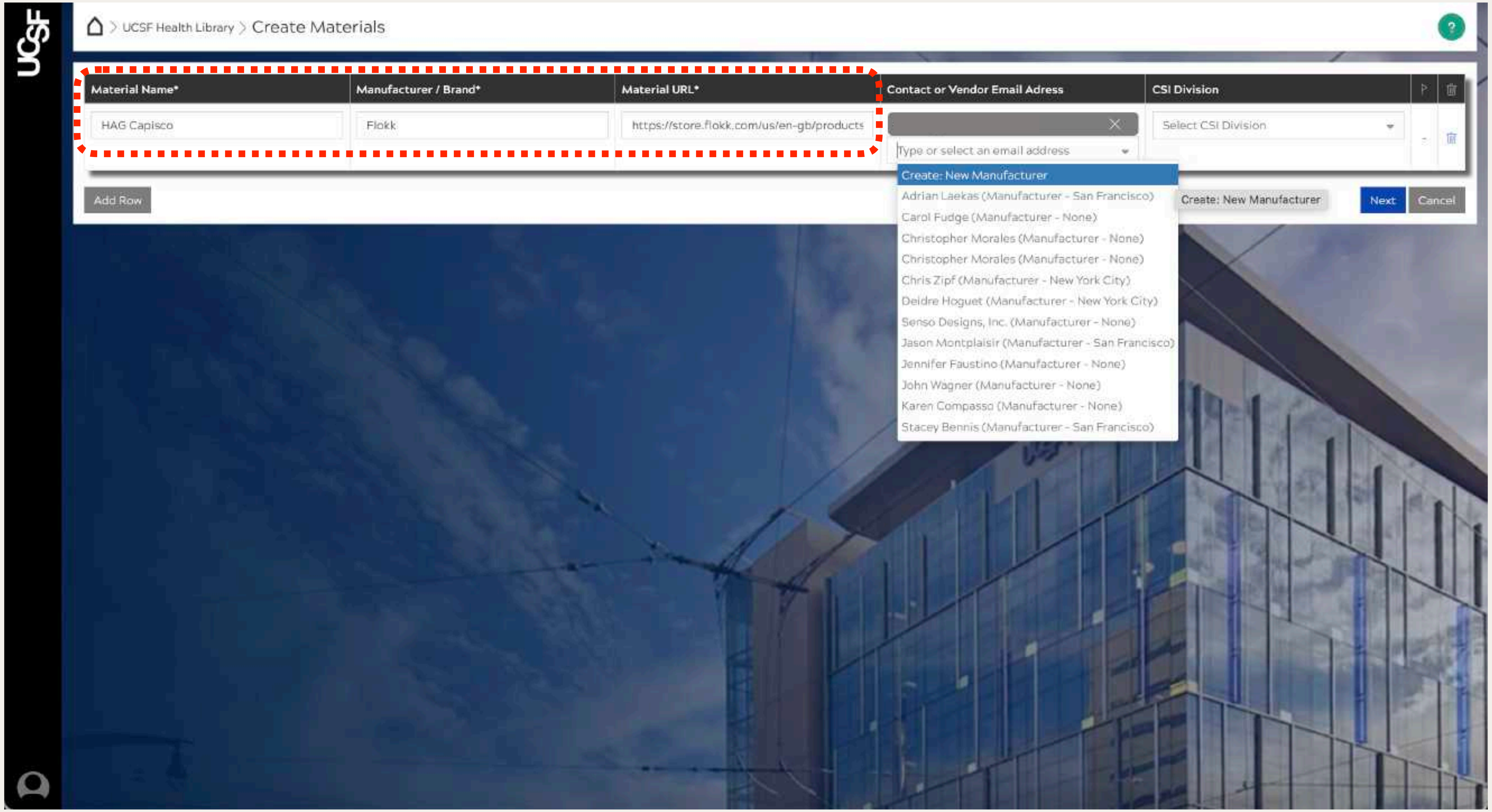
3. Creating products in Matter.

This leads to a ‘quick create’ page, focused on the basic information required.

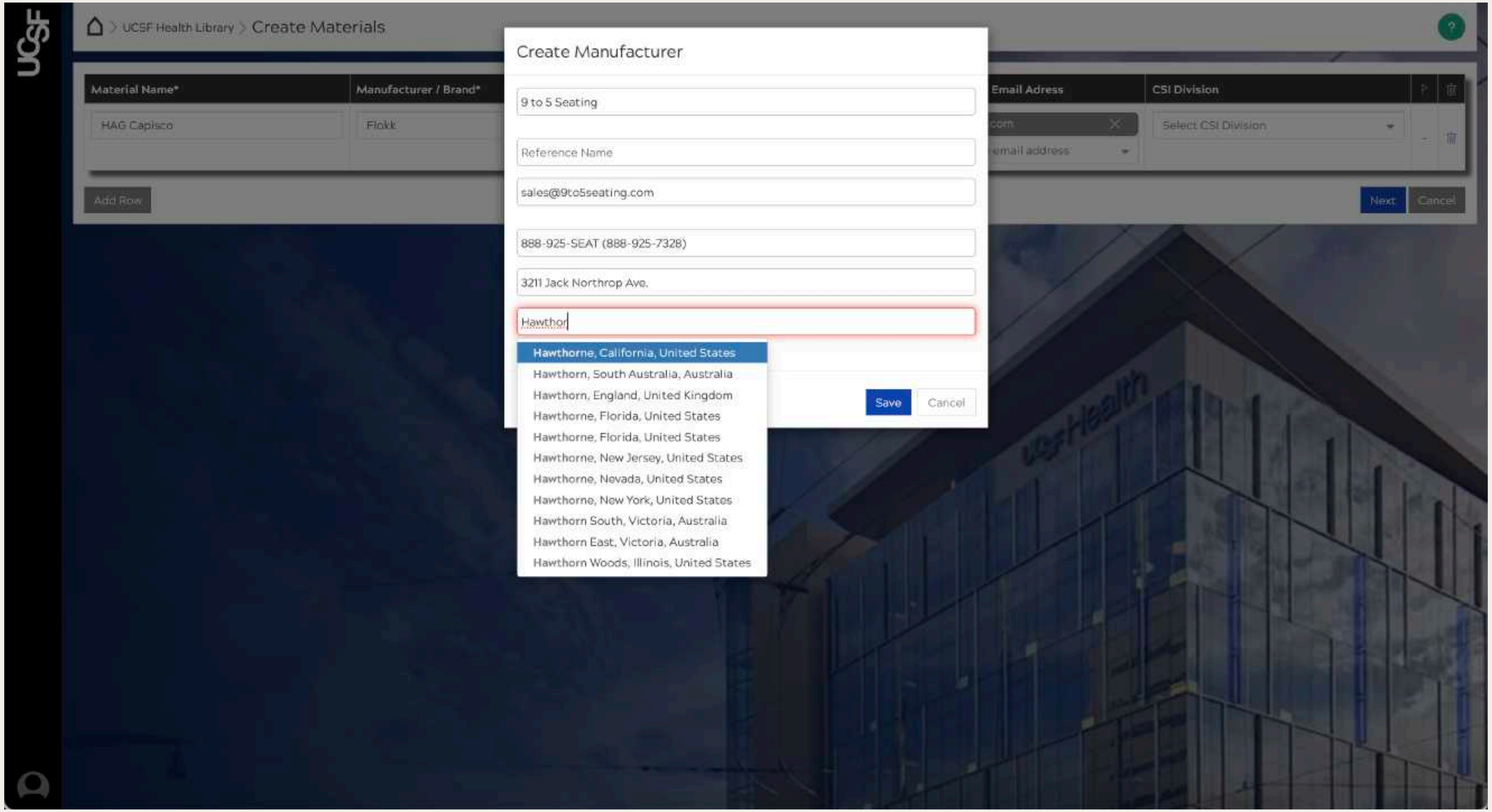
1. Fill in the required info: Material Name, Manufacturer / Brand and Material URL.
2. It’s also best practice to add / create a contact or vendor email.



3. Creating products in Matter.

A couple things to note when creating a Contact.

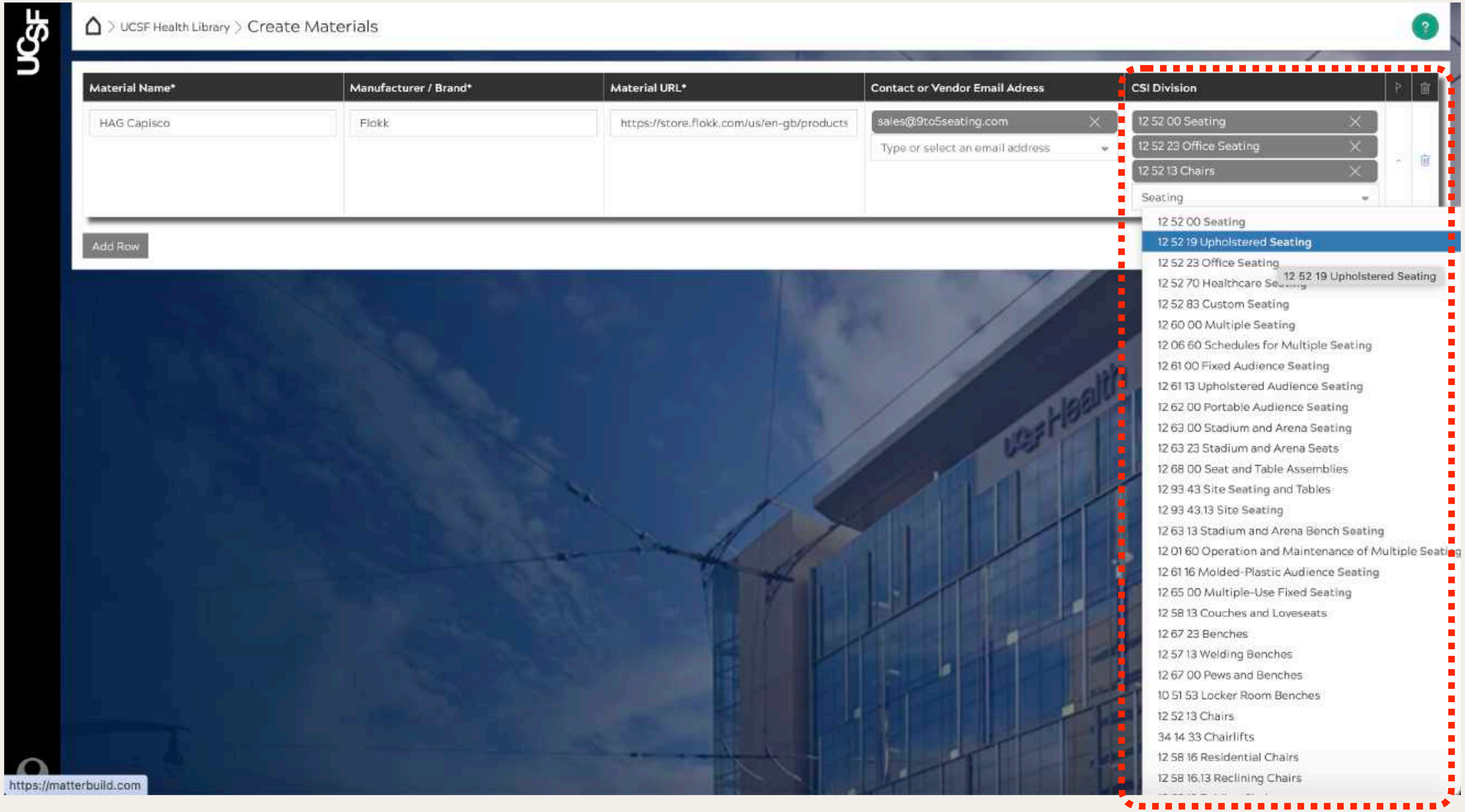
1. Fill in the required info.
2. Type-ahead for the location and select from a drop down: Postal codes are pre-coded in the background… which is very useful when searching by region or radius in the future.



3. Creating products in Matter.

Adding the CSI Division is also best practice for U.S. projects.

1. Type in a key word (example: seating) and select the CSI Division from the drop down.
2. Note that multiple CSI Divisions can be added.



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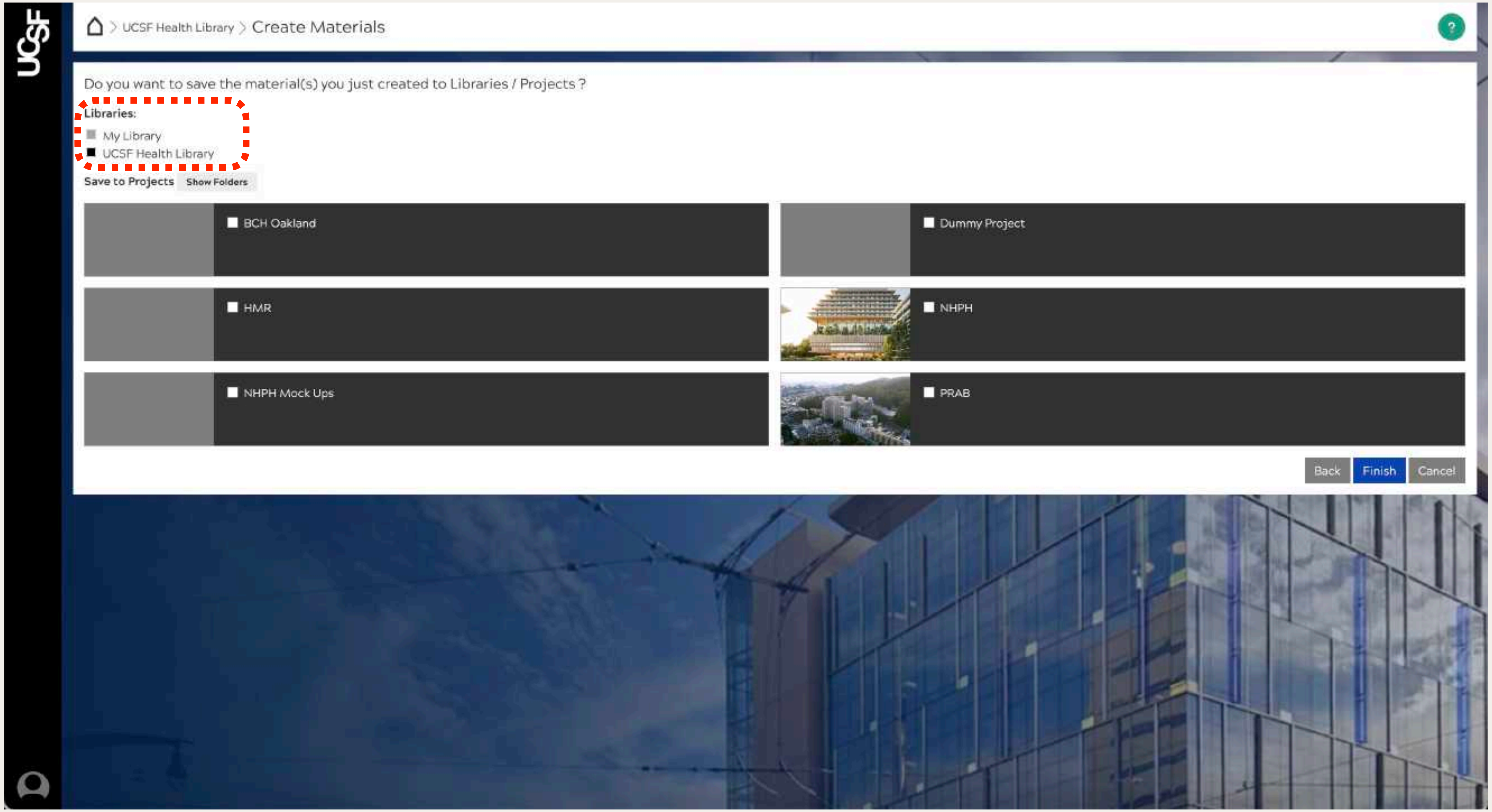
3. Creating products in Matter.

