THE ENVISION SUPPLIER DIRECTORY

USER GUIDE

Institute for Sustainable Infrastructure

ENVISION™

Table of Contents

Introduction 1
How to Become a Supplier 2
Become a Member and a Supplier 3
Become a Non-member Supplier 4
Upgrade from a Non-paying Member Organization 5
Add a Supplier Listing 6
Edit a Supplier Listing 12
Access Additional Listings 13
Delete Listings 14
Confirm Listings After One Year 15
Change Status from Non-Member Supplier to ISI Member Supplier 16
Assign a Supplier Role to Someone From Your Organization 17
Create an ISI Account 18
Connect to an Organization 19
Navigating Your Dashboard 20
Frequently Asked Questions 21

DISCLAIMER: *A listing cannot guarantee outcomes that suggest Envision award levels or an Envision total score. A company's inclusion in this directory will not impact the independent, third-party verification process. The inclusion of a service or material in the directory does not constitute an endorsement or certification by ISI, or signify confirmation of sustainability attributes.*

Introduction

ISI

The Institute for Sustainable Infrastructure is an education and research nonprofit (a 501c3) based in Washington DC. It was established in 2010 by the American Public Works Association (APWA), the American Society of Civil Engineers (ASCE), and the American Council of Engineering Companies (ACEC).

Responding to the need for a comprehensive sustainability framework and rating system suitable for use in civil infrastructure development, ISI collaborated with the then Zofnass Program for Sustainable Infrastructure at the Harvard University Graduate School of Design to develop Envision®.

Envision

Envision is a framework developed by ISI that encourages systemic changes in the planning, design, and delivery of sustainable, resilient, and equitable civil infrastructure through education, training, and third-party project verification.

A holistic consensus-based framework and rating system, Envision is a comprehensive tool that can assist private and public agencies and their consultants and contractors in delivering infrastructure that tackles climate change, addresses public health needs, supports environmental justice, creates jobs, and spurs economic development.

Membership

A membership with ISI can put you in direct contact with hundreds of like-minded organizations who are reimagining a more sustainable, resilient, equitable world. ISI also offers many opportunities for members to collaborate with us, like taking part in committees, webinars and our annual virtual conference. Our members can be part of our sustainability campaigns, co-write thought-leadership articles, and advocate for sustainability, resiliency, and equity.

All member organizations and agencies receive discounts on Envision credentialing and maintenance, and they also receive discounts on third-party project verification.

Purpose of the Directory

The Envision Supplier Directory will assist public agencies, design teams, contractors, and other infrastructure decision-makers in identifying materials, products, services, and technologies that can help solve specific sustainability challenges on projects.

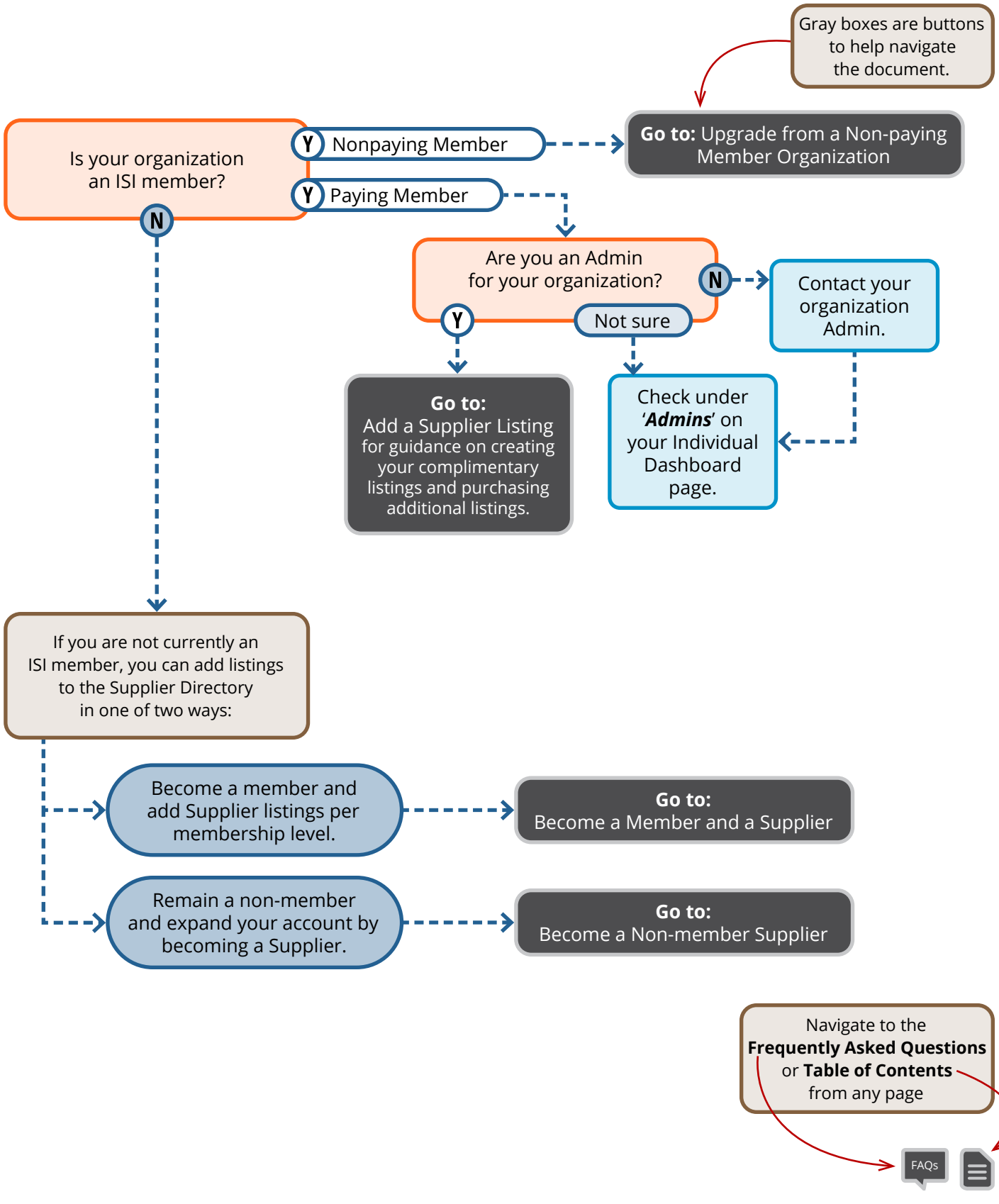
Each listing in the directory includes the name of a sustainability-related material or service with a description, supporting documents, and contact information. Suppliers must also associate their offerings with specific credits in the Envision framework.

Creating a listing in the directory is easy; suppliers do so online—right from their ISI dashboard! This step-by-step guide explains how.

How to Become a Supplier

Getting Started

The following pages include steps to become a supplier based on current and desired membership status and tier. Follow the steps below to determine which page(s) to visit for additional guidance.



Become a Member and a Supplier

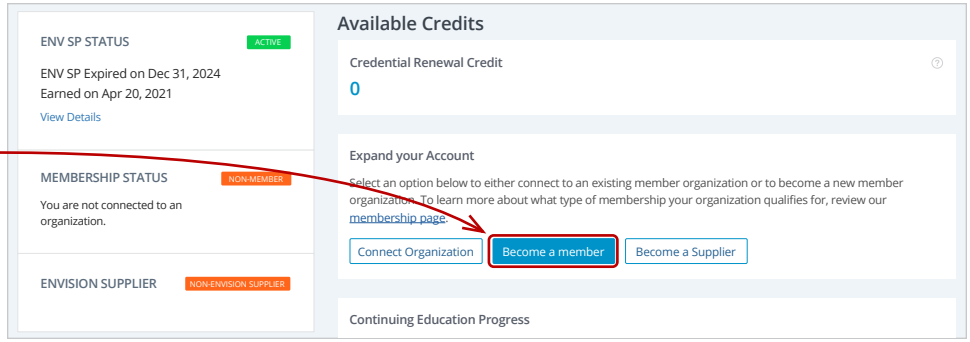
Follow the steps below to become an ISI member and add Supplier listings, per your selected membership level.

Do you have an account on the ISI website?

N → **Go to:** Create an ISI Account

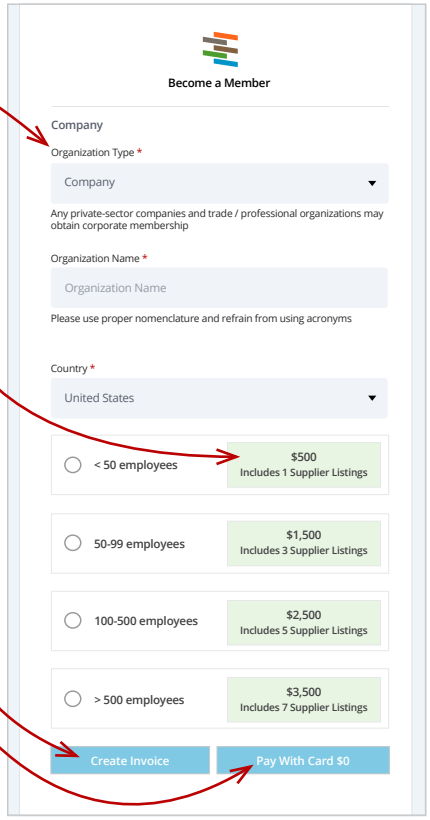
Y

On the Dashboard page in your account, click the ***'Become a Member'*** button



On the 'Become a Member' page, select Organization Type and the tier suitable for your needs.

Tier pricing is based on the number of Supplier Listings.



Select payment method – 'Create Invoice' or 'Pay with Card.'

After payment is made, your Admin role will be available for you to manage your Supplier Directory listings.

Select '***Admin***' from the Role Drop-down Menu at the top right of your dashboard.



Go to: Add a Supplier Listing

Become a Non-member Supplier

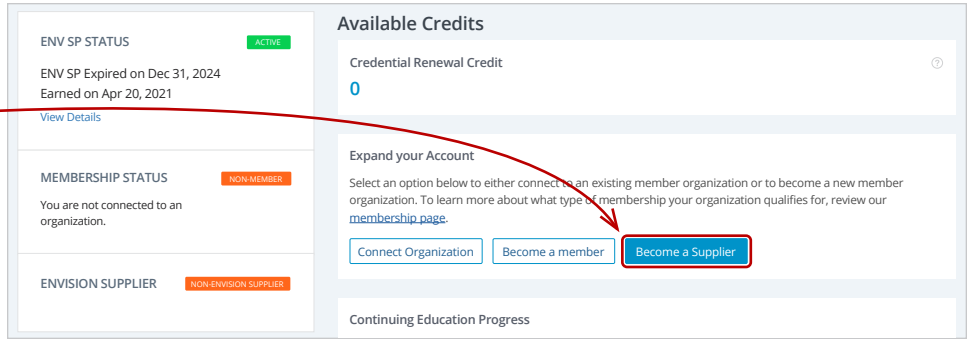
Follow the steps below to remain a non-member and expand your account by becoming a Supplier.

Do you have an account on the ISI website?

N → **Go to:** Create an ISI Account

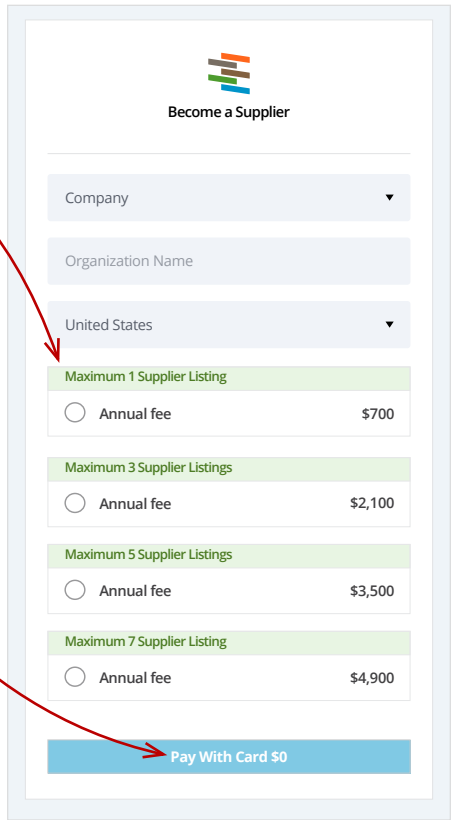
Y

On the Dashboard page in your account, click the ***'Become a Supplier'*** button



On the 'Become a Supplier' page, select Organization Type and the tier suitable for your needs.

