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DIVISION 01 - GENERAL REQUIREMENTS

SECTION 01330

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SECTION 01330

SUBMITTAL PROCEDURES

PART 1 GENERAL

1.1 SUMMARY

1.1.1 Government-Furnished Information

Submittal register will be delivered to the contractor, by contracting officer on 3 1/2 inch disk. Register will have the following fields completed, to the extent that will be required by the Government during subsequent usage.

Column (c): Lists specification section in which submittal is required.

Column (d): Lists each submittal description (SD No. and type, e.g. SD-04 Drawings) required in each specification section.

Column (e): Lists one principal paragraph in specification section where a material or product is specified. This listing is only to facilitate locating submitted requirements. Do not consider entries in column (e) as limiting project requirements.

Column (f): Indicate approving authority for each submittal. A "G" indicates approval by contracting officer; a blank indicates approval by QC manager.

The database and submittal management program will be extractable from the disk furnished to contractor, for operation on contractor's IBM compatible personal computer with 640kb RAM, a hard drive, and 3 1/2 inch high density floppy disk drive.

1.2 DEFINITIONS

1.2.1 Submittal

Shop drawings, product data, samples, and administrative submittals presented for review and approval. Contract Clauses "FAR 52.236-5, Material and Workmanship," paragraph (b) and "FAR 52.236-21, Specifications and Drawings for Construction," paragraphs (d), (e), and (f) apply to all "submittals."

1.2.2 Types of Submittals

All submittals are classified as indicated in paragraph "Submittal Descriptions (SD)". Submittals also are grouped as follows:

- a. Shop drawings: As used in this section, drawings, schedules, diagrams, and other data prepared specifically for this contract, by contractor or through contractor by way of subcontractor, manufacturer, supplier, distributor, or other lower tier contractor, to illustrate portion of work.
- b. Product data: Preprinted material such as illustrations, standard schedules, performance charts, instructions, brochures, diagrams, manufacturer's descriptive literature, catalog data, and other data to illustrate portion of work, but not prepared exclusively for this contract.
- c. Samples: Physical examples of products, materials, equipment, assemblies, or workmanship that are physically identical to portion of work, illustrating portion of work or establishing standards for evaluating appearance of finished work or both.
- d. Administrative submittals: Data presented for reviews and approval to ensure that administrative requirements of project are adequately met but not to ensure directly that work is in accordance with design concept and in compliance with contract documents.

1.3 SUBMITTAL IDENTIFICATION (SD)

Submittals required are identified by SD numbers and titles as follows:

SD-01 Preconstruction Submittals

Certificates of insurance.
Surety bonds.
List of proposed subcontractors.
List of proposed products.
Construction Progress Schedule.
Submittal schedule.
Schedule of values.
Health and safety plan.
Work plan.
Quality control plan.
Environmental protection plan.

SD-02 Shop Drawings

Drawings, diagrams and schedules specifically prepared to illustrate some portion of the work.

Diagrams and instructions from a manufacturer or fabricator for use in producing the product and as aids to the contractor for integrating the product or system into the project.

Drawings prepared by or for the contractor to show how multiple systems and interdisciplinary work will be coordinated.

SD-03 Product Data

Catalog cuts, illustrations, schedules, diagrams, performance charts, instructions and brochures illustrating size, physical appearance and other characteristics of materials or equipment for some portion of the work.

Samples of warranty language when the contract requires extended product warranties.

SD-06 Test Reports

Report signed by authorized official of testing laboratory that a material, product or system identical to the material, product or system to be provided has been tested in accord with specified requirements. (Testing must have been within three years of date of contract award for the project.)

Report which includes findings of a test required to be performed by the contractor on an actual portion of the work or prototype prepared for the project before shipment to job site.

Report which includes finding of a test made at the job site or on sample taken from the job site, on portion of work during or after installation.

Investigation reports

Daily checklists

Final acceptance test and operational test procedure

SD-07 Certificates

Statements signed by responsible officials of manufacturer of product, system or material attesting that product, system or material meets specification requirements. Must be dated after award of project contract and clearly name the project.

Document required of Contractor, or of a supplier, installer or subcontractor through Contractor, the purpose of which is to further quality of orderly progression of a portion of the work by documenting procedures, acceptability of methods or personnel qualifications.

Confined space entry permits.

SD-11 Closeout Submittals

Documentation to record compliance with technical or administrative requirements or to establish an administrative mechanism.

As-built drawings.

Special warranties.

Posted operating instructions.

Training plan.

1.3.1 Approving Authority

Person authorized to approve submittal.

1.3.2 Work

As used in this section, on- and off-site construction required by contract documents, including labor necessary to produce construction and materials, products, equipment, and systems incorporated or to be incorporated in such construction.

1.4 SUBMITTALS

Submit the following in accordance with the requirements of this section.

SD-01 Preconstruction Submittals

Submittal register; G

1.5 USE OF SUBMITTAL REGISTER [DATABASE]

Prepare and maintain submittal register, as the work progresses. Use electronic submittal register program furnished by the Government or any other format. Do not change data which is output in columns (c), (d), (e), and (f) as delivered by government; retain data which is output in columns (a), (g), (h), and (i) as approved.