After clicking ‘Next’ the final prompt will be to select:

1. Which library to add the product into.
2. Which project to add the product into (optional).



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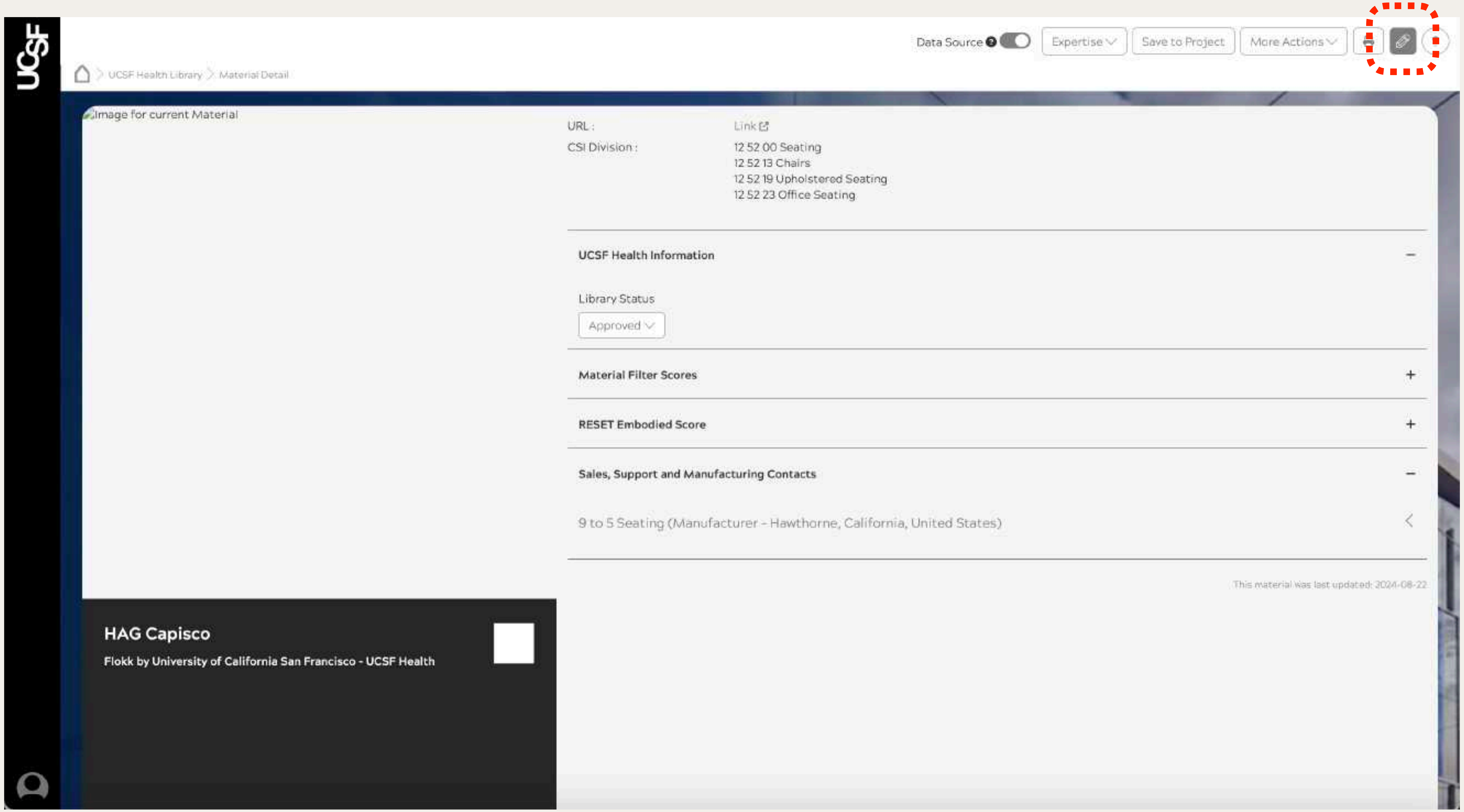
3. Creating products in Matter.

We're now ready to add in detail to the 'bones' of the product.

Start by clicking the Edit Material button (pencil icon)...



3. Creating products in Matter.

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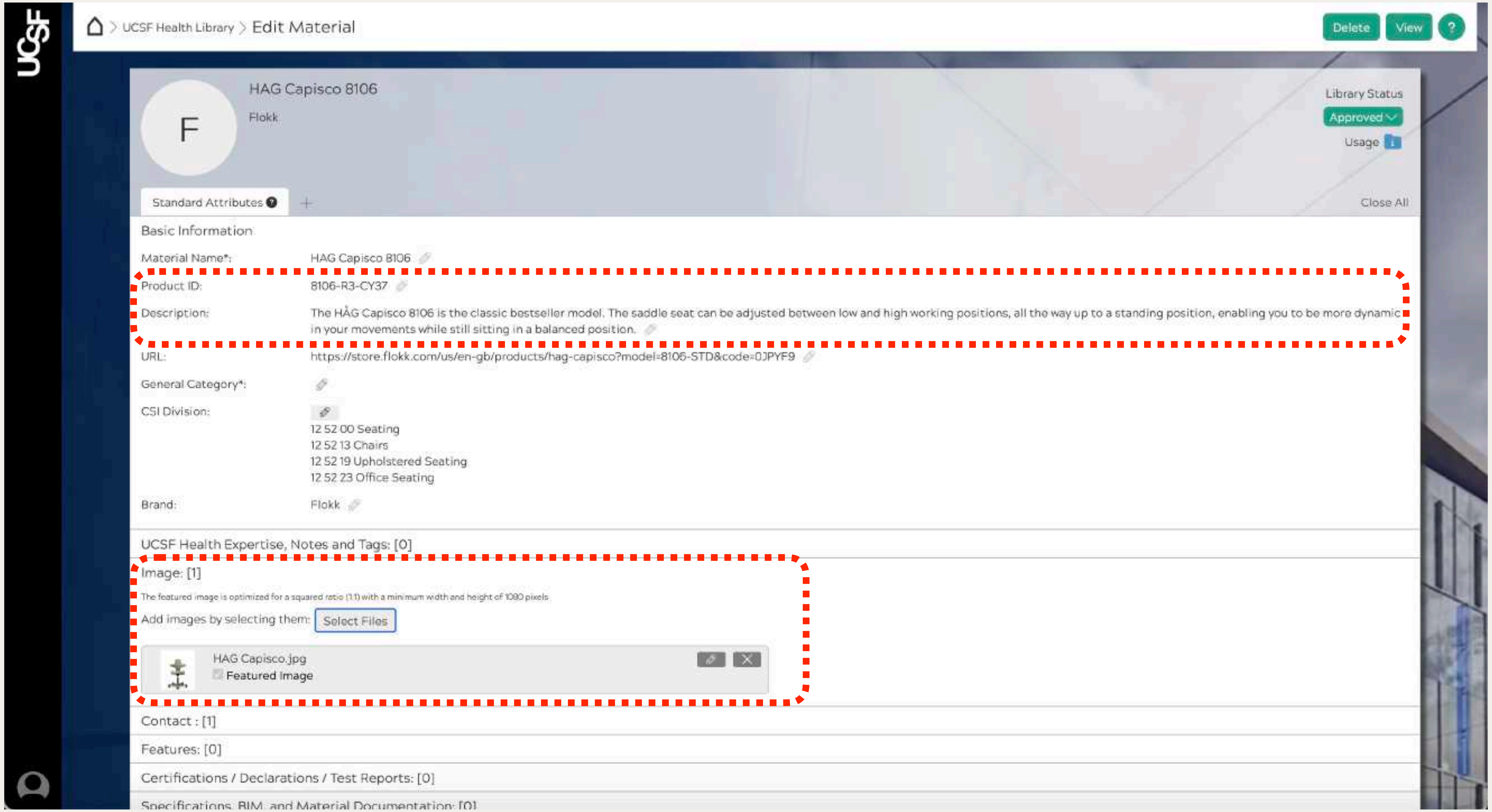
In edit mode, a wealth of additional data can be added, depending on what's most useful to the teams:

1. Product ID and Description
2. Image(s): Make it beautiful! Not only does it improve the user experience, it also helps when searching for products in 'tile view'.



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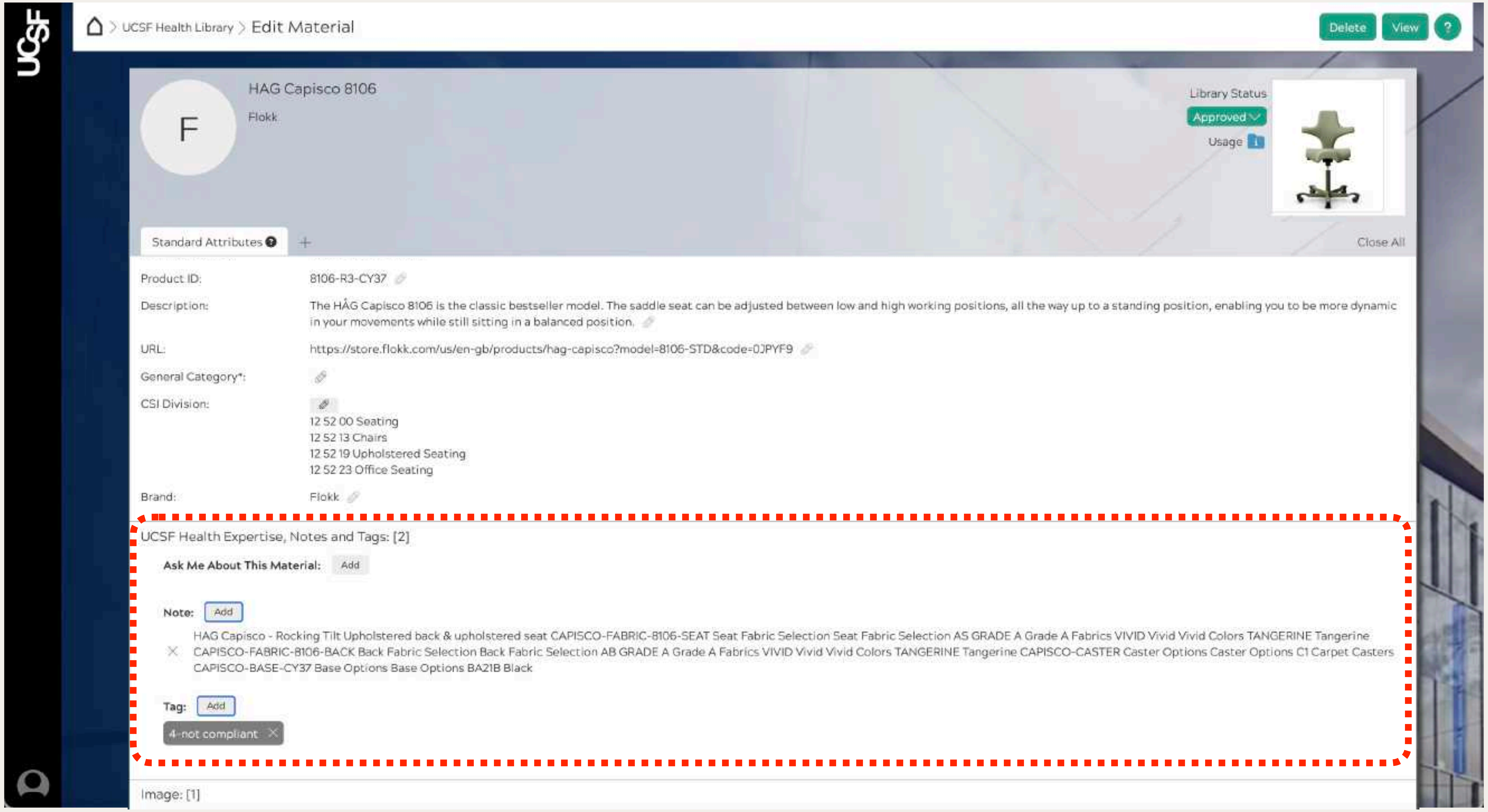
3. Creating products in Matter.

... continued

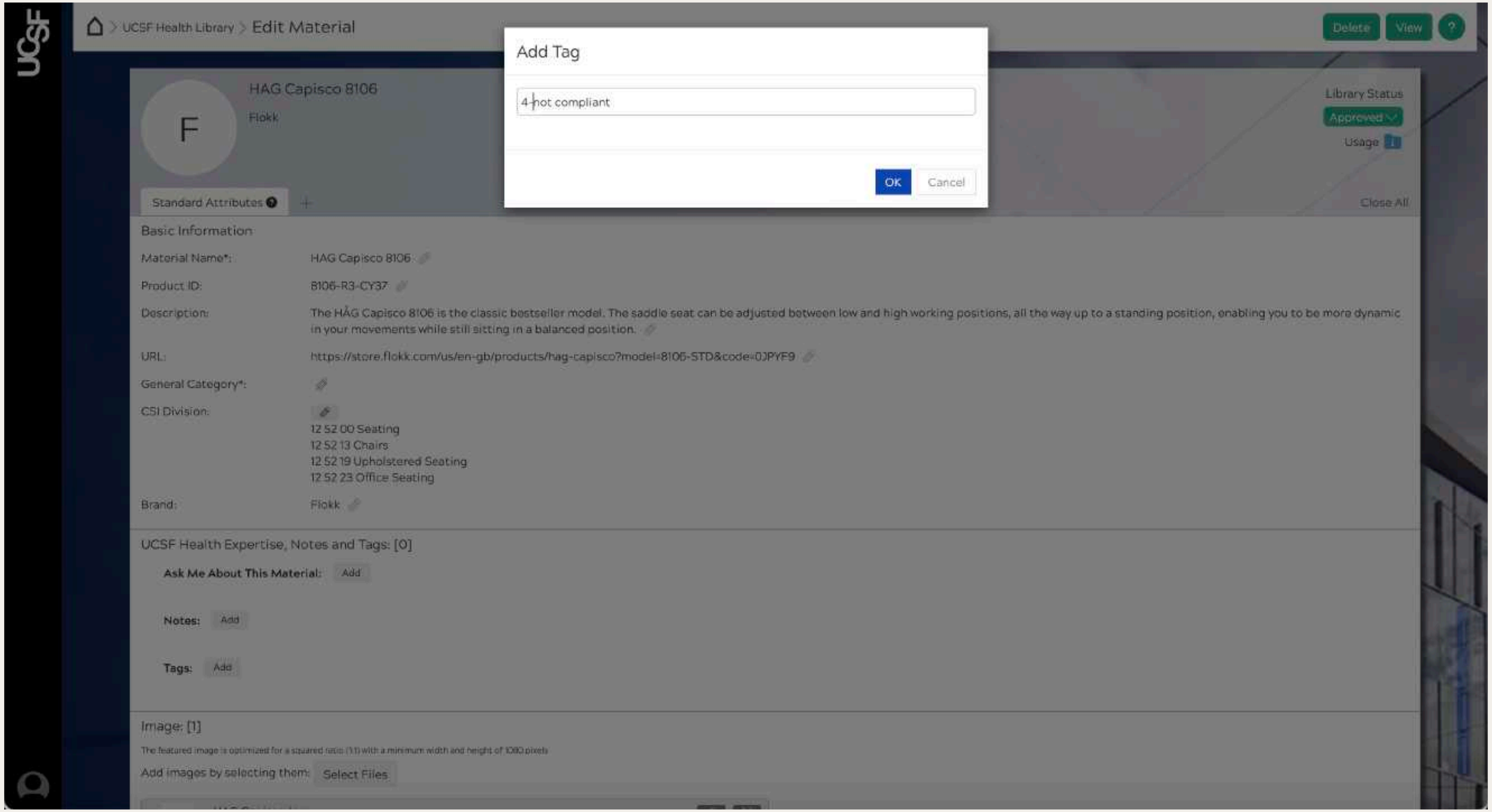
3. Notes: The notes section can be used for added expertise or specification information.
4. Tags: The tags are custom per library. UCSF has four: 1-Red List Free, 2-Red List Compliant, 3-Ingredient List, 4-Not Compliant.



3. Creating products in Matter.

... continued

Note that the selection of pre-existing tags uses 'type-ahead': Start typing in the tag you want and it will appear.



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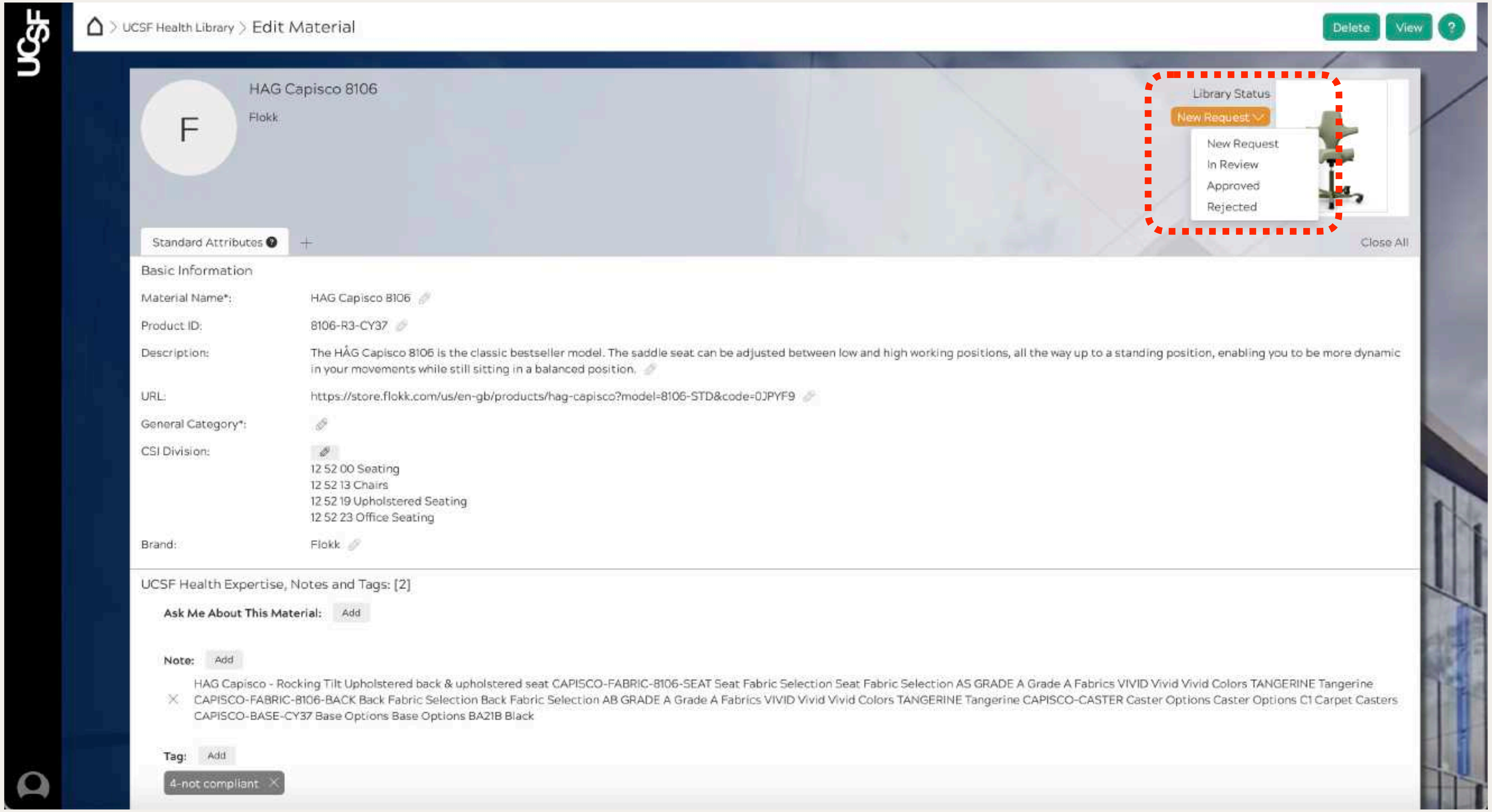
3. Creating products in Matter.