Tier pricing is based on the number of Supplier Listings.



After payment is made, your Admin role will be available for you to manage your Supplier Directory listings.

Select '***Admin***' from the Role Drop-down Menu at the top right of your dashboard.



Go to: Add a Supplier Listing

FAQs

Upgrade from a Non-paying Member Organization

Follow the steps below to become a paying member and add supplier listings per your selected membership tier.

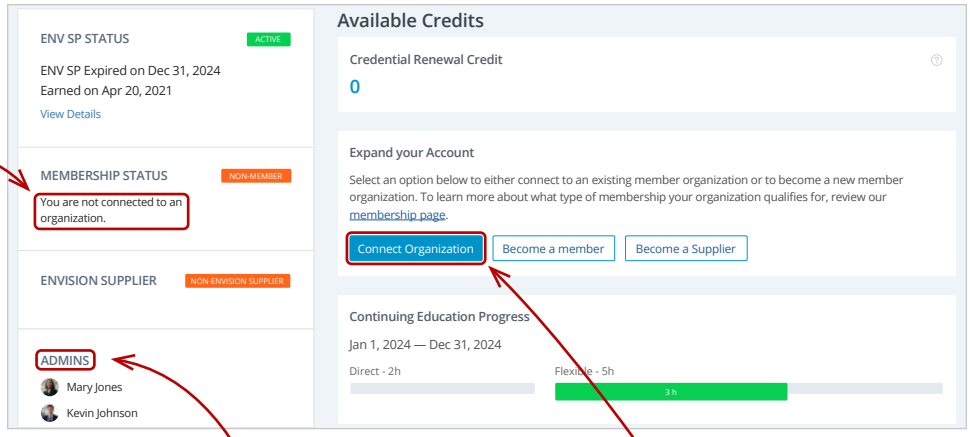
Go to: Create an ISI Account

Do you have an account on the ISI website?

N

Y

Go to your Dashboard page in your account and confirm you are connected to your organization.



Are you connected to your organization?

N

Y

Click '***Connect Organization***' button to get connected.

Are you an Admin for your organization?

Not sure

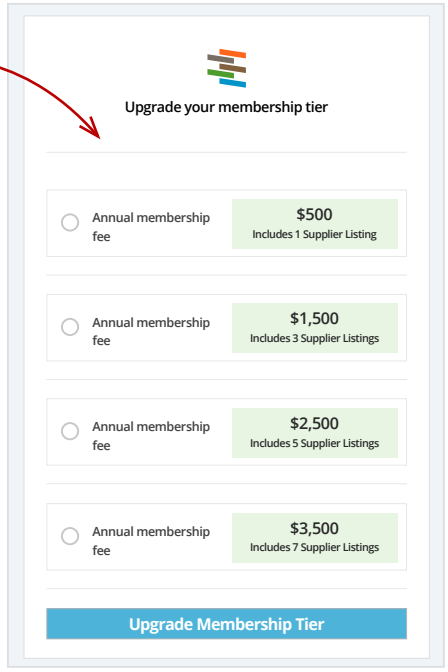
N

Y

Check under Admins on your Individual Dashboard page.

Contact your organization Admin.

On your Admin Dashboard, select the membership tier suitable for your needs.



Select payment method – 'Create Invoice' or 'Pay with Card.'

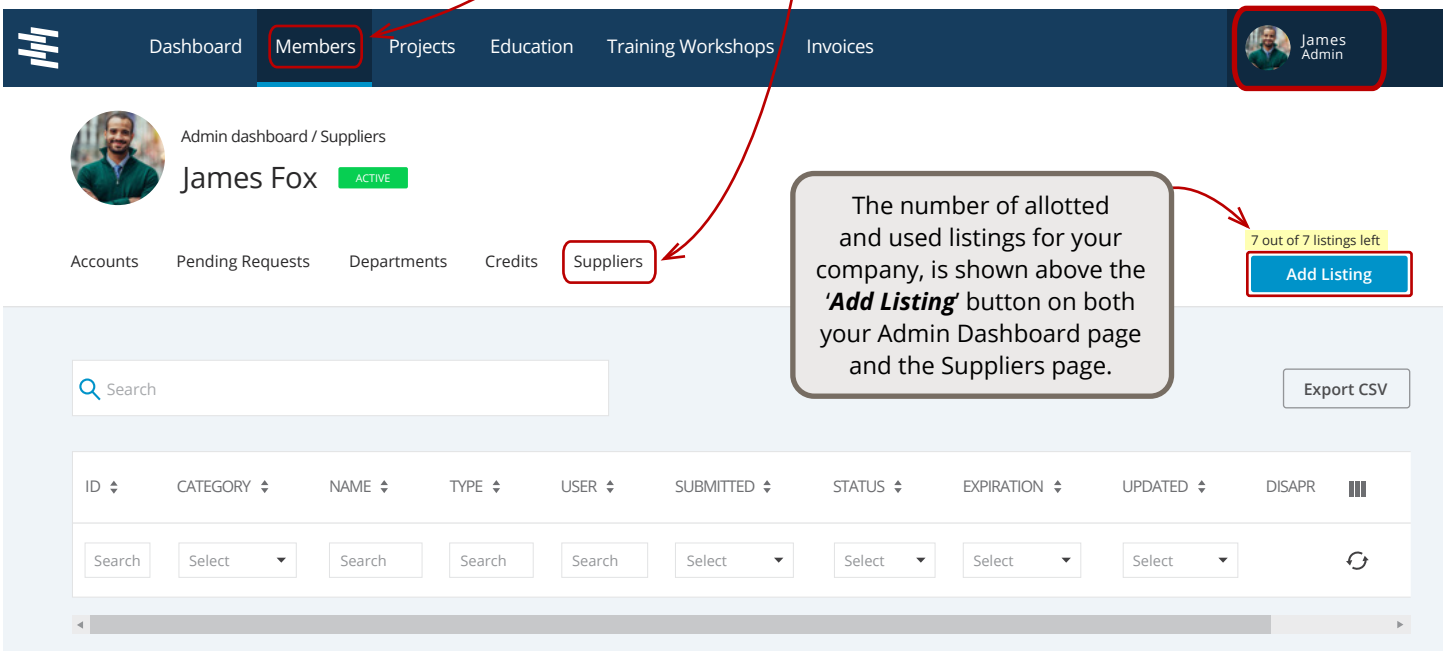
After payment is made, use your Admin role to manage your Supplier Directory listings.

Go to: Add a Supplier Listing

Add a Supplier Listing

From your ISI account, using your Admin role, you can start adding Supplier Listings.

This is done on the Members/Suppliers tab in the Suppliers page.



With your Admin role selected, click the '***Add Listing***' button on your Admin Dashboard.

Click the '***Add Listing***' button on your Admin Dashboard page to go to the Supplier Listing Form page.

Go to next page

Note that you will be required to watch a introductory supplier training video *[aka Envision Credit Reference Guide Webinar]* ***before creating your first listing***. You will be directed to the training the first time you click the '***Add Listing***' button.

After viewing the introductory video, you will be returned to the Admin Dashboard page.

When logged into your account, you can find the video and related guide under Resources on your Admin Dashboard page.

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GUIDELINES

1. Directory listings must link to at least one Envision credit.
2. Each listing can only include a single material or service.
3. Listings must be approved by ISI.

BEST PRACTICES

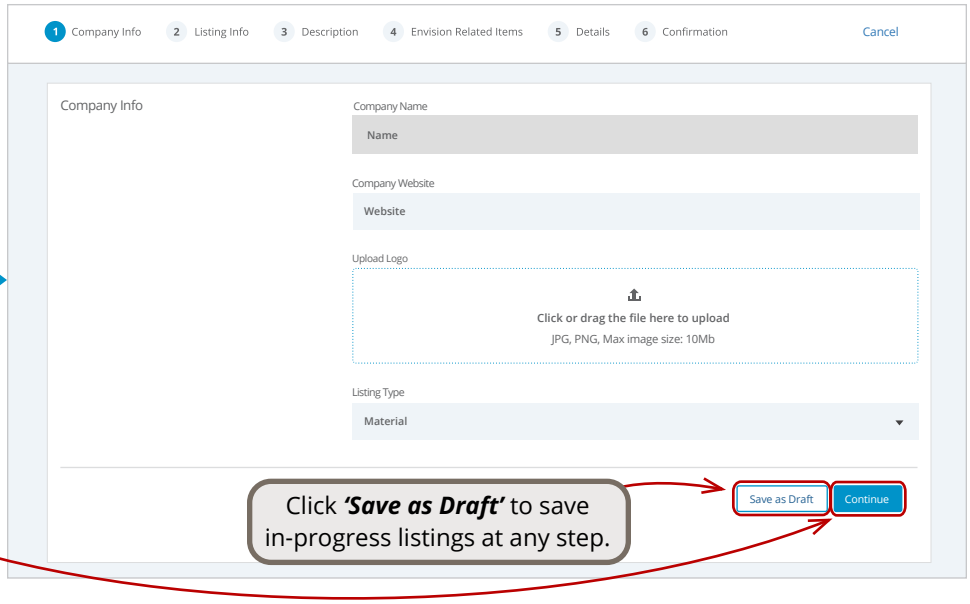
1. Keep listings short and simple.
2. Clearly outline the benefits of materials or services.
3. Include photos where appropriate.

FAQs

Add a Supplier Listing (continued)

On the **Supplier Listing Form** page, **fill in** all required fields under each of the form's six tabs, and upload related documents, as applicable.

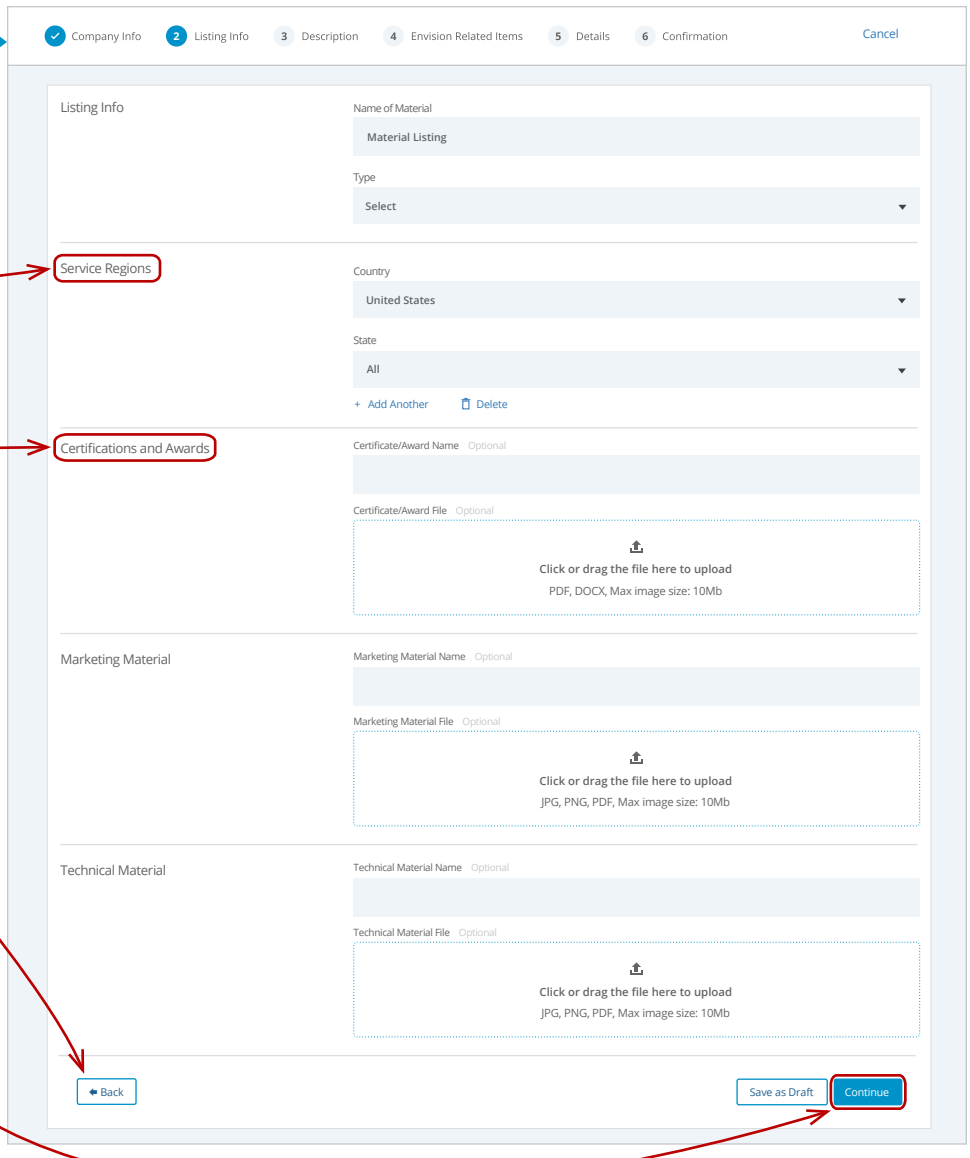
Step 1 Company Info



Click ***'Continue'*** to move to step 2.

Click ***'Save as Draft'*** to save in-progress listings at any step.

Step 2 Listing Info



Service region should be provided by country, state, or subsequent region.

Add multiple countries or states by clicking the '***Add Another***' link.

Upload materials disclosures or specifications, with **Certifications and Awards**.

Navigate between steps using the '⬅ ***Back***' and ***'Continue'*** Buttons.

Click ***'Continue'*** to move to step 3.

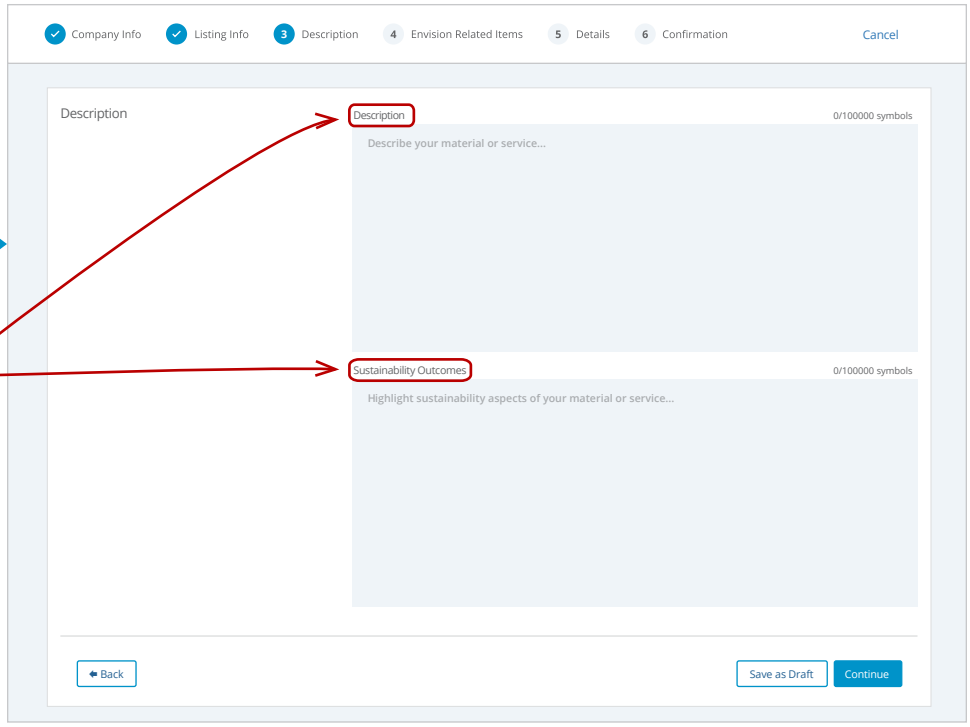
Go to next page

FAQs

Add a Supplier Listing (continued)

On the **Supplier Listing Form** page, **fill in** all required fields under each of the form's six tabs, and upload related documents, as applicable.

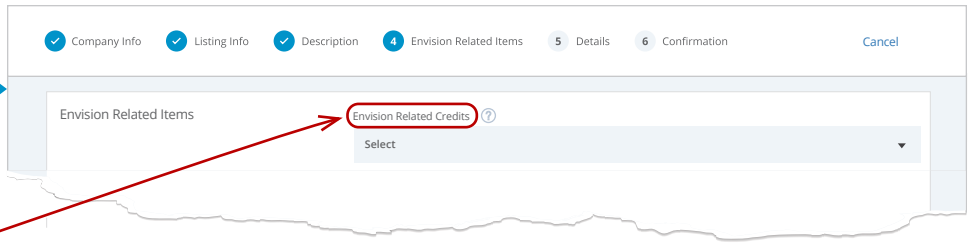
Step 3 Description



Within the **Description** fields, clearly explain the relevance of the listing material or service to the selected Envision credit. **These are required fields.**

Click ***'Continue'*** to move to step 4.

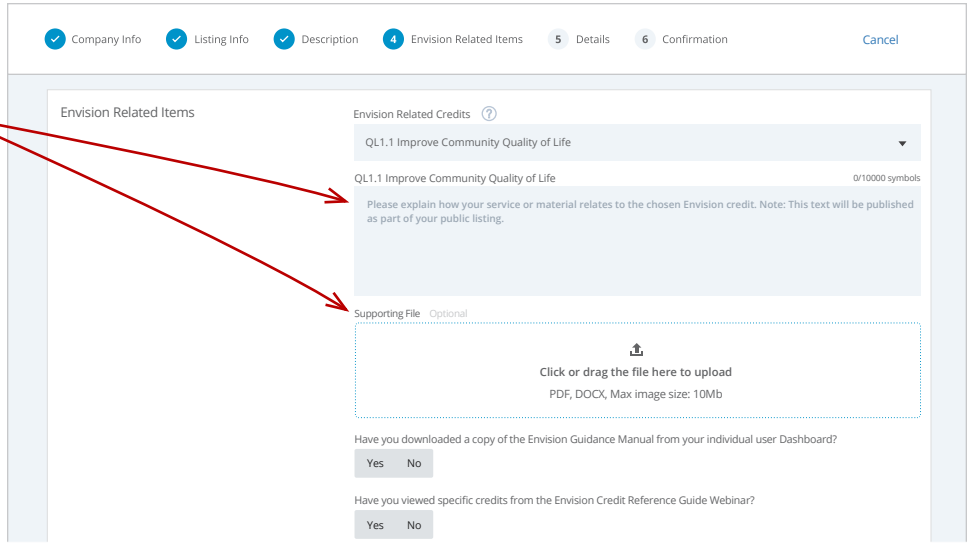
Step 4 Envision Related Items



Envision Related Credits provides a dropdown list of the Envision Credits for you to select from to document which credit is related to your listing.

You may select one or more Envision credits to apply to your product / service. To delete a credit, please select your previously selected credit from the dropdown and hit the 'x' next to the name of that credit. To select more than one credit, please select the name of the credit you had previously selected, scroll through the list of options and select and click on the name of any other credit.

When you select a credit, you will be prompted to explain how your service or material relates to the chosen Envision credit. **This text will be published with your public listing.** You also can upload credit-specific files to support your explanation.

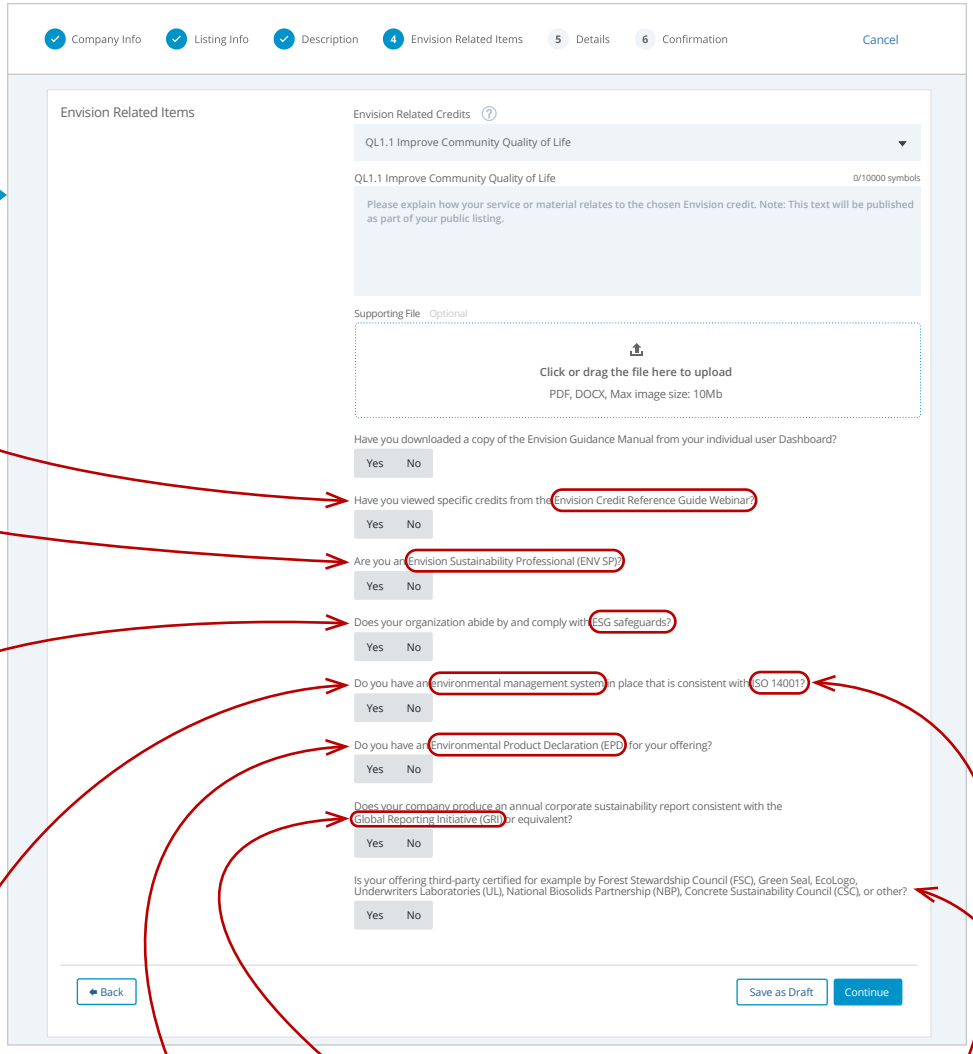


Continue Step 4 on next page

Add a Supplier Listing (continued)

On the **Supplier Listing Form** page, **fill in** all required fields under each of the form's six tabs, and upload related documents, as applicable.

Step 4 ***Continued***



You can find the **Envision Credit Reference Guide Webinar** video on your ISI account dashboard under **Resources > Member Resources**.

Learn more about becoming an **ENV SP**.

ESG Safeguards are measures taken in the framework of a project, program or specific action to strengthen and manage risks concerning the environment, governance and society. (Global Green Growth Institute (GGGI) gggi.org)

An **environmental management system (EMS)** is a set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. Learn more at epa.gov/ems.

Click ***'Continue'*** to move to step 5.

Go to next page

Environmental product declarations (EPD) are Type III environmental declarations (following ISO 14025) that communicate standardized environmental information about the life cycle impact of a product. Learn more at sftool.gov.