Finally, the status of the product within the library should be reviewed and confirmed. Once added to the library, the default status is ‘Approved’. If the product requires a review, set the status to “New Request”.



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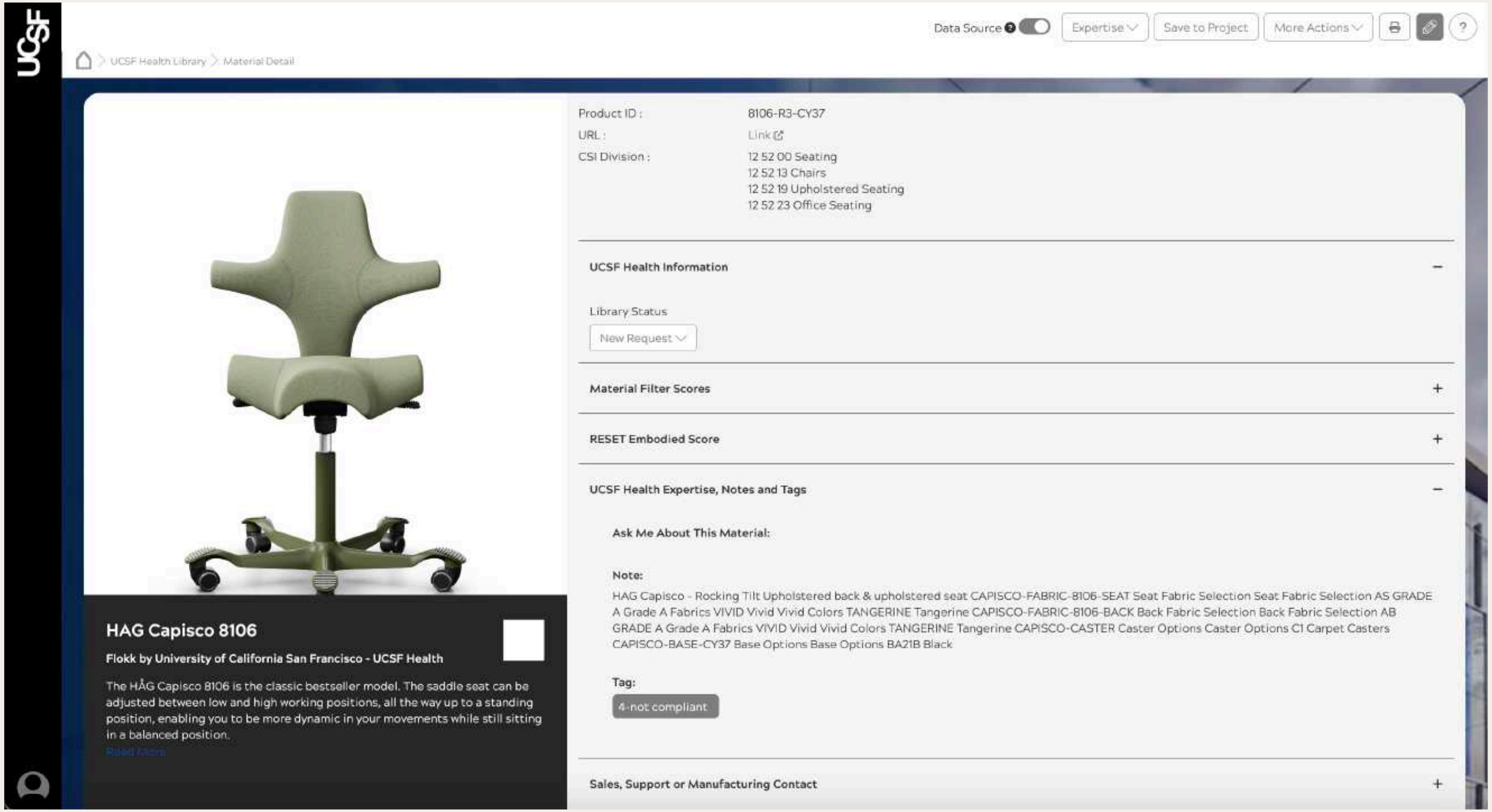
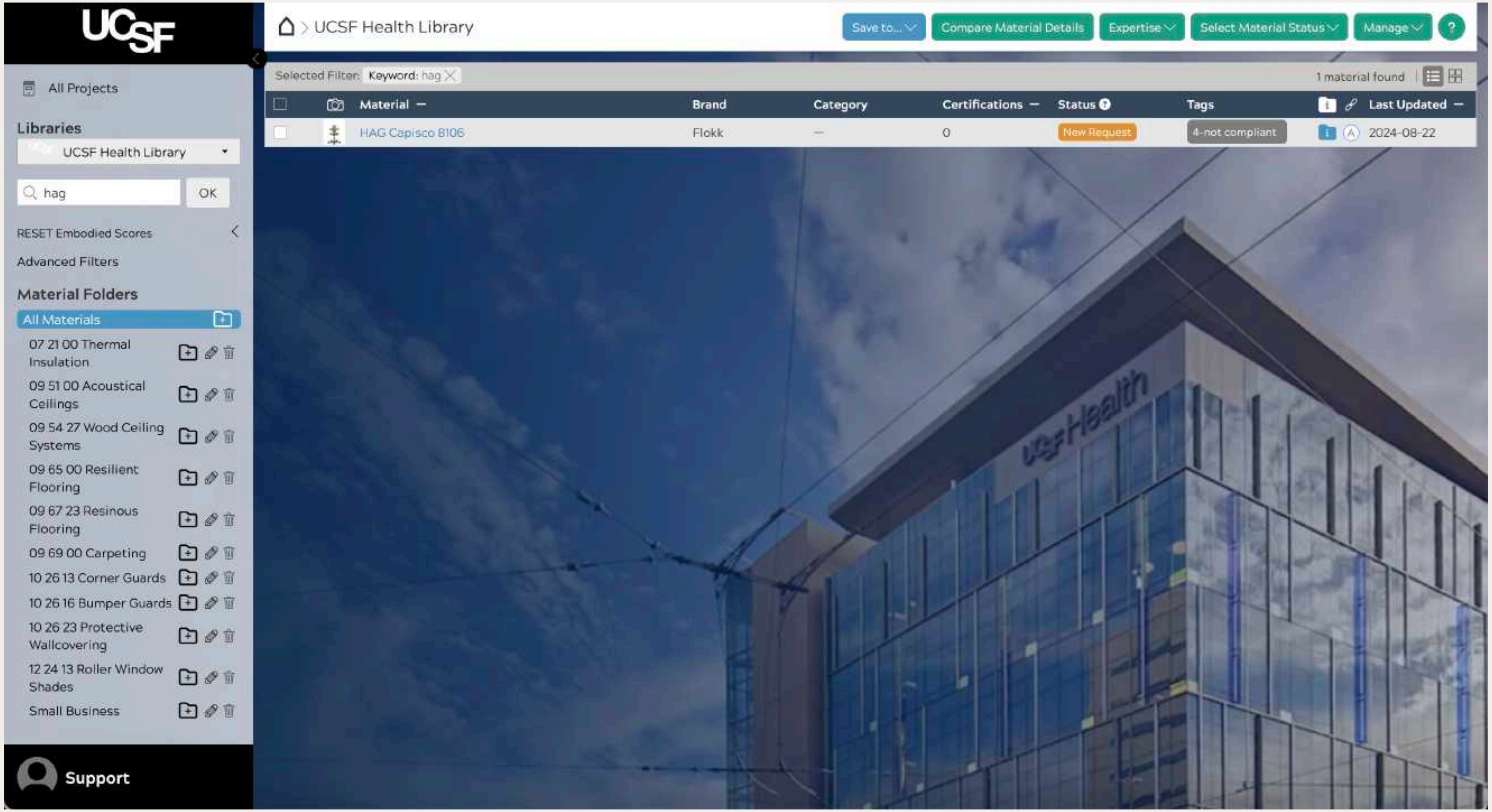
3. Creating products in Matter.

The final result will look this for a product page...



3. Creating products in Matter.

... like this in list view...



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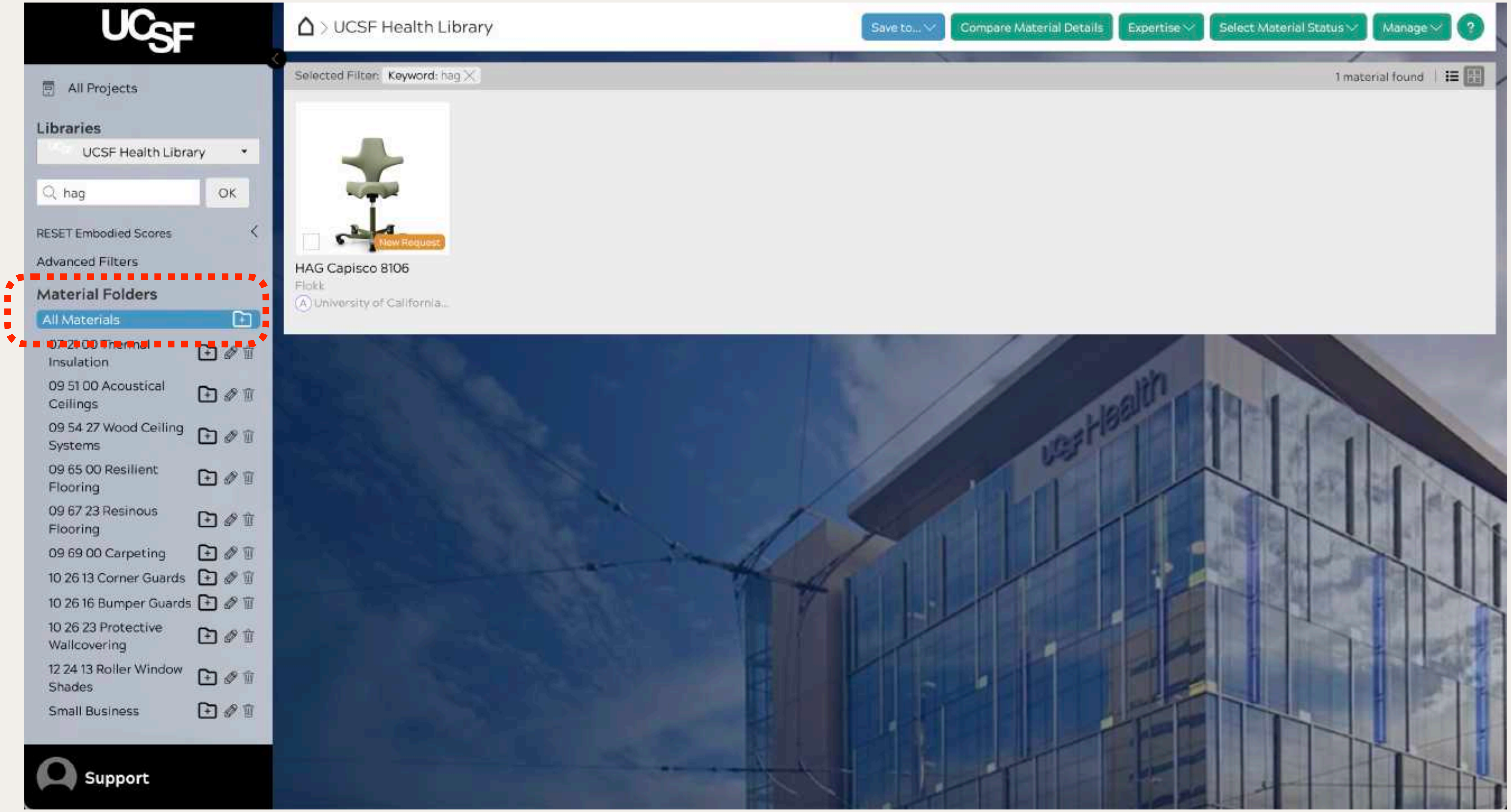
3. Creating products in Matter.

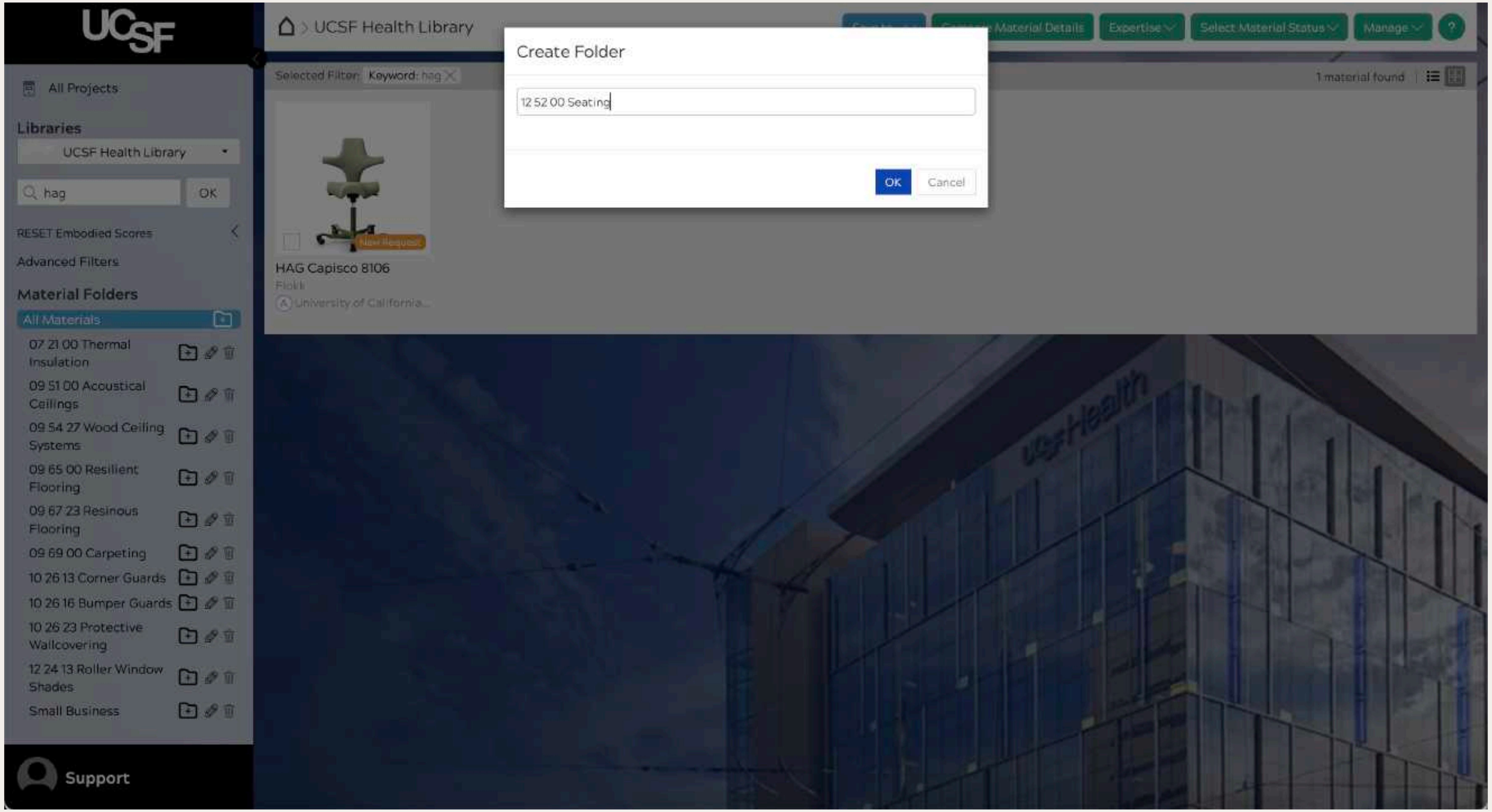
... and like this in tile view...