The **Global Reporting Initiative (GRI)** is the independent, international organization that helps businesses and other organizations take responsibility for their impacts, by providing them with the global common language to communicate those impacts. Learn more at globalreporting.org.

ISO 14001 is an internationally recognized standard for environmental management systems (EMS). Learn more at iso.org/.

Learn more about:

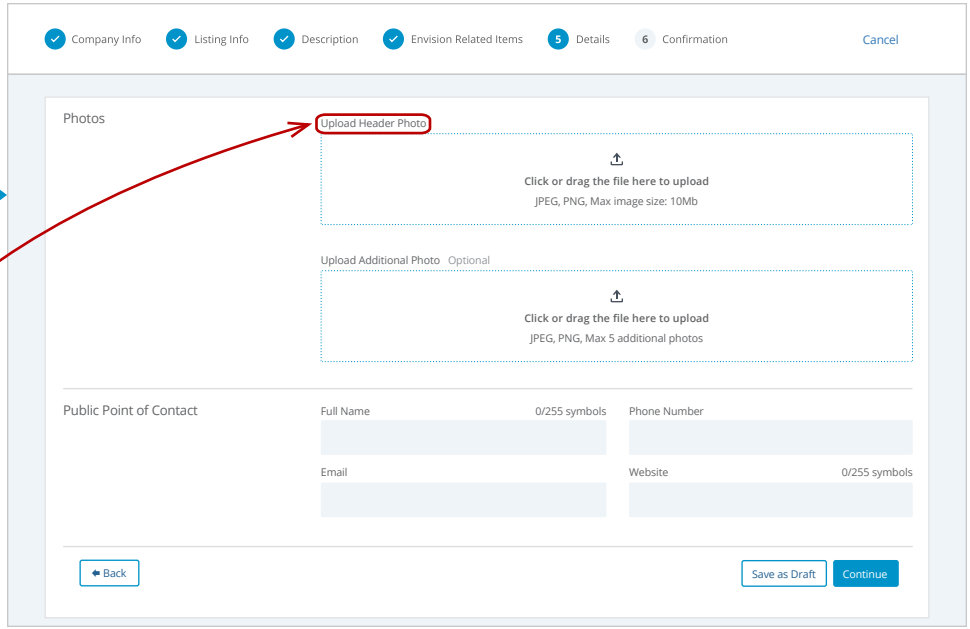
UL Solutions (Underwriters Laboratories)
National Biosolids Partnership (NBP)
ECOLOGO® Certification Program
Green Seal
Concrete Sustainability Council (CSC)
Forest Stewardship Council (FSC)

Add a Supplier Listing (continued)

On the **Supplier Listing Form** page, **fill in** all required fields under each of the form's six tabs, and upload related documents, as applicable.

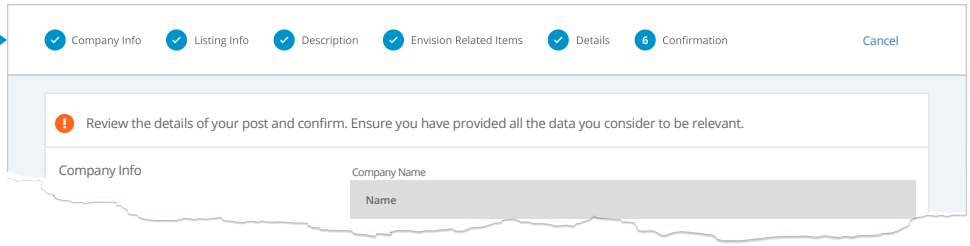
Step 5 Details

Upload Header Photo is required



Click ***'Continue'*** to move to step 6.

Step 6 Confirmation



Review previously submitted information.

1. **Company info**
2. **Listing info**
   - Service Regions
   - Certifications and Awards
   - Marketing Material
   - Technical Material
3. **Description**
4. **Envision Related Items**
5. **Details**
   - Public Point of Contact

Is your form complete and ready to submit?

N

Click the ***'Save as Draft'*** button to save in-progress listings.

Y

Click the ***'Submit'*** button to submit a completed listing for ISI review



Go to next page

Add a Supplier Listing (continued)

Admins will receive an email when a Listing's status changes.

After you click '***Submit***', ISI reviews the submitted Supplier Listing and will either APPROVE the listing to be published live or DISAPPROVE with comments.

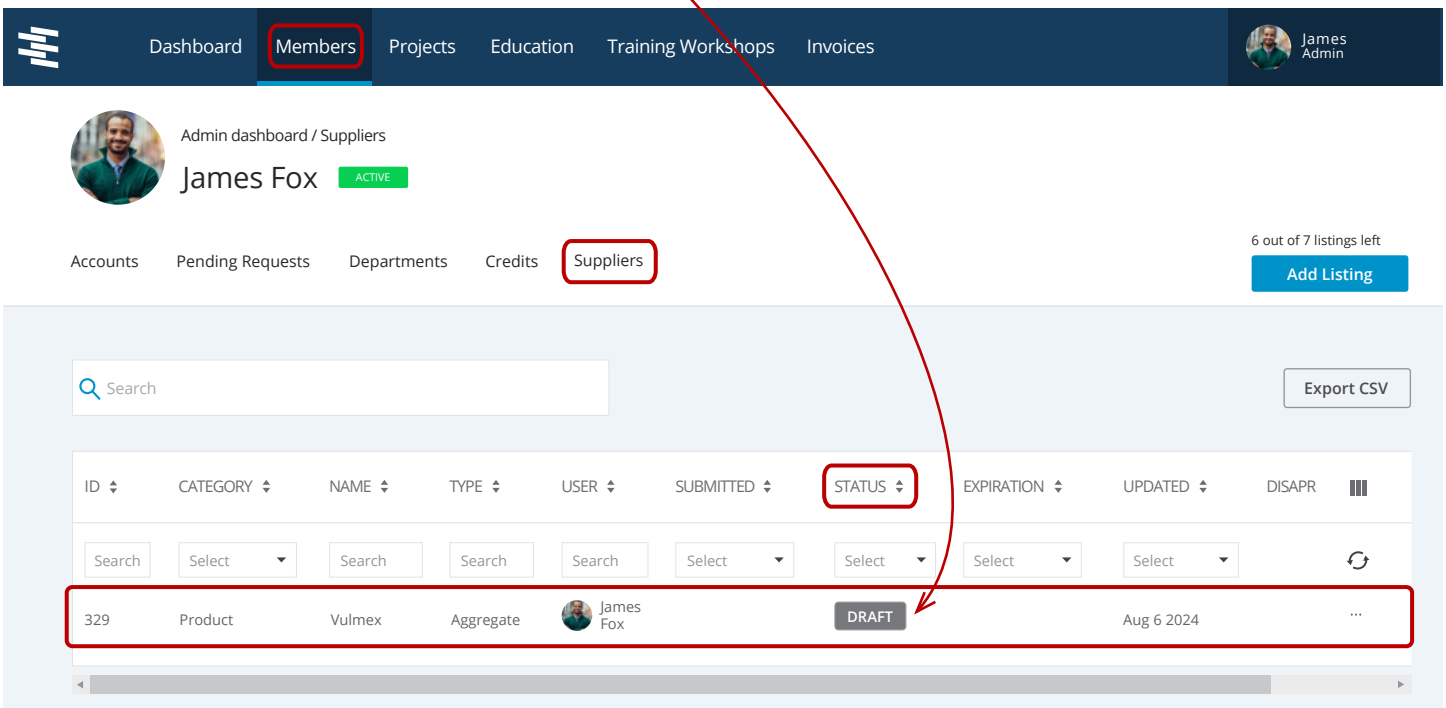
Approved → Listing added to public-facing Suppliers Directory

Disapproved → Edit Listing to address comments

Learn how to Edit Listings

Learn how to Delete Listings

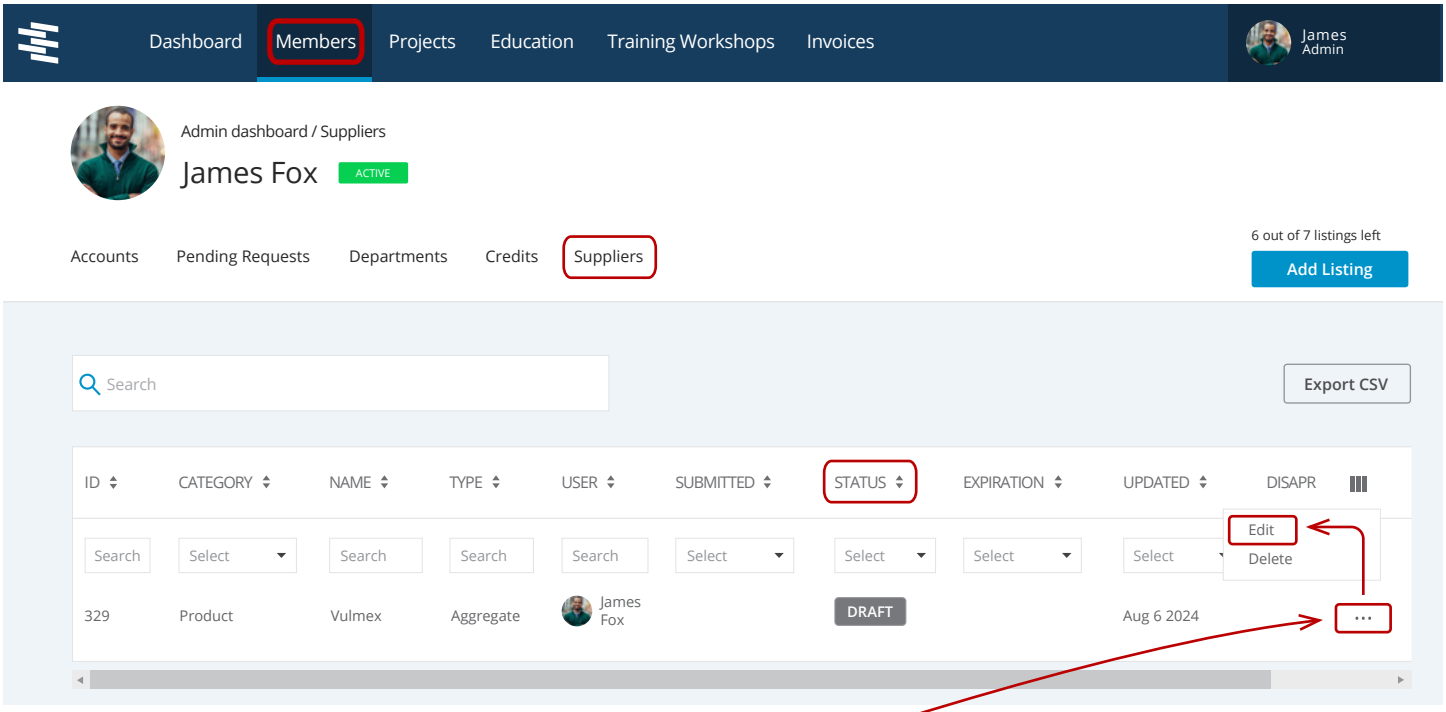
The Supplier Listing status on your Suppliers page will change to reflect the stage of development or approval.



DRAFT	= In Progress, saved by Admin
IN REVIEW	= Submitted listing, being reviewed by ISI
LIVE	= Reviewed and approved by ISI
DISAPPROVED	= Reviewed by ISI, but not approved

Edit a Supplier Listing

As an Admin, you can edit Listings that are in DRAFT, LIVE, or DISAPPROVED statuses. To be editable, Listings in DRAFT and LIVE status cannot have any dependent versions IN REVIEW or DISAPPROVED status.



From the Members/Suppliers tab on the Suppliers page, edit your DRAFT, LIVE, or DISAPPROVED Listing by selecting the '***Edit***' action from the Actions column (far right column) for the listing you want to edit, and make changes.

DRAFT — Revisions will be applied immediately upon saving an edited DRAFT Listing. The Listing will remain in DRAFT status until submitted.

LIVE — When edits to a LIVE Listing are submitted, a 'new' Listing record will be created in IN REVIEW status on Members/Suppliers tab > Suppliers page. The 'new' listing represents the current LIVE version + the recent revisions.

The changes will not be applied to the LIVE version until approved.

When APPROVED by ISI, the 'new' listing will replace the previous version in the public-facing Supplier Directory.

DISAPPROVED — Once submitted, the Listing's status will change from DISAPPROVED to IN REVIEW.

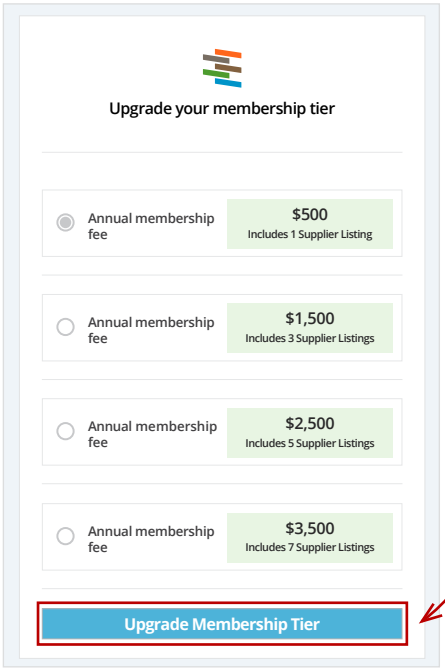
Discover how to Access Additional Listings | Learn how to Delete Listings | FAQs

Access Additional Listings

The number of allotted listings can be increased in a couple ways, depending on your membership status and tier.

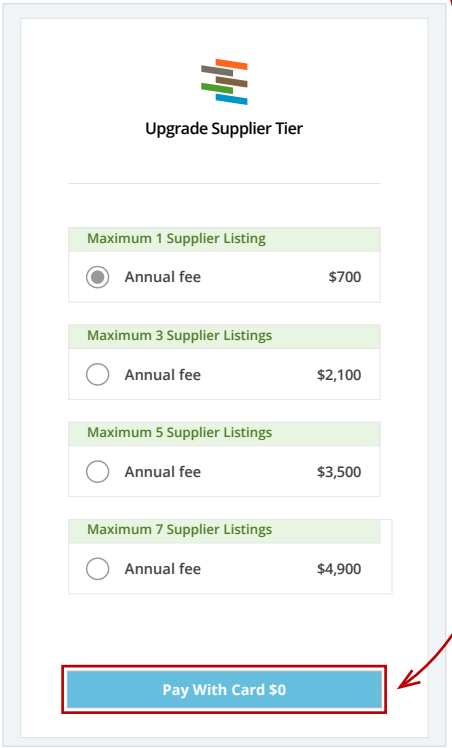
ISI Member

If your organization is not at the highest available membership tier, on your Admin Dashboard select a higher membership tier and click the ***'Upgrade Membership Tier'*** button to move to a tier with more allotted Supplier Listings.

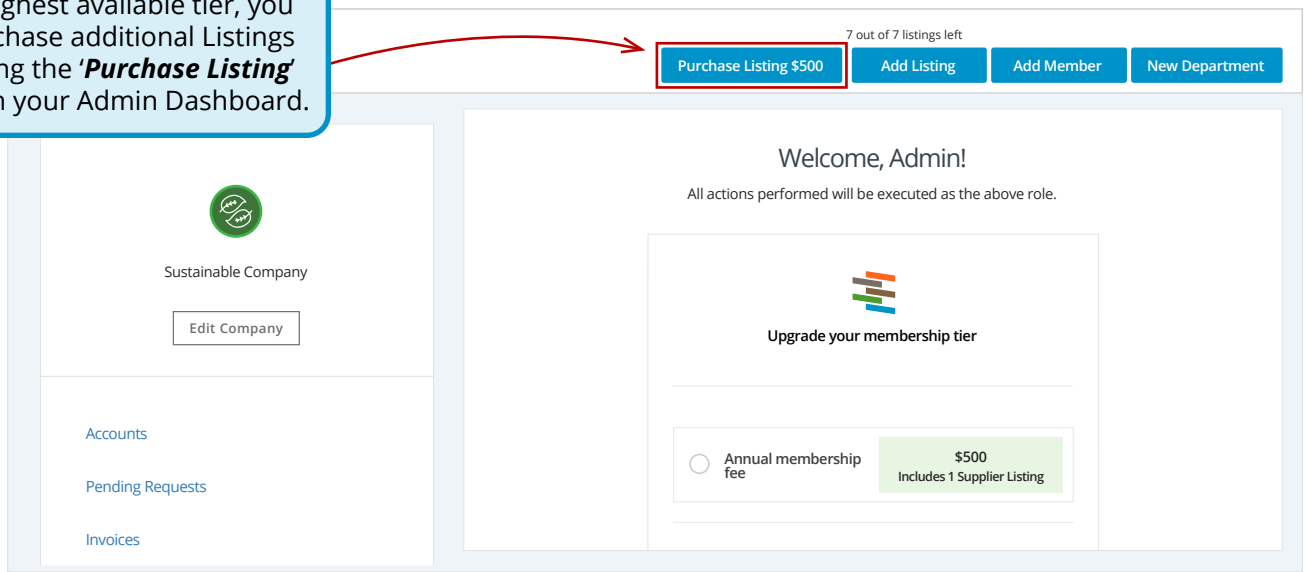


Supplier Non-member

If your organization is not at the highest available supplier tier, on your Admin Dashboard select a higher tier and click the ***'Upgrade Tier'*** button to move to a tier with more allotted Supplier Listings.



If your organization is already at the highest available tier, you can purchase additional Listings by clicking the '***Purchase Listing***' button on your Admin Dashboard.

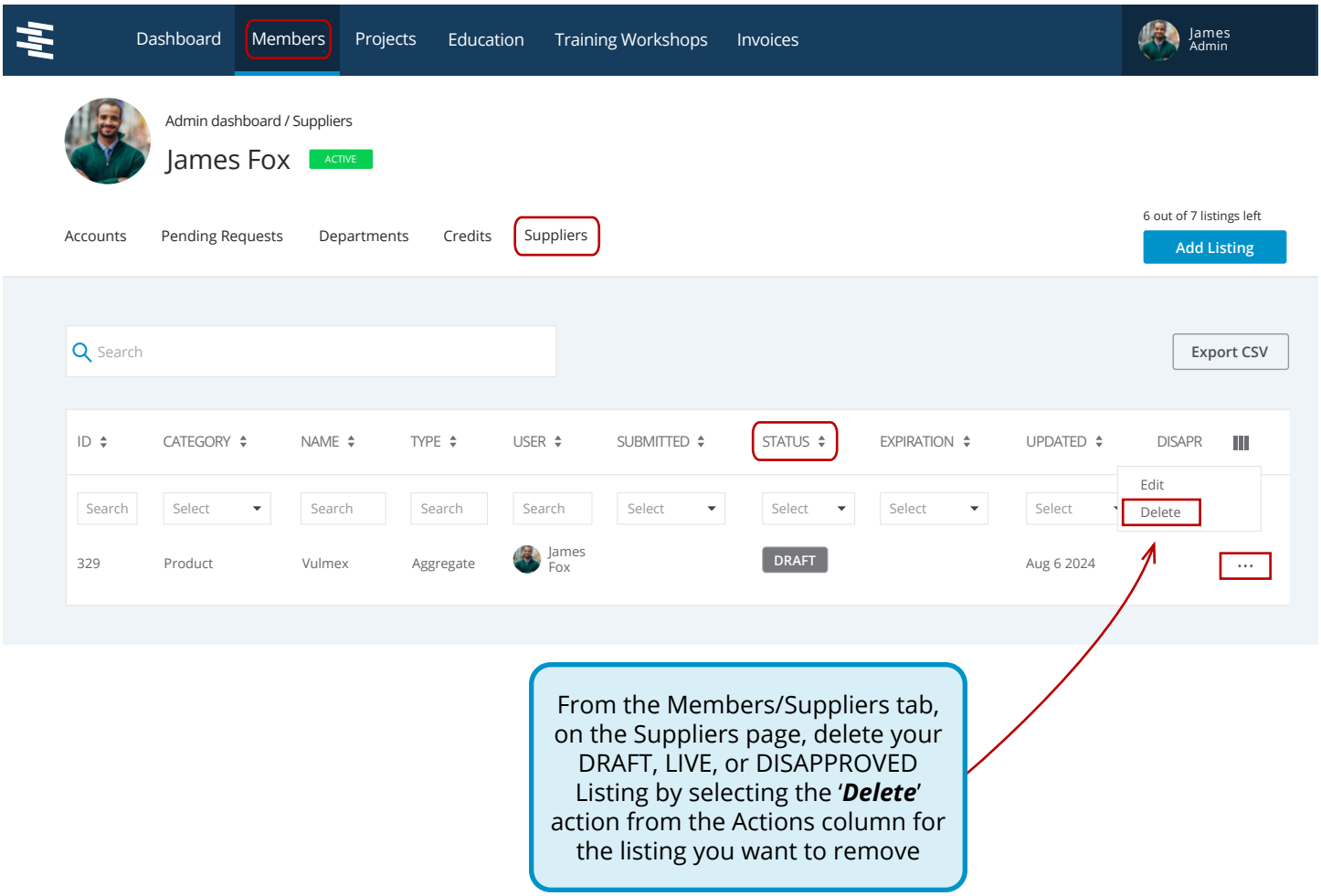


Learn how to Delete Listings

FAQs

Delete Listings

Admins can edit and delete Listings that are in DRAFT / LIVE / DISAPPROVED status.



From the Members/Suppliers tab, on the Suppliers page, delete your DRAFT, LIVE, or DISAPPROVED Listing by selecting the '***Delete***' action from the Actions column for the listing you want to remove

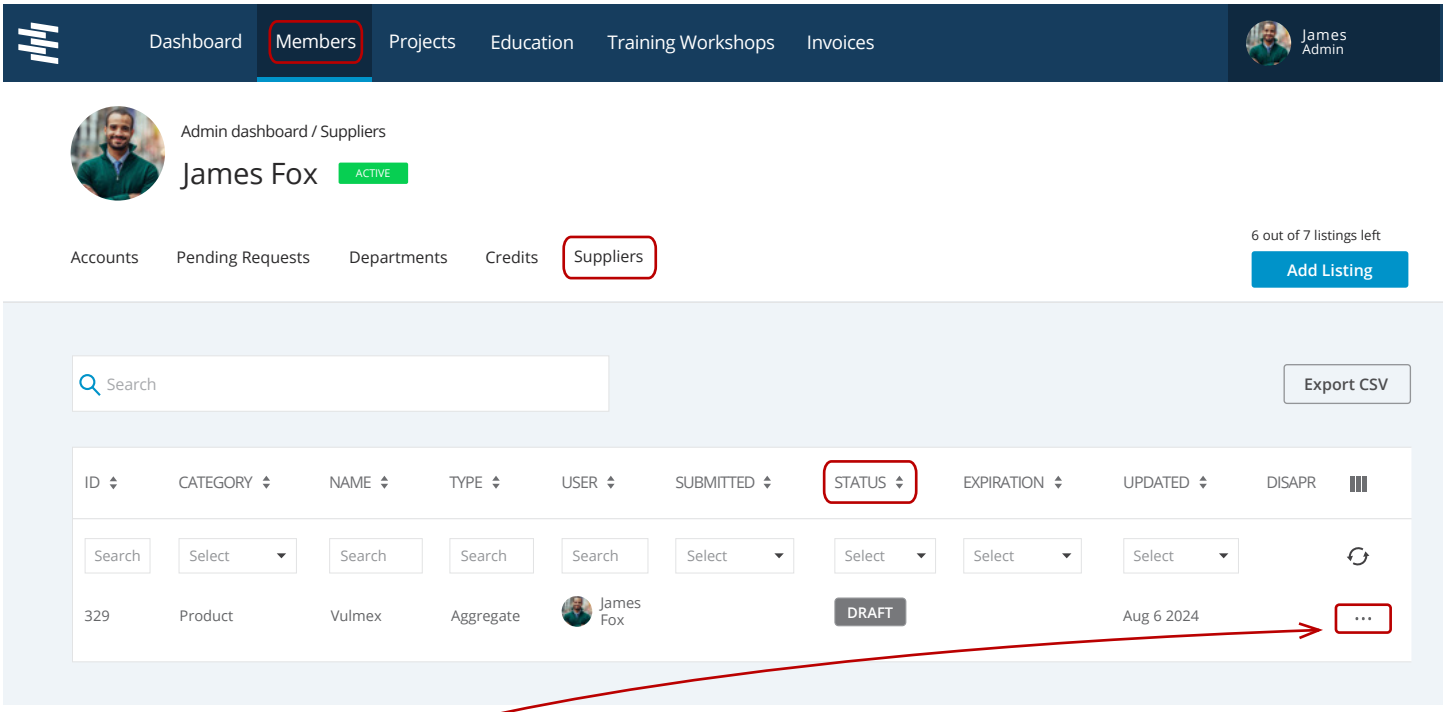
Confirm Listings After One Year

Organizations will be asked to verify the accuracy of each Listing after it has been LIVE for one year.