Note that it is also possible to organize products into custom folders. The first step is to create the destination folder. Click on the "+ Folder" icon in the sidebar.



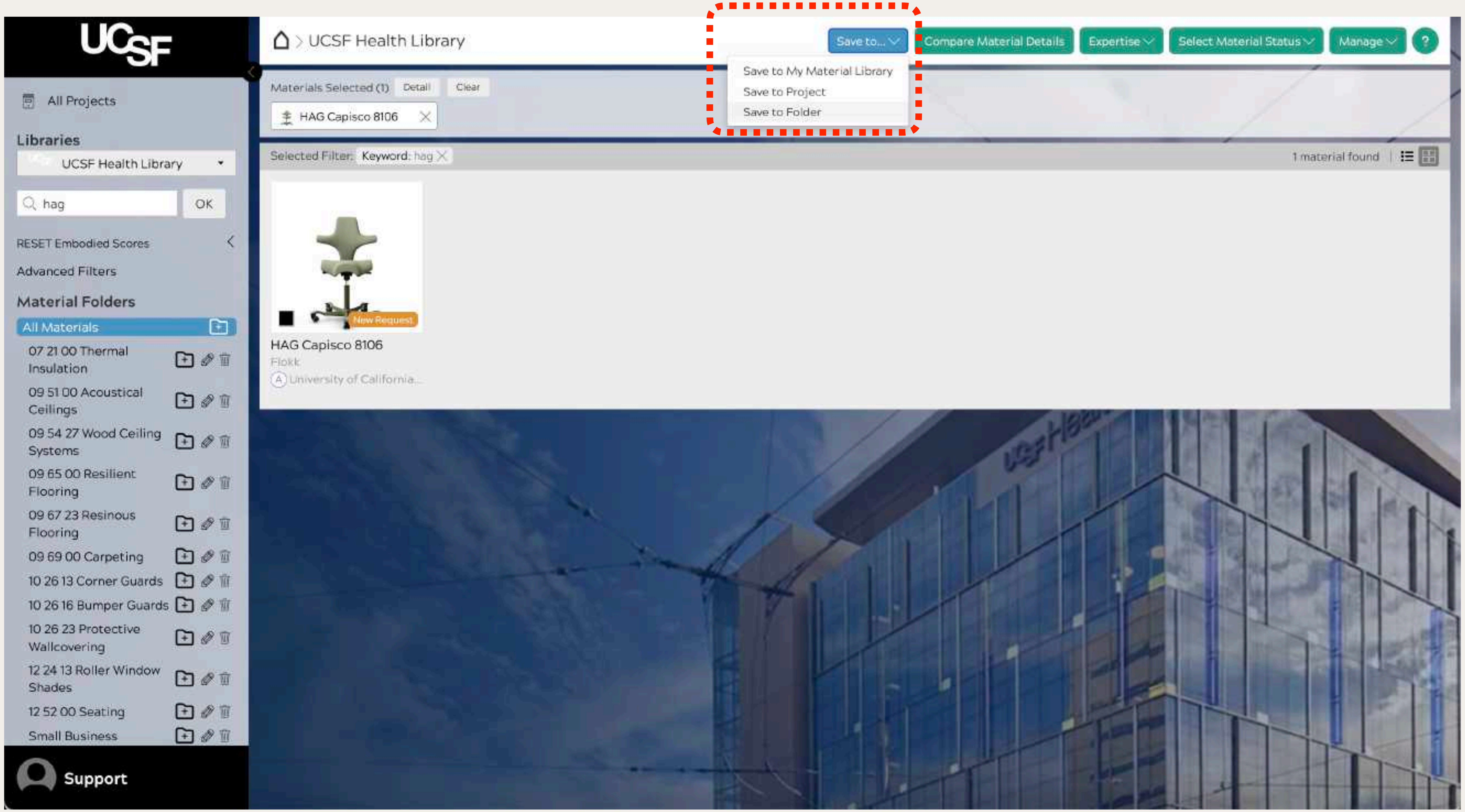
3. Creating products in Matter.

Type in the name of the desired folder (hint: for UCSF, the folders follow the root CSI Division numbers).



3. Creating products in Matter.

Then, select the desired product and click on Save to > Save to Folder...



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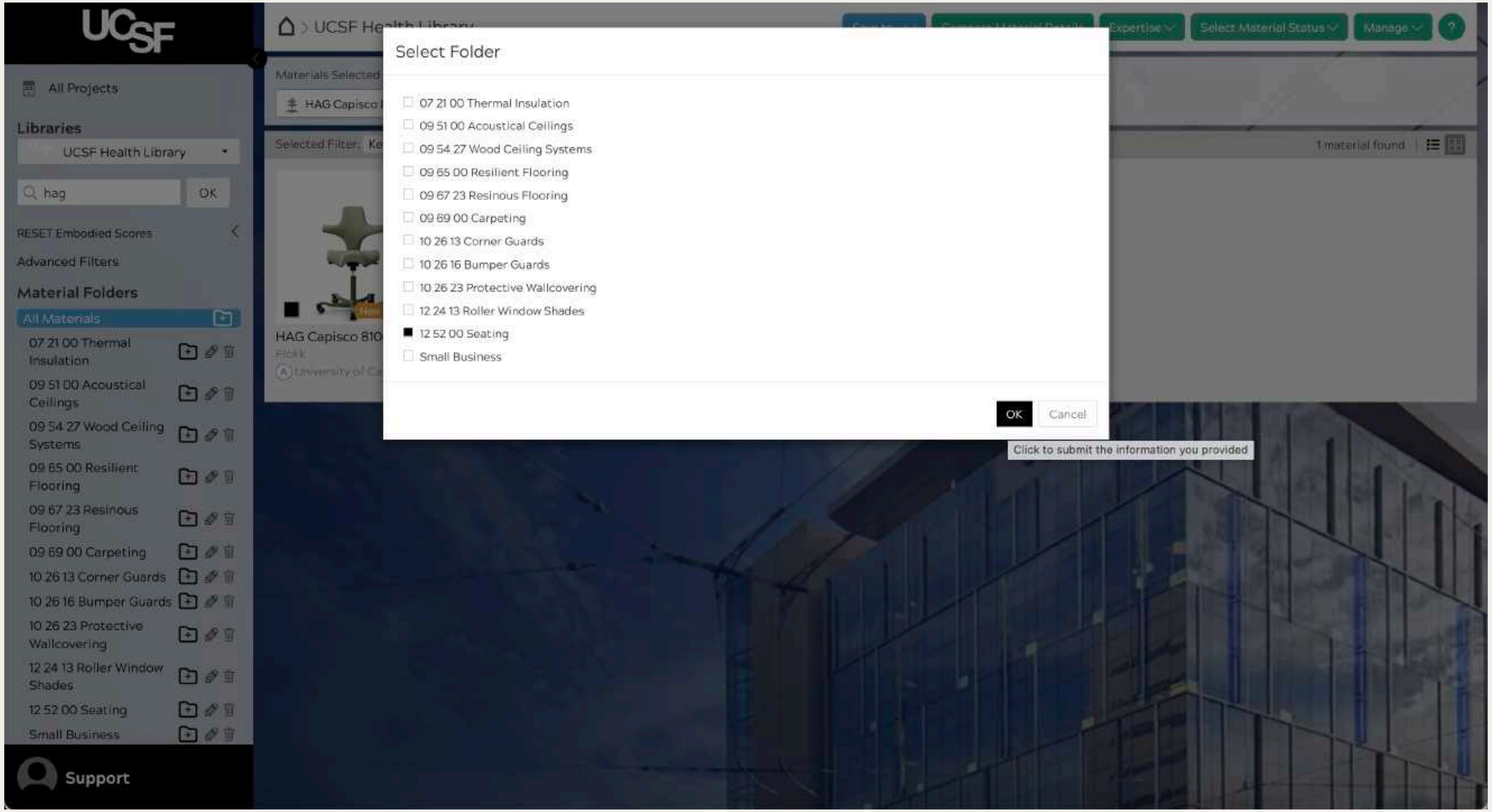
3. Creating products in Matter.

... and choose the destination folder.



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4. Optimizing products in Matter.

- Red List Data
- Dates of Issue and Expiry
- Adding CDTRs (Certification, Declaration, Test Reports)

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4. Optimizing products in Matter.

- **Red List Data**
- Dates of Issue and Expiry
- Adding CDTRs (Certification, Declaration, Test Reports)

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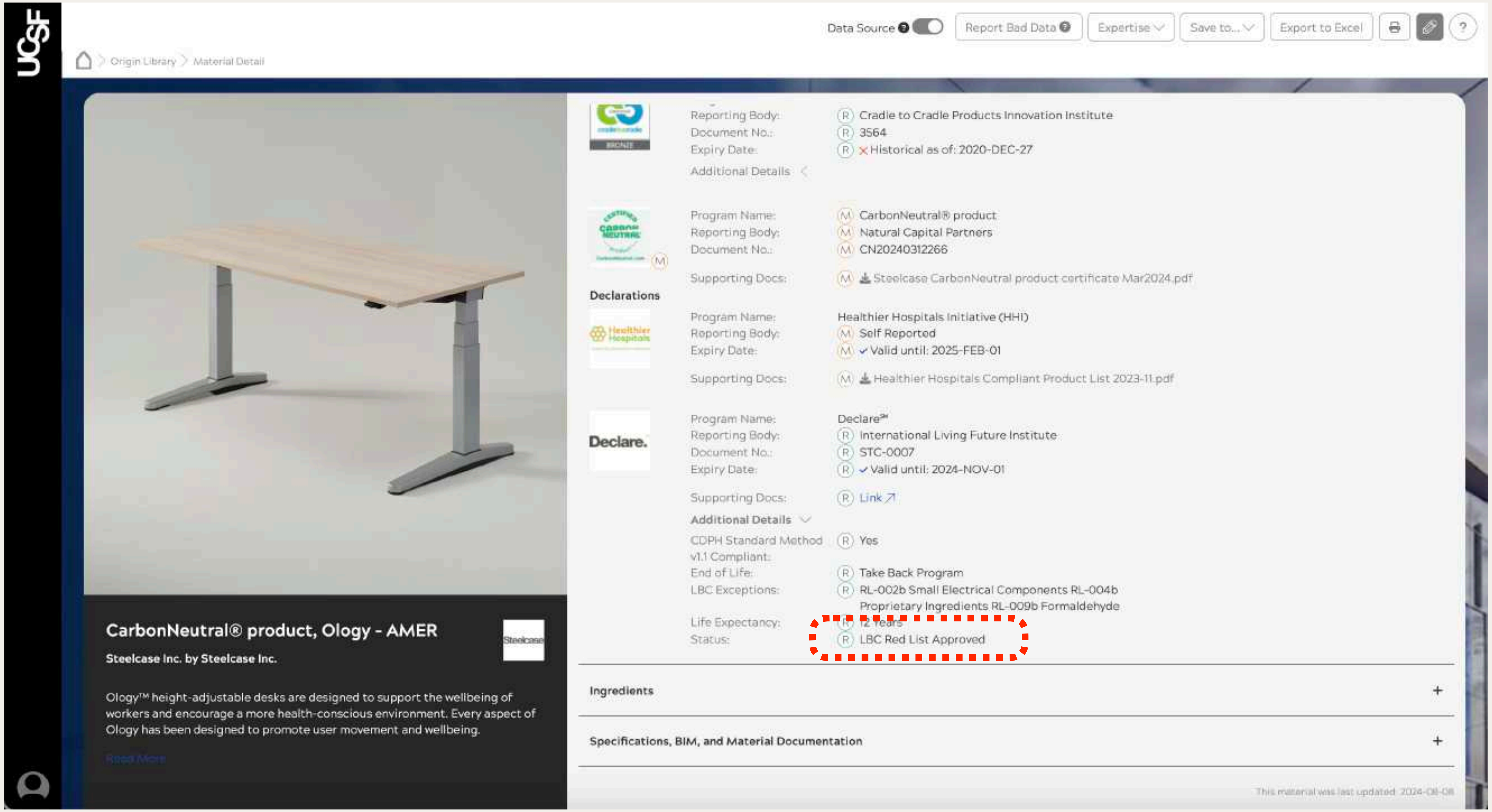
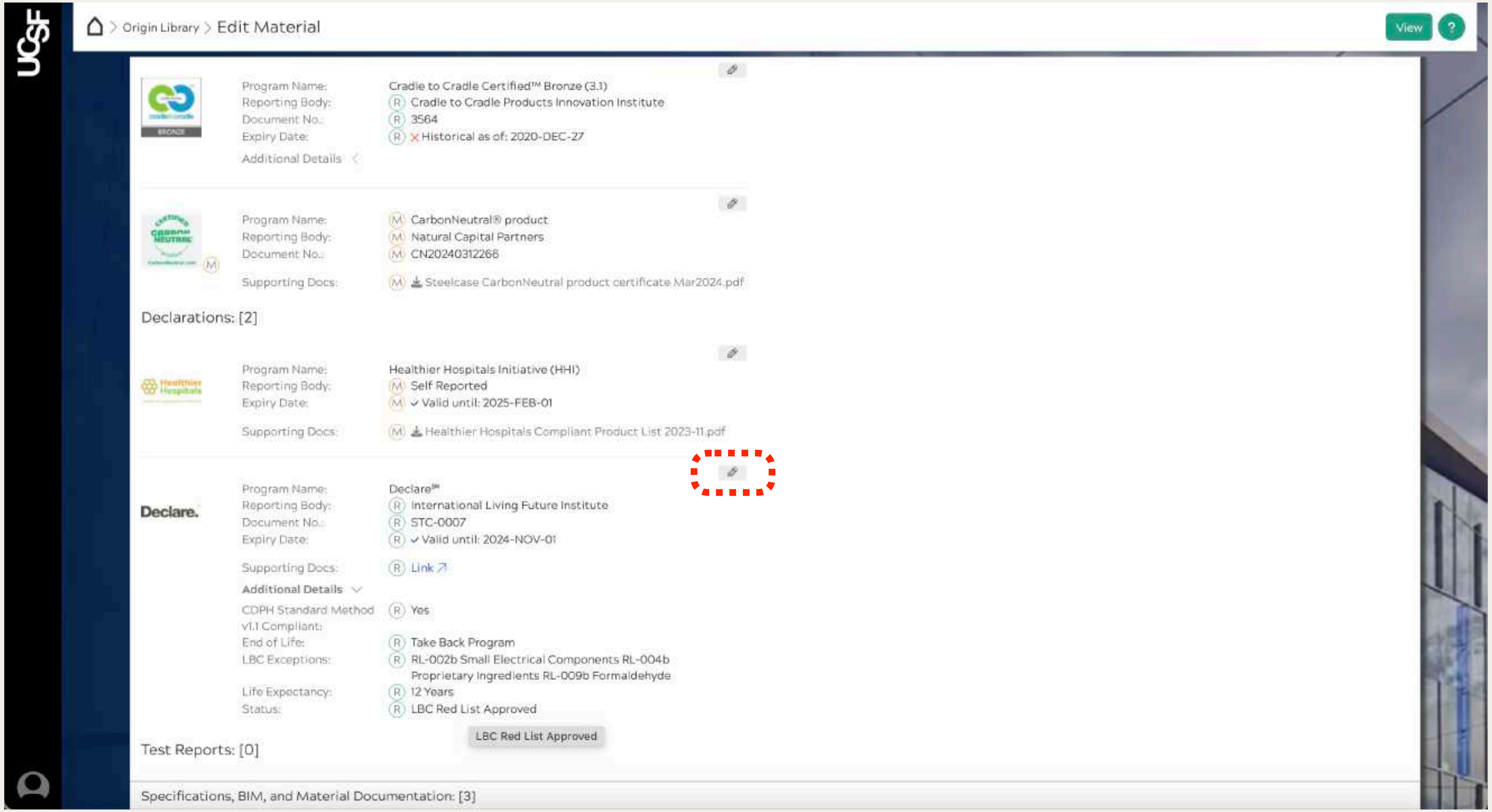
4. Optimizing products in Matter: Red List Data

Products with Declare labels automatically indicate the Red List status. Product tags should be selected to match the Red List status.
Unfortunately, Declare does not automate the % of Red List content. This is unfortunate seeing as Red List Approved materials can still contain a large amount of Red-Listed Chemicals.