Options to confirm the Listing will become available when it has been LIVE for 10 months from Listing Publishing Date (when ISI approved the Listing).

If the Admin does not make a selection to 'Keep Live' or 'Make Draft' by the Listing Expiration Date (Publishing Date + 12 months), the Listing will go offline; with its status changed from LIVE to DRAFT.

Reminder emails will be sent to Admins 2 months, 1 month, 1 week and 1 day PRIOR to the Listing Expiration Date.



From the Members/Suppliers tab, on the Suppliers page, an Admin can select either '***Keep Live***' or '***Make Draft***' from the Actions column for the listing that needs to be confirmed or updated.

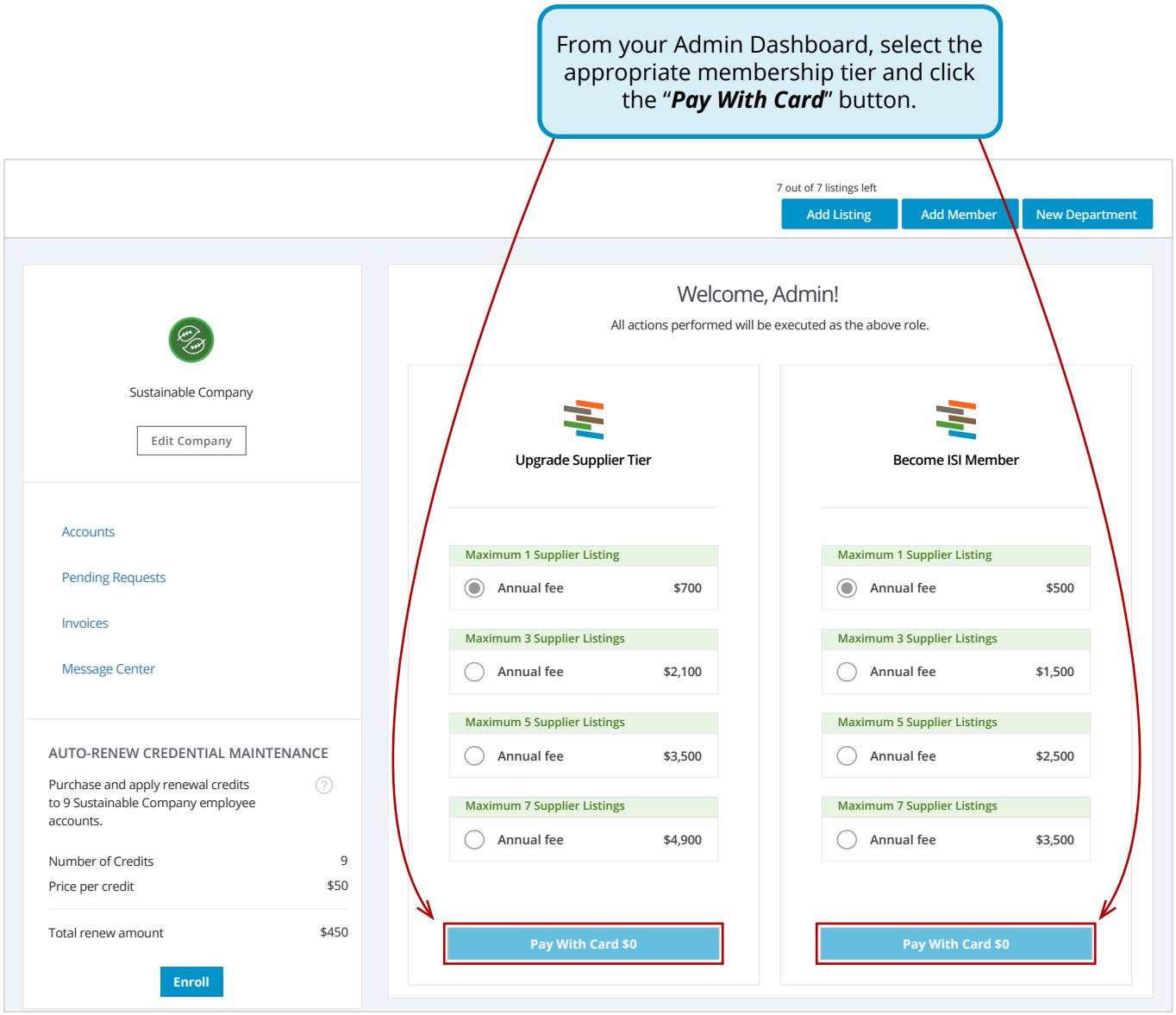
If 'Keep Live' is clicked, the Listing remains LIVE. Its ***Publishing Date*** becomes the date when the Admin clicked the 'Keep Live' button.

If 'Make Draft' is clicked, the Listing goes offline and is no longer visible in the Supplier Directory. Its status changes from LIVE to DRAFT.

The annual fee must also be paid in order for Listings to remain live.

Change Status from Non-Member Supplier to ISI Member Supplier

Admins can upgrade their current Supplier tier OR switch to ISI Member tier from the Admin Dashboard.



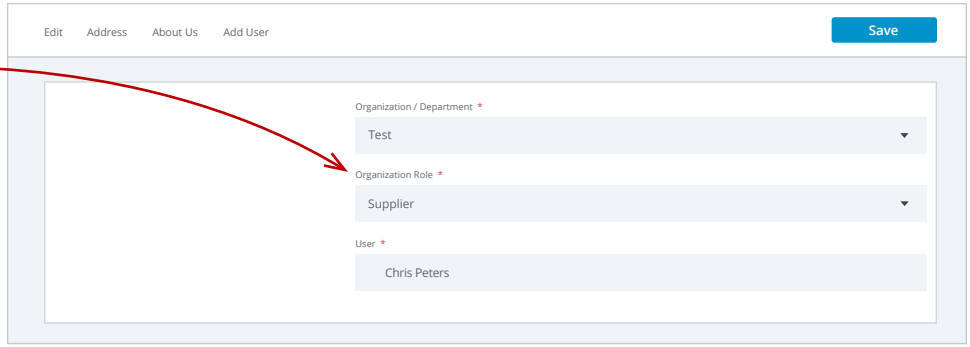
Assign a Supplier Role to Someone From Your Organization

A User with a Supplier role has the same permissions as a User with an Admin Role, with the following exceptions:

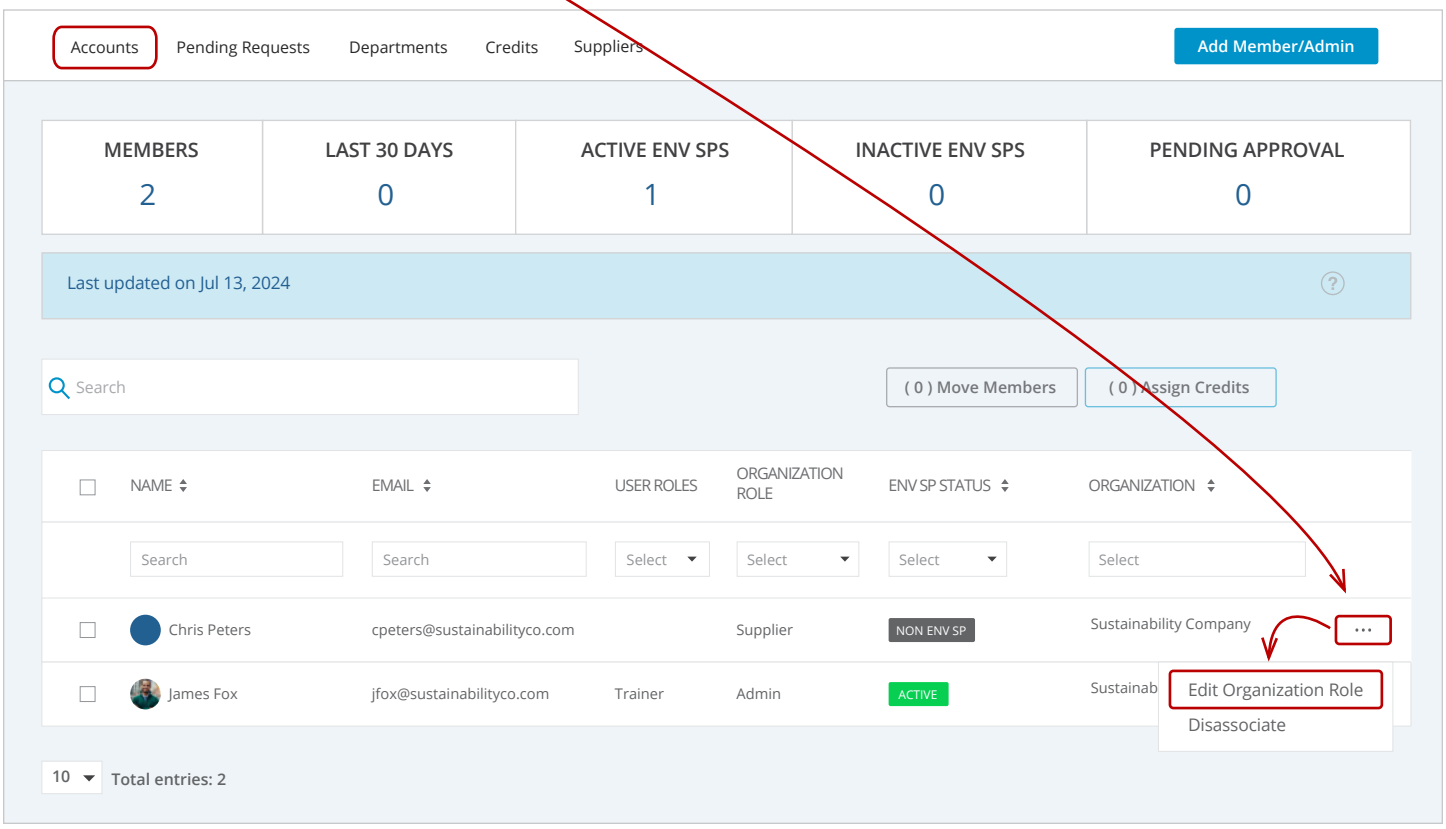
- With a Supplier role, that individual receives only Supplier Directory emails from the ISI website.
- Individuals with Supplier role cannot edit their Organization's information.

There are two ways for an Admin to assign a Supplier role to a colleague:

When adding a new user to the Organization, select 'Supplier' as the Organization Role.



If the person is already a member of the Organization, From the Members tab, on the Accounts page, select '***Edit Organization Role***' from the from the Actions column.