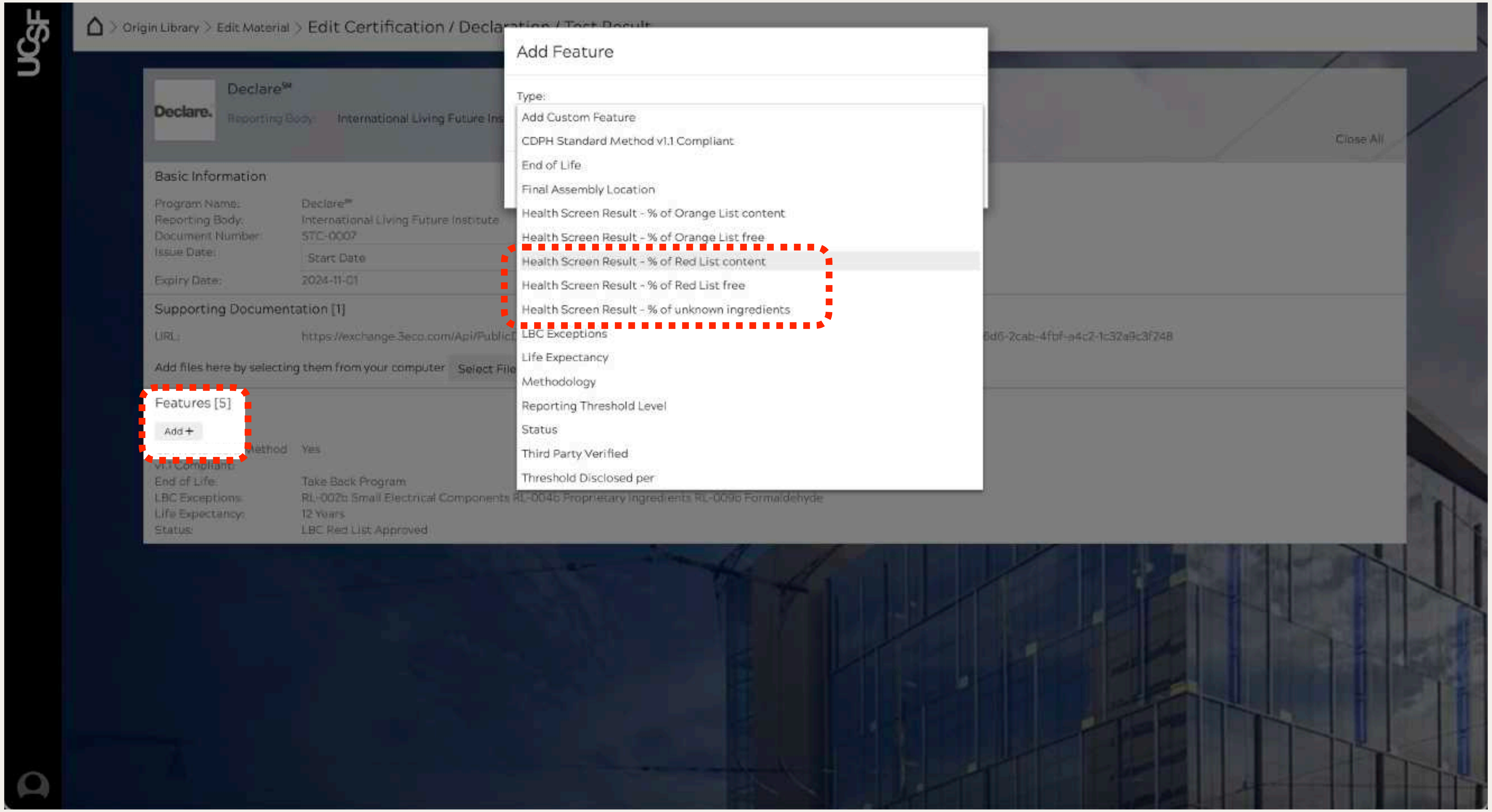
4. Optimizing products in Matter: Red List Data

Within Edit mode, it is possible to enhance an existing Declare label. Click on the pencil icon next to the Declare data.



4. Optimizing products in Matter: Red List Data

Within Edit / Declare mode, click on “Add+” within the Feature section. Here, it is possible to add precise figures on Red List Content, Red List Free Content and Unknown Content.



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4. Optimizing products in Matter: Red List Data

% Content data can be found on the Declare website. In this example, Steelcase does a great job of listing out their data. Using the precautionary approach, the total Red-Listed Content is 5+5+1 = 11%, whereas the unknown content is shown as 1%. The resulting Red List Free Content is 100 - 11 - 1 = 88%. This can be further refined when selecting the exact product model.

Ingredients:

carbon steel; ligno-cellulosic materials (wood); Aluminum Alloy 6063; Urea, polymer with formaldehyde and 1,3,5-triazine-2,4,6-triamine[1]; electrical component[2]; phenol formaldehyde polymer; proprietary ingredients (< 1%)[3]; poly(bisphenol A-co-epichlorohydrin) glycidyl; melamine formaldehyde polymer[1]; EN AC - 46100 Cast aluminum; polypropylene; poly(vinyl acetate); Ammonium Sulfate; Nylon 6; Slack wax (petroleum); Poly[imino(1,6-dioxo-1,6- hexanediyl)imino-1,6-hexanediyl]; Urea; ethene, polymer with 1-propene; Ammonium Chloride; 2-oxohexamethylenimine; Glass, oxide, chemicals; amorphous precipitated silica; aluminum oxide; titanium dioxide; starch; Water; Zinc

[1] LBC Temp Exception RL-009 - Formaldehyde
[2] LBC Temp Exception RL-002 - Small Electrical Components
[3] LBC Temp Exception RL-004b - Proprietary Ingredients in Declare

Living Building Challenge Criteria: Compliant

I-13 Red List:

☐ LBC Red List Free
■ LBC Red List Approved
☐ Declared

% Disclosed: 99% at 100ppm
VOC Content: Not Applicable

I-10 Interior Performance: CDPH Standard Method v1.2-2017
I-14 Responsible Sourcing: Product Available with FSC Chain of Custody

STC-0007
EXP. 01 NOV 2024
Original Issue Date: 2022

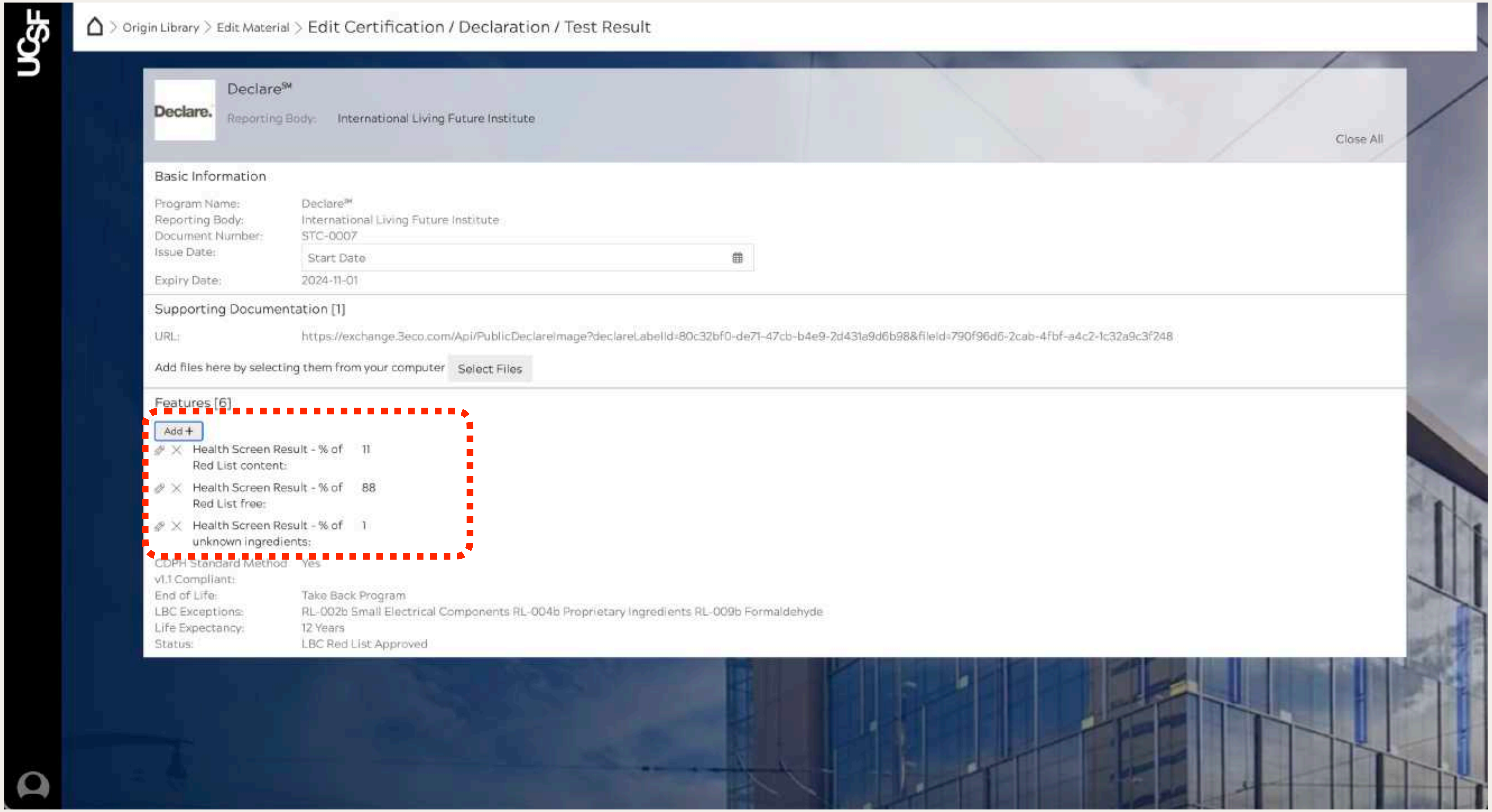
INTERNATIONAL LIVING FUTURE INSTITUTE™ living-future.org/declare

INGREDIENT LIST

COMPONENT	INGREDIENT NAME	CAS#	%
	carbon steel	12597-69-2	45-50%
	ligno-cellulosic materials (wood)	N/A	25-30%
	Aluminum Alloy 6063	No CAS RN AL 6063	10-15%
	Urea, polymer with formaldehyde and 1,3,5-triazine-2,4,6-triamine	25036-13-9	< 5%
	electrical component	N/A	< 5%
	phenol formaldehyde polymer	9003-35-4	< 5%
	proprietary ingredients	N/A	< 1%
	poly(bisphenol A-co-epichlorohydrin) glycidyl	25036-25-3	< 1%
	melamine formaldehyde polymer	9003-08-1	< 1%
	EN AC - 46100 Cast aluminum	EN AC - 46100	< 1%
	polypropylene	9003-07-0	< 1%
	poly(vinyl acetate)	9003-20-7	< 1%
	Ammonium Sulfate	7783-20-2	< 1%
	Nylon 6	25038-54-4	< 1%
	Slack wax (petroleum)	64742-61-6	< 1%
	Poly[imino(1,6-dioxo-1,6- hexanediyl)imino-1,6-hexanediyl]	32131-17-2	< 1%
	Urea	57-13-6	< 1%
	ethene, polymer with 1-propene	9010-79-1	< 1%
	Ammonium Chloride	12125-02-9	< 0.1%

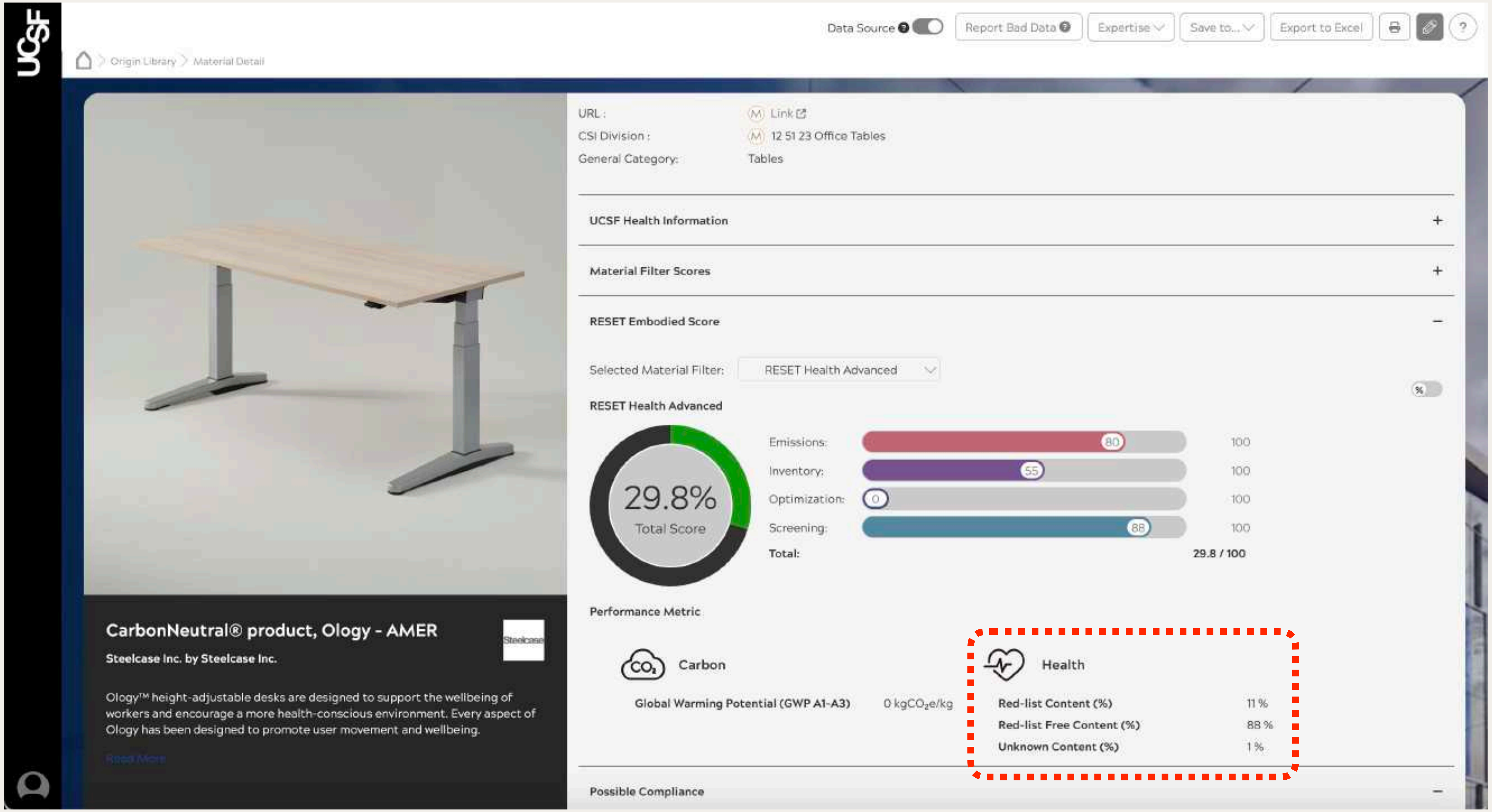
4. Optimizing products in Matter: Red List Data

The enhanced information within the Edit page then looks like this:



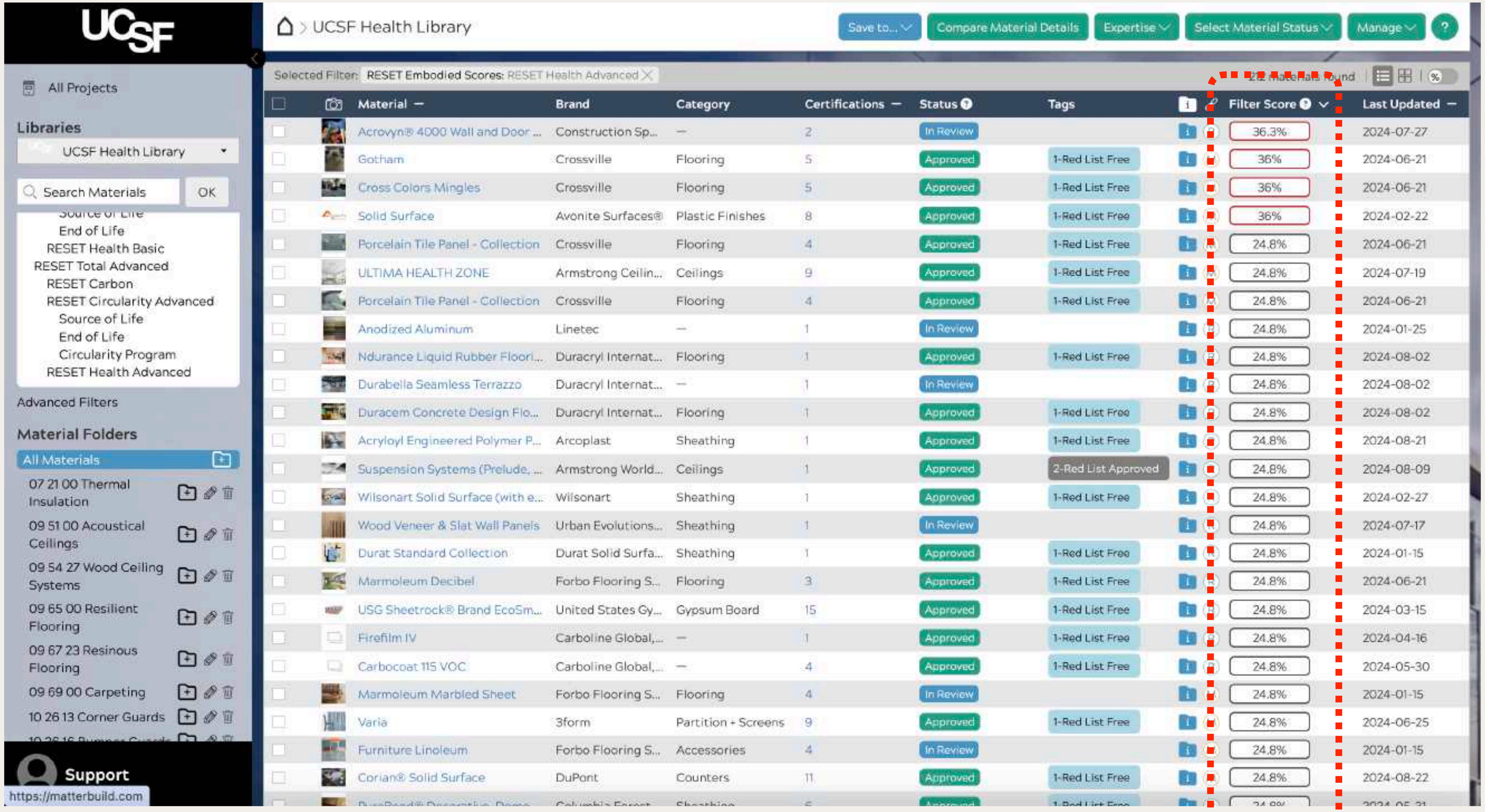
4. Optimizing products in Matter: Red List Data

On the product page, health performance data is summarized within the RESET Embodied Score section and also drives the overall product performance score.



4. Optimizing products in Matter: Red List Data

The RESET Health filters then help rank materials based their health performance.



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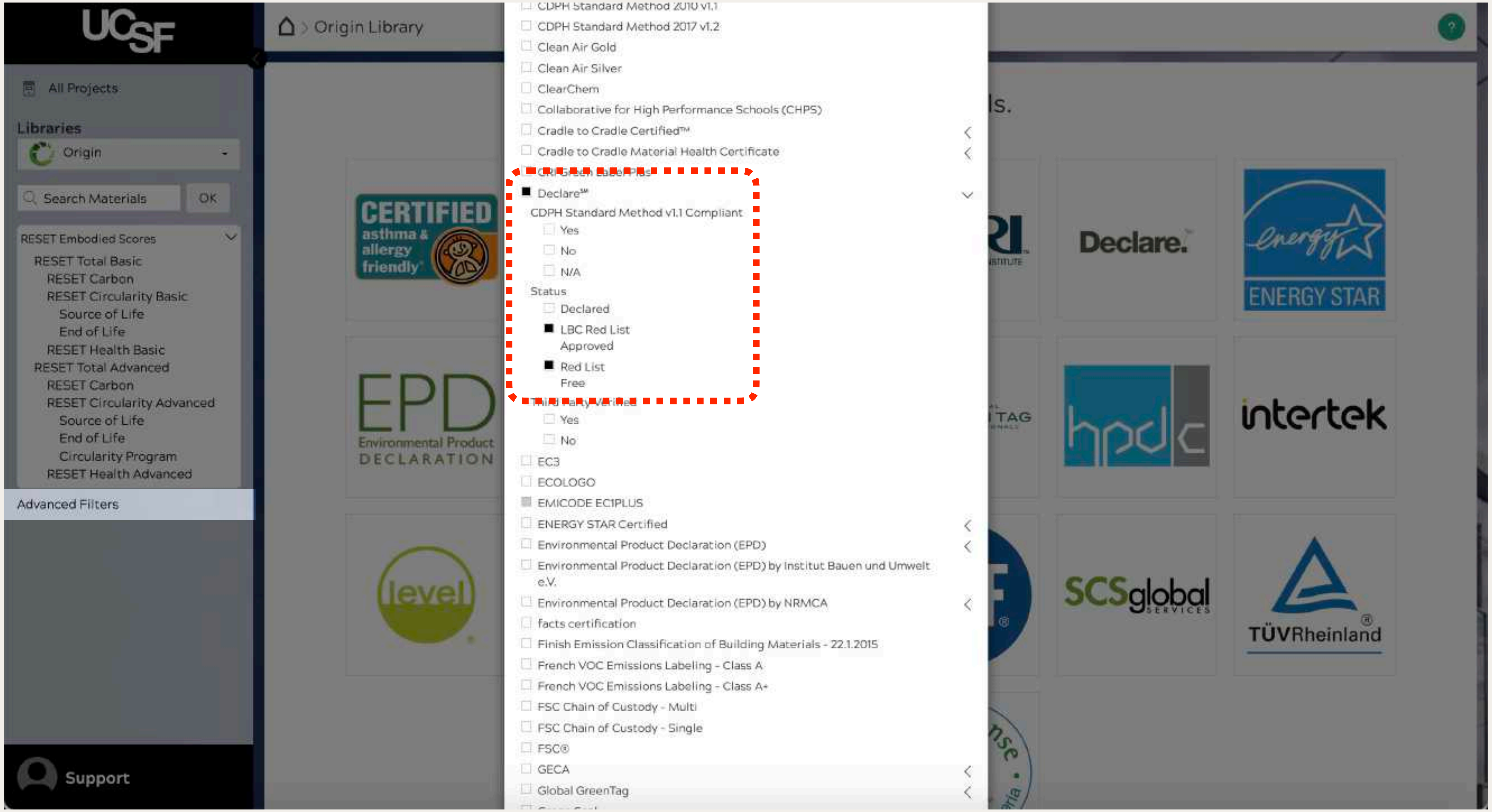
4. Optimizing products in Matter: Red List Data

Note that the advanced filters can be used to search per Red List status: Declared (has an ingredient list), LBC Red List Approved and Red List Free.



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4. Optimizing products in Matter.

- Red List Data
- Dates of Issue and Expiry
- Adding CDTRs (Certification, Declaration, Test Reports)

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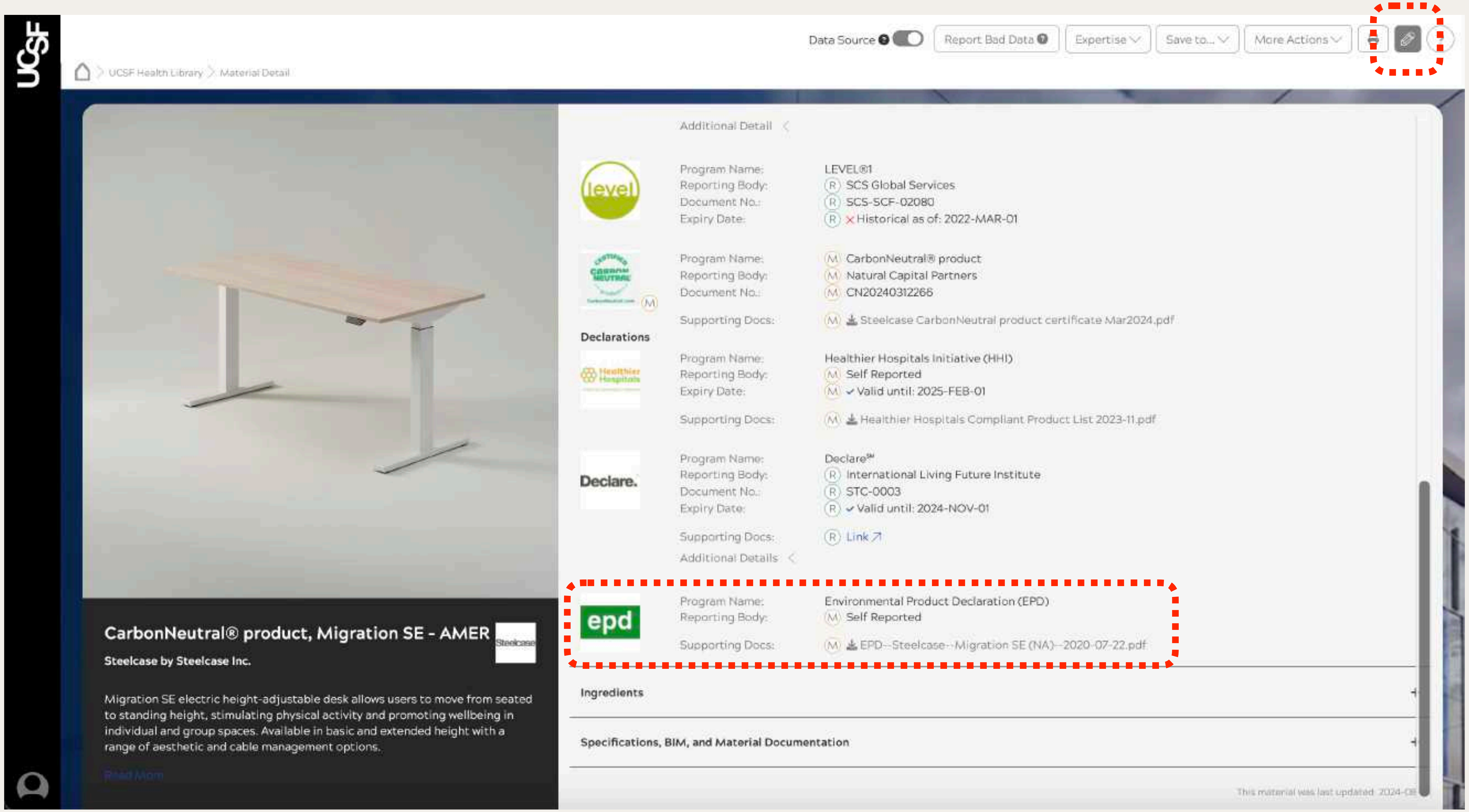
4. Optimizing products in Matter: Dates of Issue and Expiry

Matter tracks the validity of dates of certifications, declarations and test reports, letting you know when they expire. It is possible to add dates of issue and expiry for new or existing documentation, such as for the EPD below. Start by clicking the edit button.



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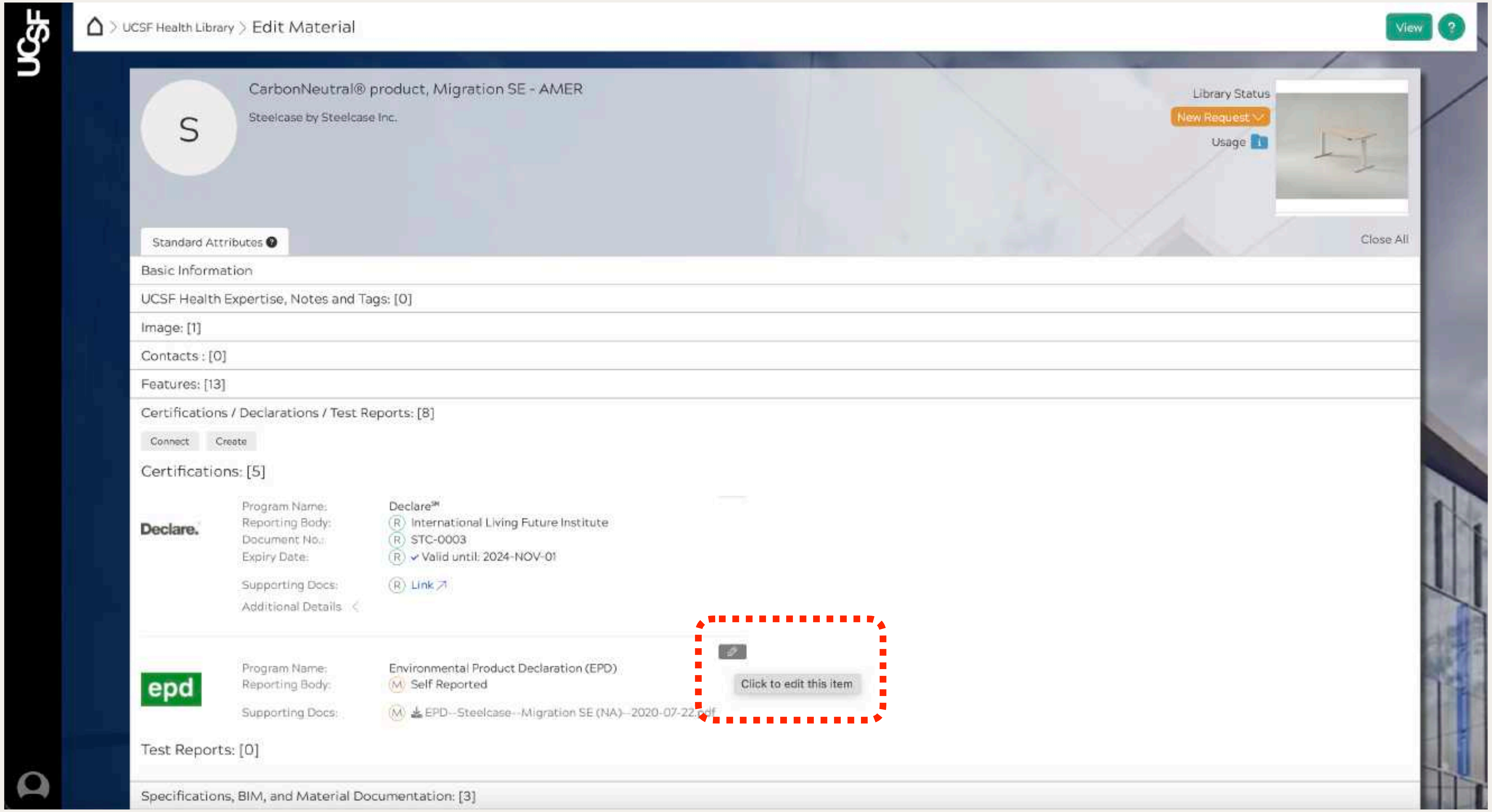
4. Optimizing products in Matter: Dates of Issue and Expiry

Within the Certification / Declaration / Test Report tab, find the document you wish to add a date to, and click edit.



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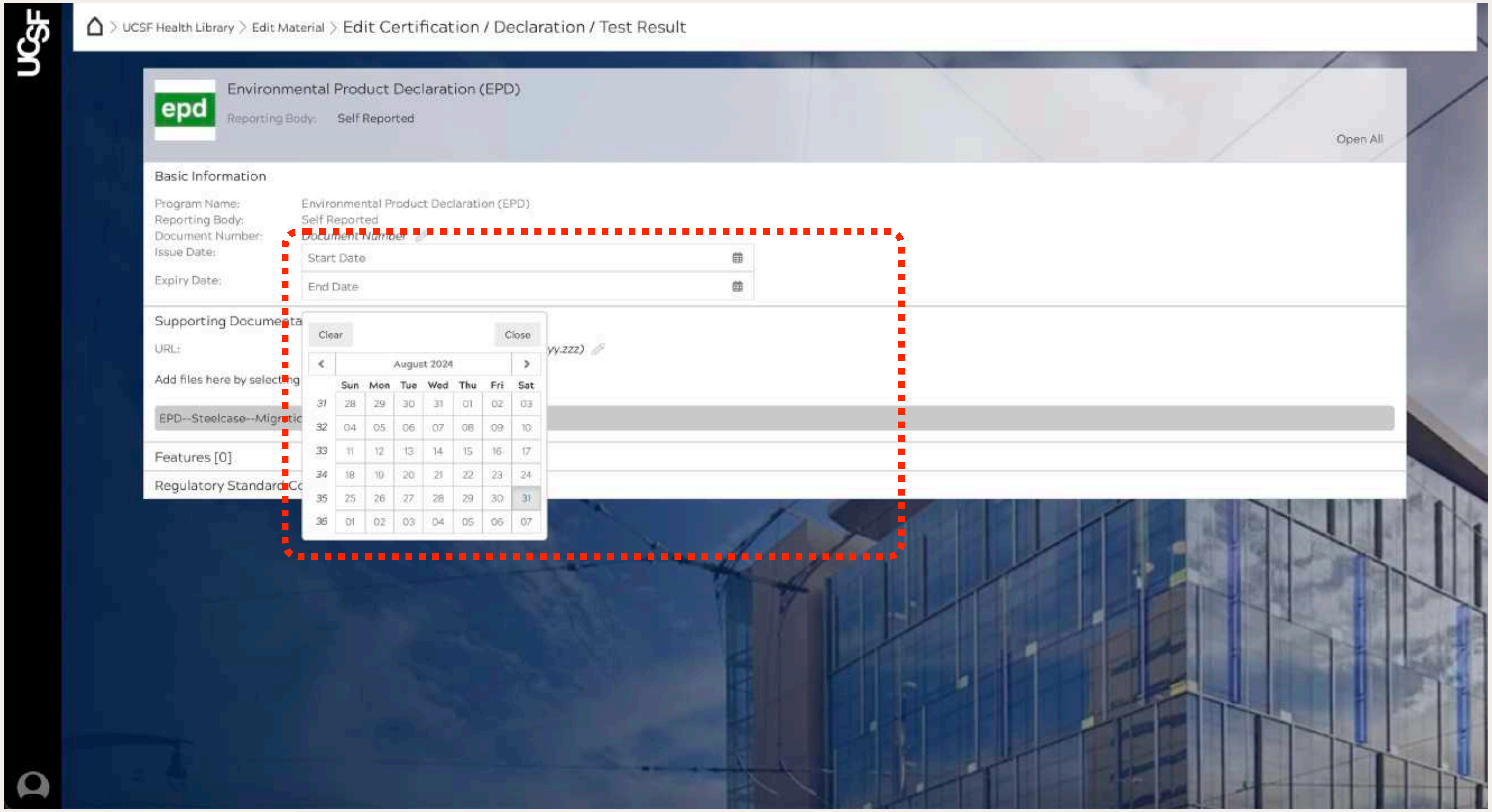
4. Optimizing products in Matter: Dates of Issue and Expiry

Once in edit mode, dates can be entered for the issue and expiry of documents. Simply click on the Start or End Date field and a select date from the calendar drop down.
Note that this function is the same when creating a new material or editing an existing one.