Create an ISI Account

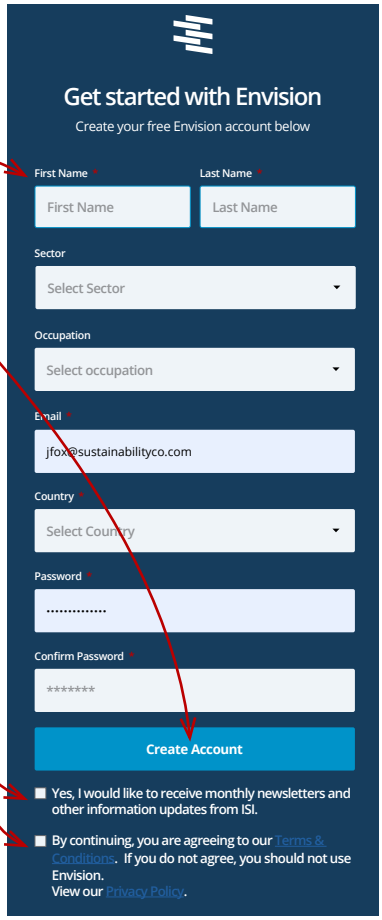
The first step to accessing ISI resources is creating your free account at www.sustainableinfrastructure.org.

On the ISI homepage, select ***'Sign up'*** to get started



Complete all of the fields.

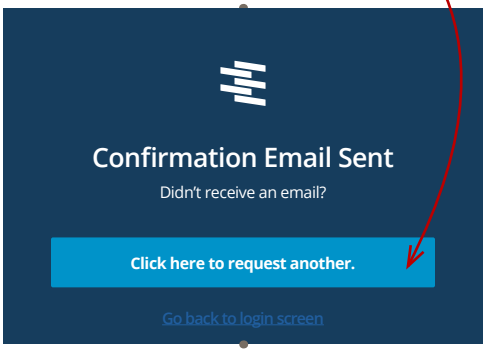
Check the boxes to receive ISI's monthly newsletter and accept the "***Terms & Conditions***," then click the "***Create Account***" button



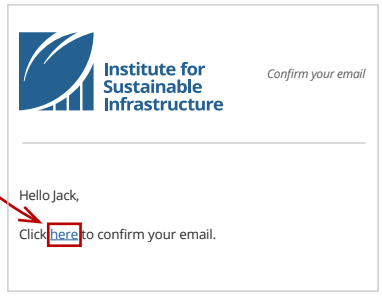
Once you have created your account, you will receive a message indicating that a confirmation email has been sent to you directly.

If you do not receive an email promptly, **check** your spam / junk folder(s) for an email from info@sustainableinfrastructure.org.

If you did not receive an email, click the, "***Click here to request another***" button.



Access the confirmation email and **click the link** to confirm your email.



You will then be sent back to the login screen where you can input your email and password to begin using your account.

Go to: Upgrade from a Non-paying Member Organization

Go to: Become a Member and a Supplier

Go to: Become a Non-member Supplier

Learn how to Connect to your Organization

Learn how to Navigate your Dashboard

FAQs

Connect to an Organization

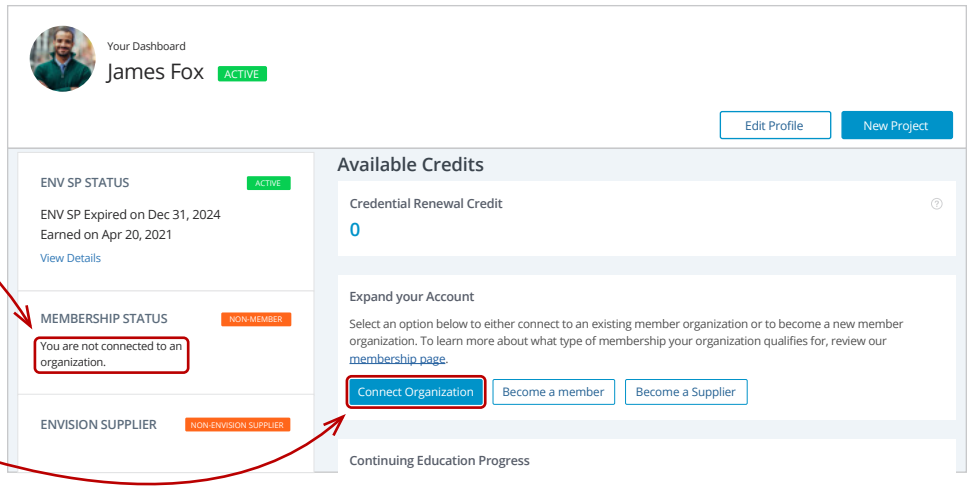
The next step in setting up your account is to connect to an organization. This step is optional. To bypass this step, please select "Skip."

Connecting your individual account to an ISI member organization allows you to receive membership discounts on ISI resources and services.

Connect to your organization or change your association with this organization at any time from your account **Dashboard**.

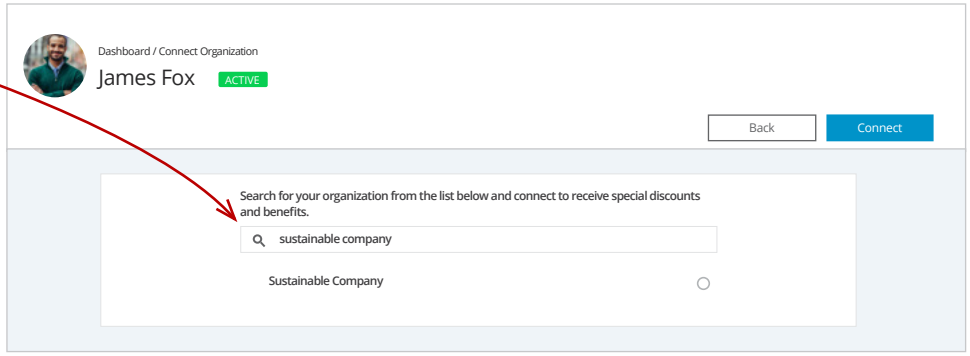
View your affiliation under membership.

To connect to your organization, click '***Connect Organization***' button.

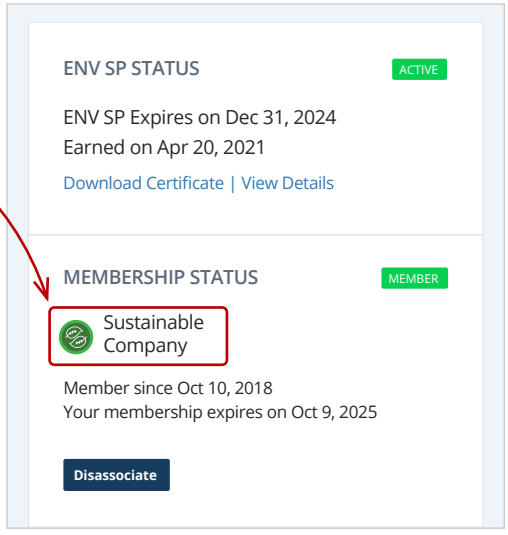


Search to find your organization.

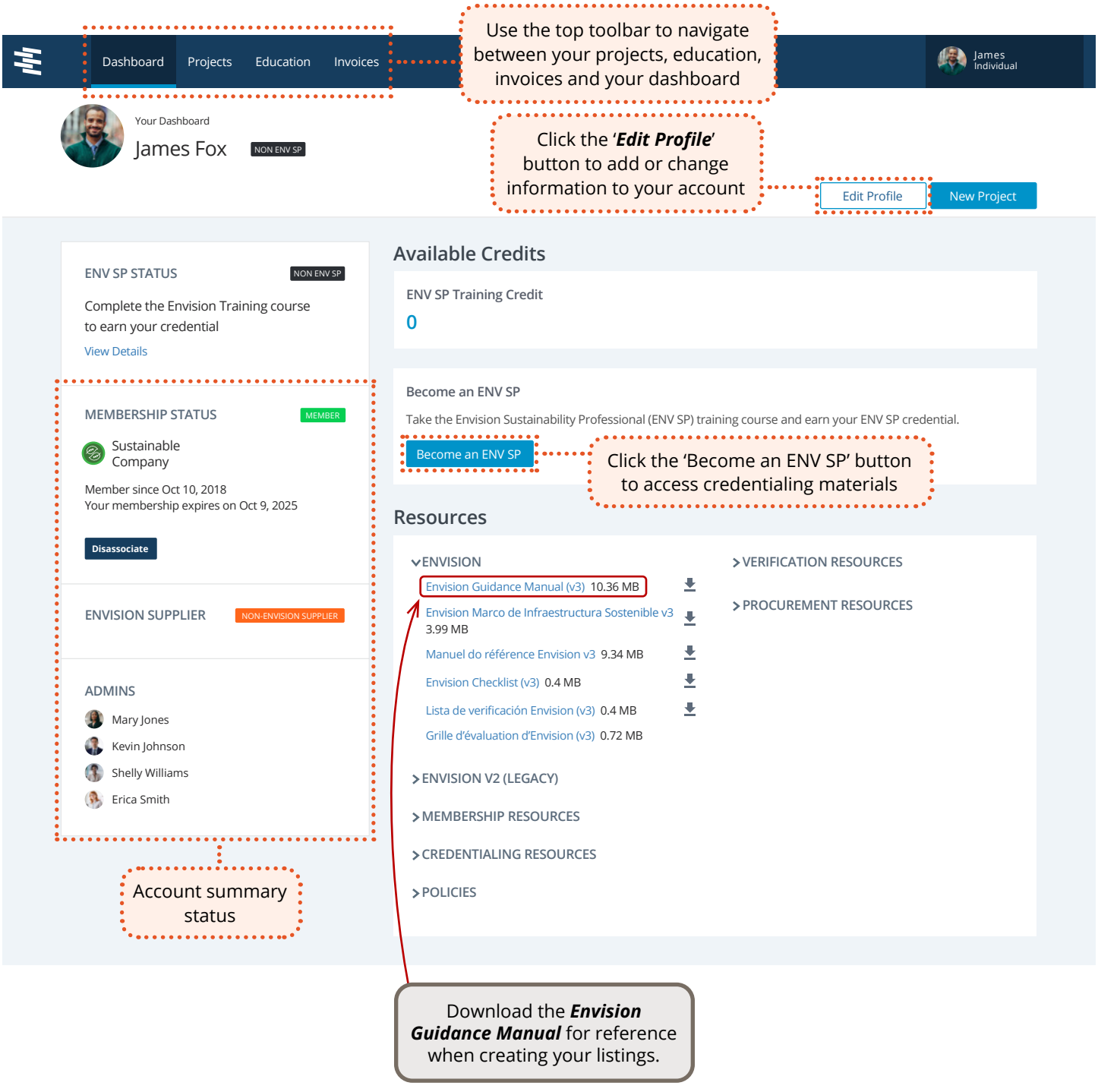
Note that becoming associated with the organization requires Admin approval.



Once you have been approved by the Admin, your Dashboard will update to reflect your association with the organization.