MATTER USER GUIDE

4. Optimizing products in Matter.

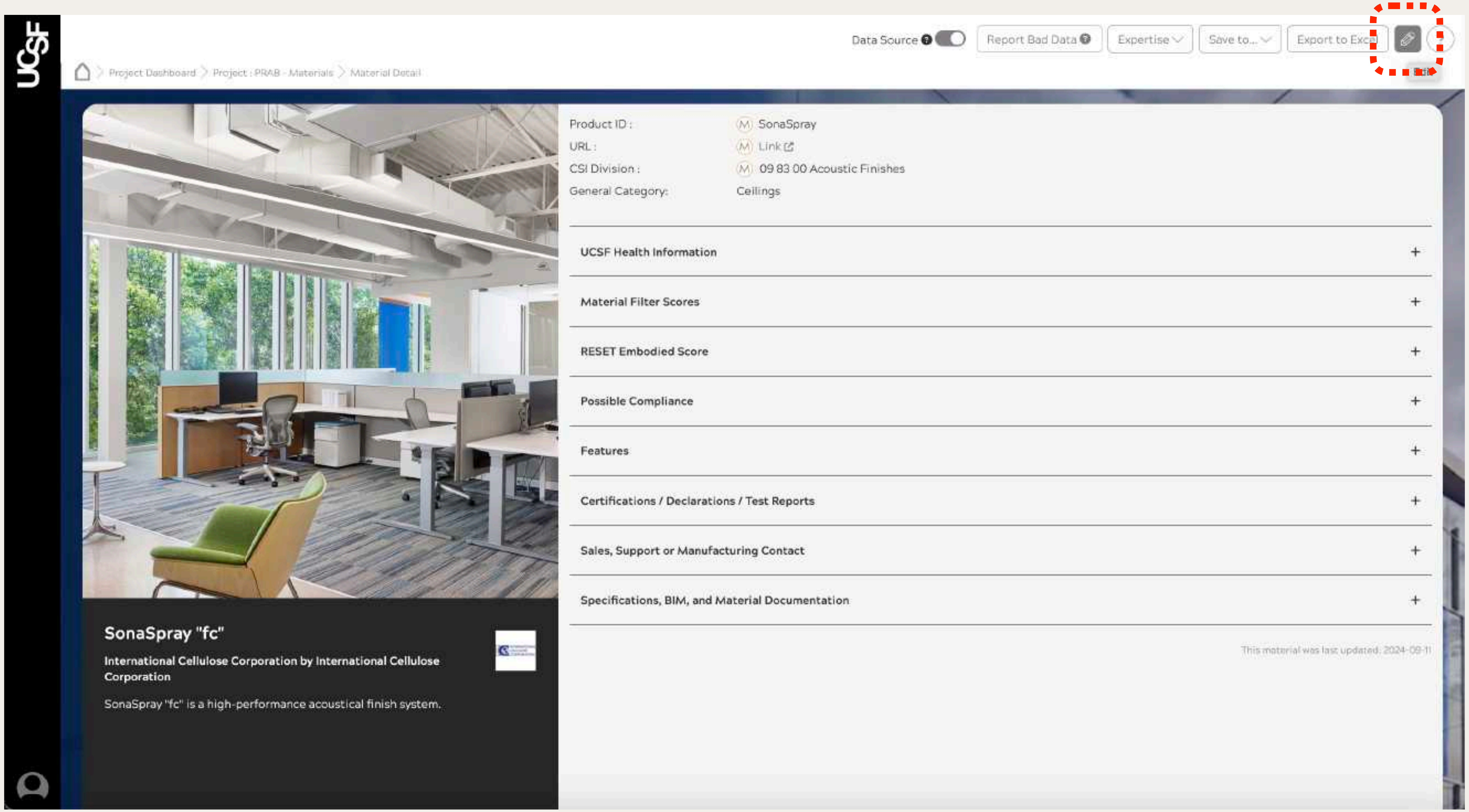
- Red List Data
- Dates of Issue and Expiry
- **Adding CDTRs (Certification, Declaration, Test Reports)**

4. Adding CDTRs (Certification, Declaration, Test Reports)

Before adding CDTRs to products, first check if it already exists in Matter. Hint, the reporting shown below are connected to Matter and many (or all) of their certifications are preloaded.

4. Adding CDTRs (Certification, Declaration, Test Reports)

Here's an example: Let's say this product is missing an HPD. Click on the Edit Icon.



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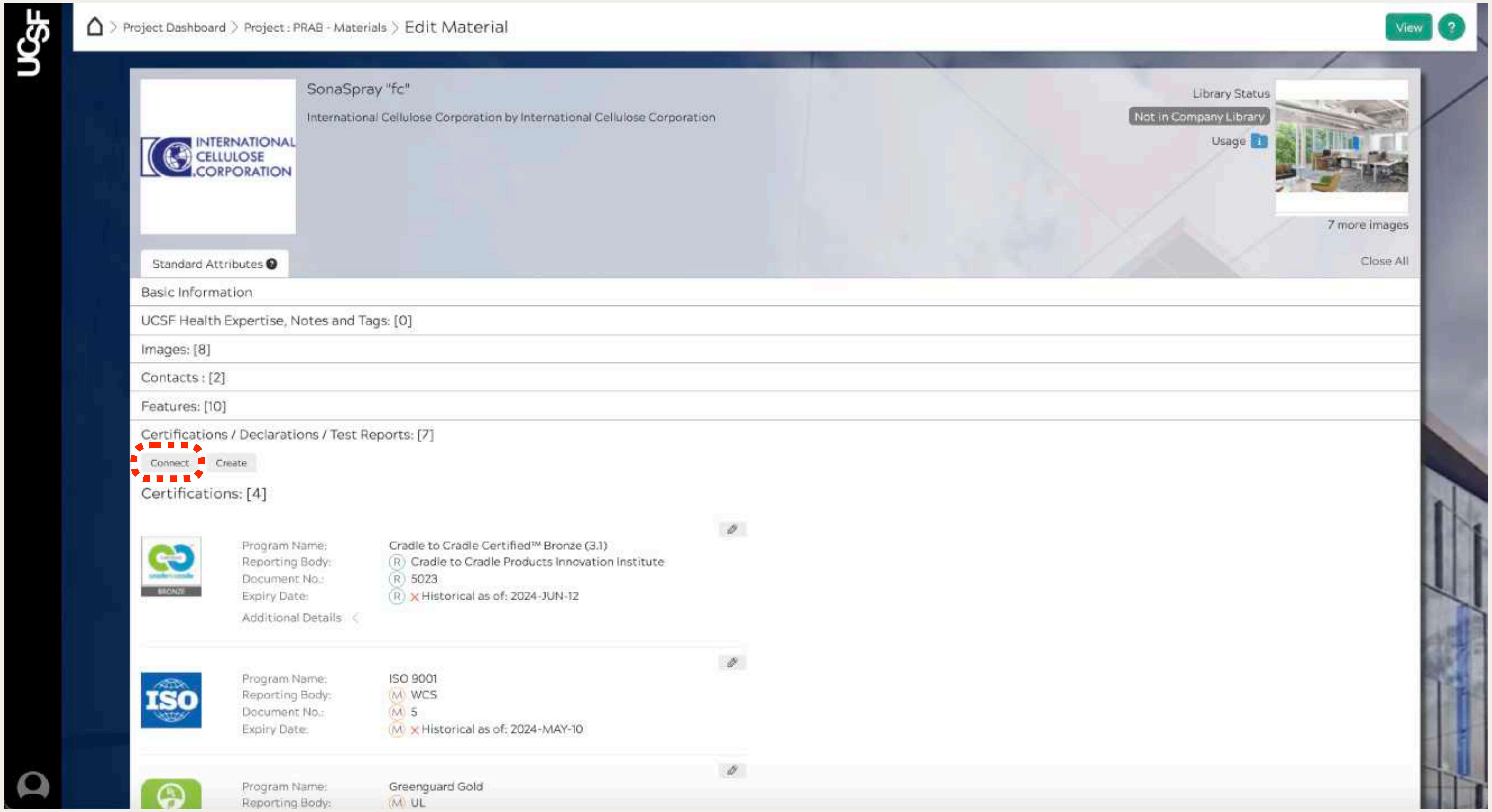
4. Adding CDTRs (Certification, Declaration, Test Reports)

Once in Edit Mode, click on the 'Connect' button within the Certification / Declaration / Test Report Tab. A pop-up window will appear.



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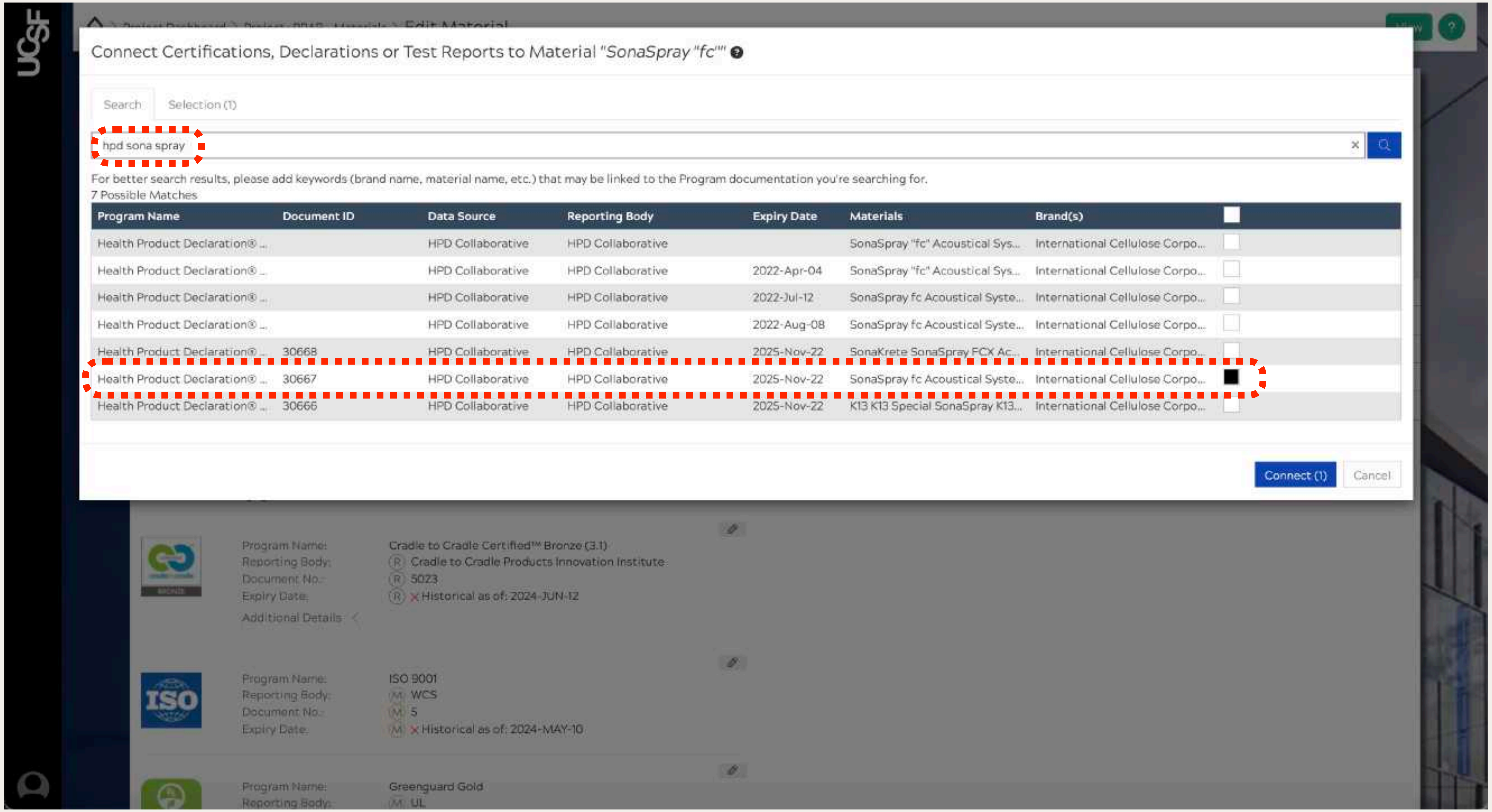
4. Adding CDTRs (Certification, Declaration, Test Reports)

Within the pop-up window, type in the HPD you are looking for. For example, in this case “HPD, sona spray”. A list of possible matches will appear if there are CDTR are already present in Matter. Note that Matter keeps a historical record of past CDTR. In this case 3 are expired documents and one is still valid. Select the valid HPD and click on ‘connect’



4. Adding CDTRs (Certification, Declaration, Test Reports)

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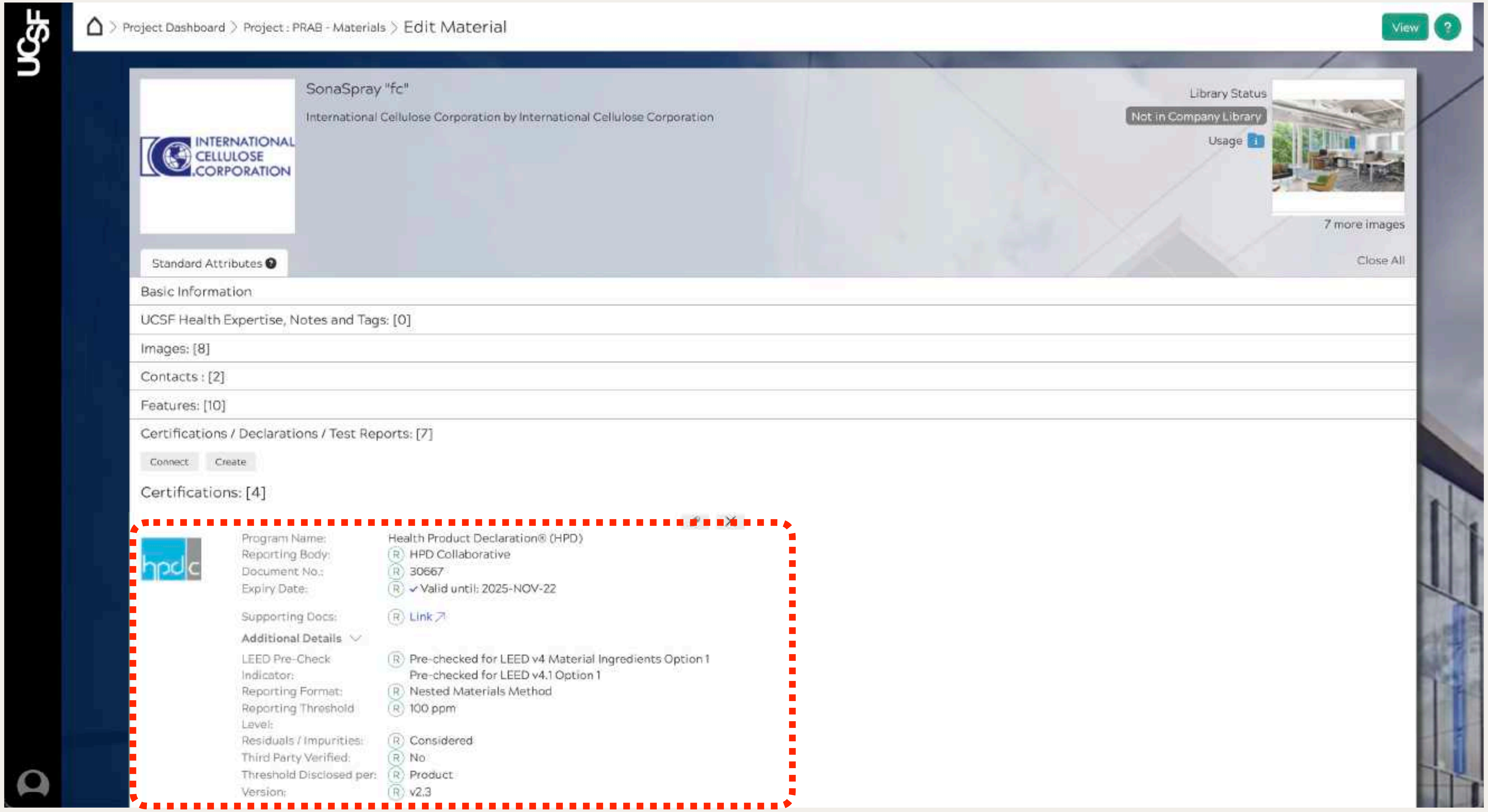
The HPD and all associated data will appear in the Certification tab. Most importantly, **the chain of custody will have been established**, meaning that the source of data will be attributed to the reporting body (as shown by the 'R' icon next to all data points). This indicates the highest level of data quality available seeing as it comes directly from the reporting body and has no risk of having been modified, intentionally or not.