Navigating Your Dashboard



Frequently Asked Questions

1. Is the Directory for all or some of the following: Products / Services / Technologies / Materials?

Yes! The Envision Supplier Directory applies to all of those classifications.
For a product or service to be listed in the directory, it must be linked to a credit in one of the Envision categories:

QUALITY OF LIFE

Protecting and growing strong communities

- QL1.1 Improve Community Quality of Life
- QL1.2 Enhance Public Health & Safety
- QL1.3 Improve Construction Safety
- QL1.4 Minimize Noise & Vibration
- QL1.5 Minimize Light Pollution
- QL1.6 Minimize Construction Impacts
- QL2.1 Improve Community Mobility & Access
- QL2.2 Encourage Sustainable Transportation
- QL2.3 Improve Access & Wayfinding
- QL3.1 Advance Equity & Social Justice
- QL3.2 Preserve Historic & Cultural Resources
- QL3.3 Enhance Views & Local Character
- QL3.4 Enhance Public Space & Amenities

LEADERSHIP

Committing to sustainability, collaboration, and planning

- LD 1.1 Provide Effective Leadership & Commitment
- LD1.2 Foster Collaboration & Teamwork
- LD1.3 Provide for Stakeholder Involvement
- LD1.4 Pursue Byproduct Synergies
- LD2.1 Establish a Sustainability Management Plan
- LD2.2 Plan for Sustainable Communities
- LD2.3 Plan for Long-Term Monitoring & Maintenance
- LD2.4 Plan for End-of-Life
- LD3.1 Stimulate Economic Prosperity & Development
- LD3.2 Develop Local Skills & Capabilities
- LD3.3 Conduct a Life-Cycle Economic Evaluation

RESOURCE ALLOCATION

Conserving materials, energy, and water

- RA 1.1 Support Sustainable Procurement Practices
- RA1.2 Use Recycled Materials
- RA1.3 Reduce Operational Waste
- RA1.4 Reduce Construction Waste
- RA1.5 Balance Earthwork On Site
- RA2.1 Reduce Operational Energy Consumption
- RA2.2 Reduce Construction Energy Consumption
- RA2.3 Use Renewable Energy
- RA2.4 Commission & Monitor Energy Systems
- RA3.1 Preserve Water Resources
- RA3.2 Reduce Operational Water Consumption
- RA3.3 Reduce Construction Water Consumption
- RA3.4 Monitor Water Systems

NATURAL WORLD

Preserving the environment and natural systems

- NW1.1 Preserve Sites of High Ecological Value
- NW1.2 Provide Wetland & Surface Water Buffers
- NW1.3 Preserve Prime Farmland
- NW1.4 Preserve Undeveloped Land
- NW2.1 Reclaim Brownfields
- NW2.2 Manage Stormwater
- NW2.3 Reduce Pesticide & Fertilizer Impacts
- NW2.4 Protect Surface & Groundwater Quality
- NW3.1 Enhance Functional Habitats
- NW3.2 Enhance Wetland & Surface Water Functions
- NW3.3 Maintain Floodplain Functions
- NW3.4 Control Invasive Species
- NW3.5 Protect Soil Health

CLIMATE AND RESILIENCE

Mitigating climate change and developing more resilient communities

- CR1.1 Reduce Net Embodied Carbon
- CR1.2 Reduce Greenhouse Gas Emissions
- CR1.3 Reduce Air Pollutant Emissions
- CR2.1 Avoid Unsuitable Development
- CR2.2 Assess Climate Change Vulnerability
- CR2.3 Evaluate Risk & Resilience
- CR2.4 Establish Resilience Goals and Strategies
- CR2.5 Maximize Resilience
- CR2.6 Improve Infrastructure Integration

All listings will be reviewed and approved by ISI.

Training and resources are available to better understand use of Envision and specific credits.

2. What are the different types of materials and services that will be included in the directory?

Types of materials and services include*:

- Aggregates
- Asphalt
- Cabling
- Carbon Sequestration
- Cement
- Cladding
- Composite
- Concrete
- Construction Equipment
- Noise Control
- Piping
- Solar Panels
- Specialty Products
- Wind Turbine
- Wood
- Architecture
- Asset Management
- Climate / Adaptation Solutions
- Commissioning
- Construction Management
- Economic Analysis / Life Cycle Assessment
- Emergency Management / Emergency Preparedness
- Environmental Management Services
- Environmental Remediation
- Envision Facilitation Services
- Geotechnical Engineering and Materials Testing
- Hydrology
- Landscape Architecture
- Low Impact Development (LID)
- Program and Project Management
- Project Planning
- Recycling Services
- Resiliency Planning
- Soil Science Services
- Stakeholder / Public Engagement
- Stormwater Solutions
- Surveying and Mapping
- Sustainability Consulting
- Waste Management

**Additional categories can be added.*

FAQs (continued)

3. How does being a part of the directory benefit suppliers?

ISI is the hub of a unique community of AEC professionals who are on the "front lines" driving more sustainable, resilient, and equitable civil infrastructure. This includes more than 800 organizational members and more than 60,000 individual users visiting our website annually for training, verification, and membership activities. The Envision Supplier Directory provides a forum where suppliers with sustainably-minded products and services can attract more business that aligns with those offerings. The most important benefit of joining this directory is the opportunity to provide specific sustainable solutions.

 Awareness	 Network Expansion	 Catalyst for Change	 Competitive Advantage
Join a unique community that includes thousands of like-minded infrastructure professionals and 100,000+ annual website visitors seeking training, verification, and membership.	Increase your profile with the industry and help expand your network by connecting with ISI's existing network of infrastructure owners, consultants, and contractors.	Support AEC industry professionals who are directly engaged in creating more sustainable, resilient, and equitable civil infrastructure using Envision.	Educate owners, consultants, and contractors about specific materials and services that can support their project's sustainability goals and potentially drive improved sustainable performance.

4. What makes ISI's platform unique?

The Directory provides a "one-stop" resource for infrastructure owners and projects teams looking for companies that support their sustainability efforts with services, products, and materials. Concurrently, it provides suppliers with the opportunity to showcase their sustainable solutions to infrastructure owners and project teams.

5. Does a company need to be a member of ISI to list a product/service/technology in the directory?

No. ISI membership is not required to purchase a listing, but discounts are available as a benefit to members.

6. How much does a listing cost? E.g., what is the per-listing price? Does bundle pricing exist?

An organization must be an ISI Envision Supplier to submit listings. There are two options to become a Supplier:

ISI Sustaining Members	**Non-members**
receive allotted listings complimentary with their membership fee. (Fees in $USD.)	can be suppliers, and invoicing is tiered similarly to the ISI Sustaining Members, with differences in cost. (Fees in $USD.)
Supplier Tier 1 $500 for 1 listing	***Supplier Tier 1*** $700 for 1 listing
Supplier Tier 2 $1,500 for 2-3 listings	***Supplier Tier 2*** $2,100 for 2-3 listings
Supplier Tier 3 $2,500 for 4-5 listings	***Supplier Tier 3*** $3,500 for 4-5 listings
Supplier Tier 4 $3,500 for 6-7 listings	***Supplier Tier 4*** $4,900 for 6-7 listings
Supplier Tier 5 +$500 per listing for more than 7 listings	***Supplier Tier 5*** +$700 per listing for more than 7 listings

FAQs (continued)

7. Is there a difference in cost for members and non-members of ISI?

Yes, cost differences are outlined above and shown in the snapshot below.

Membership with ISI offers the value of becoming a Supplier along with other benefits.

	ISI Member ($USD)	Supplier ($USD)	Listings
Tier 1	$500	$700	1
Tier 2	$1,500	$2,100	2-3
Tier 3	$2,500	$3,500	4-5
Tier 4	$3,500	$4,900	6-7
Tier 5	+$500 / Listing	+$700 / Listing	>7

8. How long does a listing last before it needs to be renewed?

Listing are ***active for a year*** after approval. Each listing must be active to be shown in the directory. To remain active, and visible, listings must be confirmed annually from the date of creation. The annual fee must also be paid in order for listings to remain live.

9. How can I learn more about the credits to link to my listing of my product / service?

		
Watch the **SUPPLIER TRAINIG** View the **CREDIT REFERENCE GUIDE** *When logged into your account*, you can find the video and guide under **Resources** on your **Admin Dashboard** page.	Read the **ENVISION GUIDANCE MANUAL** *When logged into your account*, you can find the Guidance Manual under **Resources > Envision** on your **Individual Account Dashboard**.	Become an **ENVISION SUSTAINABILITY PROFESSIONAL (ENV SP)** **Visit our website** to learn more about becoming a credentialed professional, to demonstrate your knowledge of the framework and its application in improving the sustainability of infrastructure projects.

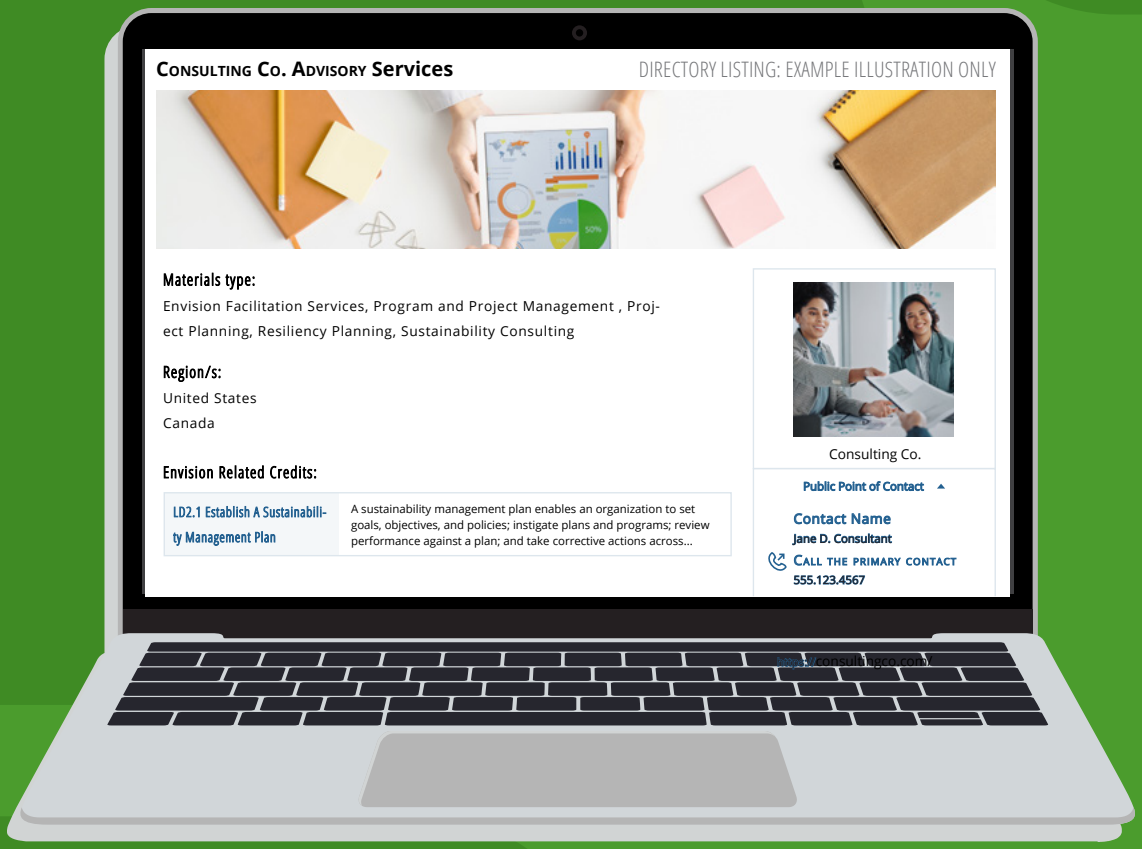
10. If our listing is posted to the Supplier Directory, does that mean that ISI endorses our service and / or product?

No, ISI does not officially endorse anything posted on the Directory. The intent is to provide an opportunity for companies to create listings as potential solutions for infrastructure project owners and project teams improve the sustainability of their projects, including projects pursuing Envision verification.

DISCLAIMER: *A listing cannot guarantee outcomes that suggest Envision award levels or an Envision total score. A company's inclusion in this directory will not impact the independent, third-party verification process. The inclusion of a service or material in the directory does not constitute an endorsement or certification by ISI, or signify confirmation of sustainability attributes.*

THE ENVISION SUPPLIER DIRECTORY

Use Envision on your sustainability journey — become a supplier on ISI's website today!



www.sustainableinfrastructure.org

Institute for Sustainable Infrastructure

ENVISION™

The Institute for Sustainable Infrastructure is an education and research nonprofit (a 501c3) based in Washington DC. It was established in 2010 by the American Public Works Association (APWA), the American Society of Civil Engineers (ASCE), and the American Council of Engineering Companies (ACEC). Responding to the need for a comprehensive sustainability framework and rating system suitable for use in civil infrastructure development, ISI collaborated with the then Zofnass Program for Sustainable Infrastructure at the Harvard University Graduate School of Design to develop Envision.

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