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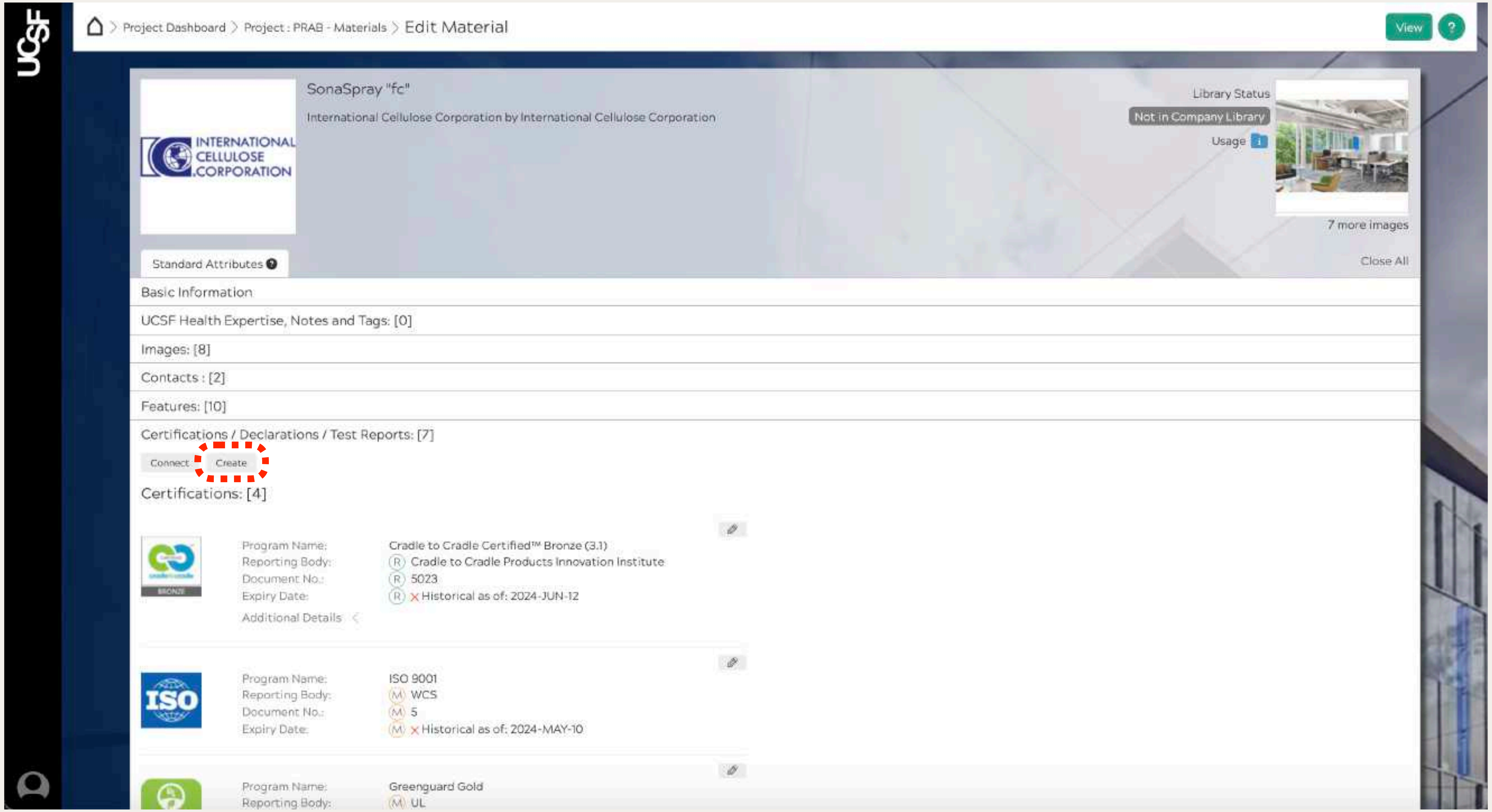
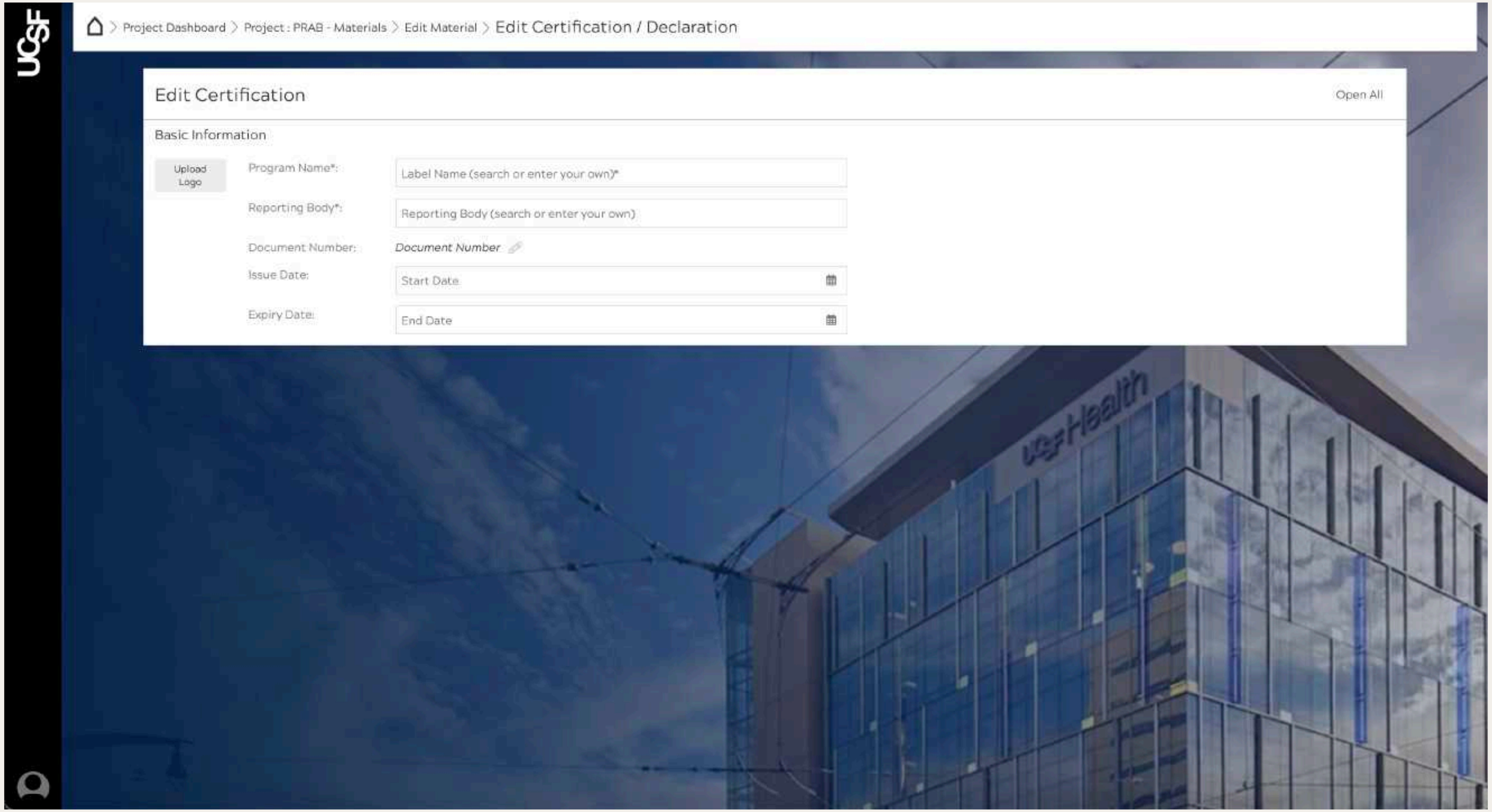
4. Adding CDTRs (Certification, Declaration, Test Reports)

If a CDTR is not already in Matter and needs to be uploaded, click on the 'Create' button.



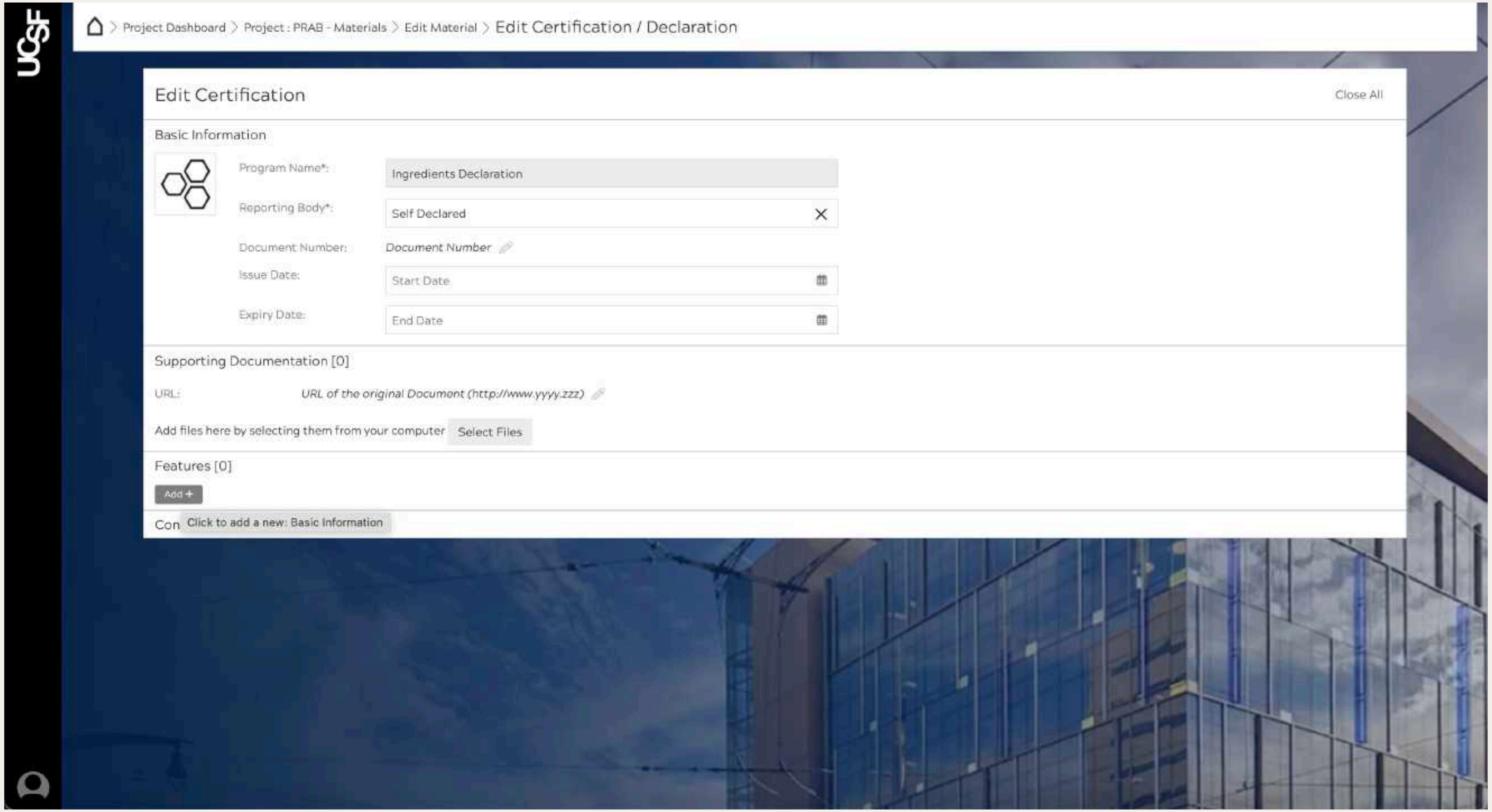
4. Adding CDTRs (Certification, Declaration, Test Reports)

A new window will appear with prompts to add a CDTR, starting with the Program Name and Reporting Body. Note that the Reporting Body can be listed as “Self-Declared”.



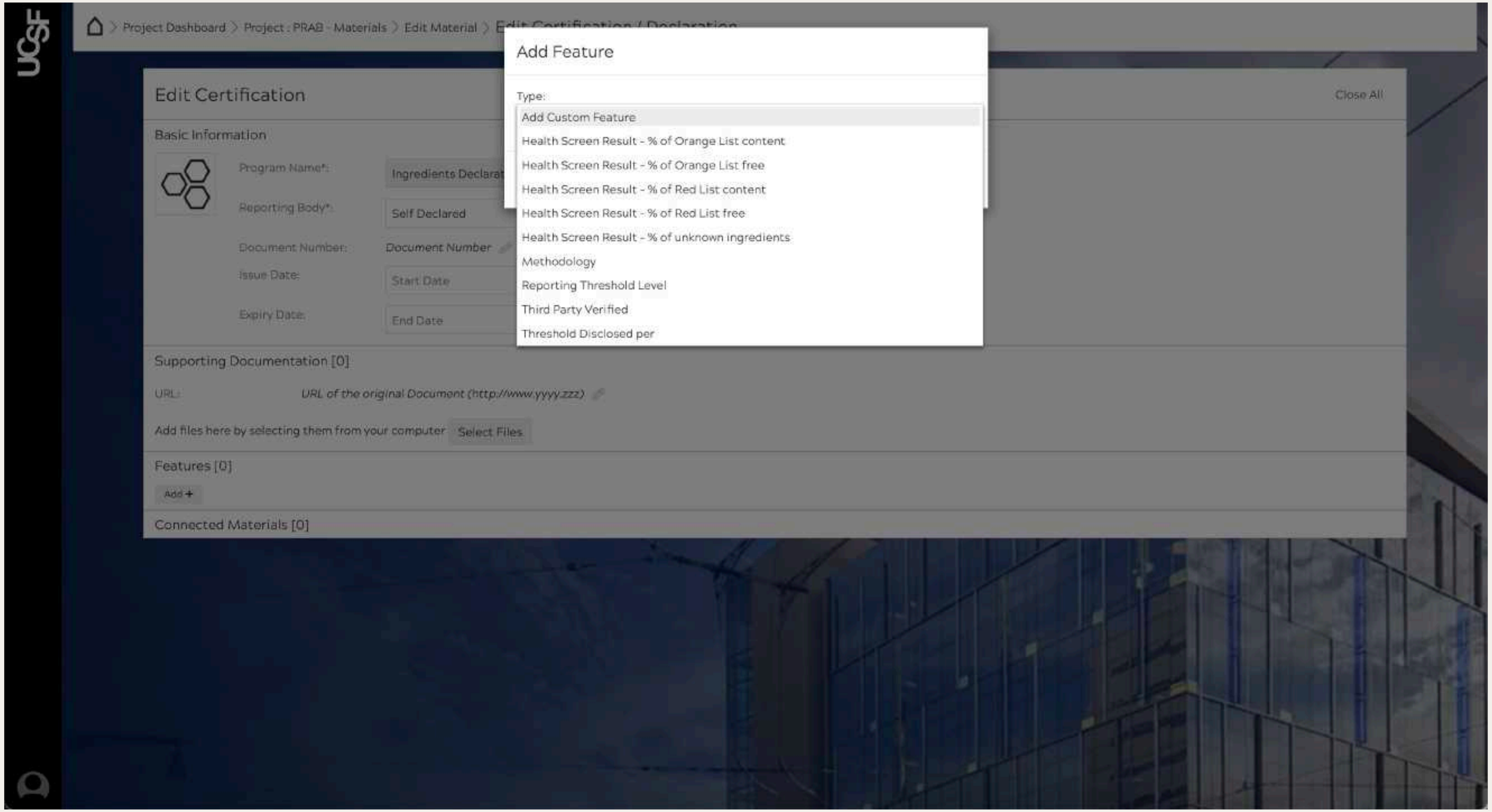
4. Adding CDTRs (Certification, Declaration, Test Reports)

Once a program and Reporting Body has been entered, a list of options will appear depending on the program type. In the example below, the options include the ability to upload supporting documentation as well as performance data. For the latter, click on the “Add+” button.



4. Adding CDTRs (Certification, Declaration, Test Reports)

The ‘Add Feature’ function allows user to add information in predetermined fields or as custom data. Once complete, all information will be directly visible on the product page.



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Data Entry Guide

Work in Progress
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