1.5.1 Submittal Register

Submit submittal register with quality control plan and project schedule required by Section 01450A, "Quality Control" and Section 01321N, "Network Analysis Schedules." Section 01320N, "Construction Progress Documentation."

Do not change data in columns (c), (d), (e), and (f) as delivered by the government. Verify that all submittals required for project are listed and add missing submittals. Complete the following on the register:

Column (a) Activity Number: Activity number from the project schedule.

Column (g) Contractor Submit Date: Scheduled date for approving authority to receive submittals.

Column (h) Contractor Approval Date: Date contractor needs approval of submittal.

Column (i) Contractor Material: Date that contractor needs material delivered to contractor control.

1.5.2 Contractor Use of Submittal Register

Update the following fields[in the government-furnished submittal register program or equivalent fields in program utilized by contractor].

Column (b) Transmittal Number: Contractor assigned list of consecutive numbers.

Column (j) Action Code (k): Date of action used to record contractor's review when forwarding submittals to QC.

Column (l) List date of submittal transmission.

Column (q) List date approval received.

1.5.3 Approving Authority Use of Submittal Register

Update the following fields in the government-furnished submittal register program or equivalent fields in program utilized by contractor.

Column (b).

Column (l) List date of submittal receipt.

Column (m) through (p).

Column (q) List date returned to contractor.

1.5.4 Contractor Action Code and Action Code

Entries used will be as follows (others may be prescribed by Transmittal Form):

NR - Not Received

AN - Approved as noted

A - Approved

RR - Disapproved, Revise, and Resubmit

1.5.5 Copies Delivered to the Government

Deliver one copy of submitted register updated by contractor to government with each invoice request. Deliver in electronic format, unless a paper copy is requested by contracting officer.

1.6 PROCEDURES FOR SUBMITTALS

1.6.1 Reviewing, Certifying, Approving Authority

QC organization shall be responsible for reviewing and certifying that submittals are in compliance with contract requirements. Approving authority on submittals is QC manager unless otherwise specified for specific submittal. At each "Submittal" paragraph in individual specification sections, a notation "G," following a submittal item,

indicates contracting officer is approving authority for that submittal item.

1.6.2 Constraints

- a. Submittals listed or specified in this contract shall conform to provisions of this section, unless explicitly stated otherwise.
- b. Submittals shall be complete for each definable feature of work; components of definable feature interrelated as a system shall be submitted at same time.
- c. When acceptability of a submittal is dependent on conditions, items, or materials included in separate subsequent submittals, submittal will be returned without review.
- d. Approval of a separate material, product, or component does not imply approval of assembly in which item functions.

1.6.3 Scheduling

- a. Coordinate scheduling, sequencing, preparing and processing of submittals with performance of work so that work will not be delayed by submittal processing. Allow for potential requirements to resubmit.
- b. Except as specified otherwise, allow review period, beginning with receipt by approving authority, that includes at least 15 working days for submittals for QC manager approval and 20 working days for submittals for contracting officer approval. Period of review for submittals with contracting officer approval begins when Government receives submittal from QC organization. Period of review for each resubmittal is the same as for initial submittal.
- c. For submittals requiring review by fire protection engineer, allow review period, beginning when government receives submittal from QC organization, of 30 working days for return of submittal to the contractor. Period of review for each resubmittal is the same as for initial submittal.

1.6.4 Variations

Variations from contract requirements require Government approval pursuant to contract Clause entitled "FAR 52.236-21, Specifications and Drawings for Construction" and will be considered where advantageous to government.

1.6.4.1 Considering Variations

Discussion with contracting officer prior to submission, will help ensure functional and quality requirements are met and minimize rejections and resubmittals. When contemplating a variation which results in lower cost, consider submission of the variation as a Value Engineering Change Proposal (VECP).

1.6.4.2 Proposing Variations

When proposing variation, deliver written request to the contracting officer, with documentation of the nature and features of the variation and why the variation is desirable and beneficial to government. If lower cost is a benefit, also include an estimate of the cost saving. In addition to documentation required for variation, include the submittals required for the item. Clearly mark the proposed variation in all documentation.

1.6.4.3 Warranting That Variations Are Compatible

When delivering a variation for approval, contractor warrants that this contract has been reviewed to establish that the variation, if incorporated, will be compatible with other elements of work.

1.6.4.4 Review Schedule Is Modified

In addition to normal submittal review period, a period of 10 working days will be allowed for consideration by the Government of submittals with variations.

1.6.5 Contractor's Responsibilities

- a. Determine and verify field measurements, materials, field construction criteria; review each submittal; and check and coordinate each submittal with requirements of the work and contract documents.
- b. Transmit submittals to QC organization in accordance with schedule on approved Submittal Register, and to prevent delays in the work, delays to government, or delays to separate contractors.
- c. Advise contracting officer of variation, as required by paragraph entitled "Variations."
- d. Correct and resubmit submittal as directed by approving authority. When resubmitting disapproved transmittals or transmittals noted for resubmittal, the contractor shall provide copy of that previously submitted transmittal including all reviewer comments for use by approving authority. Direct specific attention in writing or on resubmitted submittal, to revisions not requested by approving authority on previous submissions.
- e. Furnish additional copies of submittal when requested by contracting officer, to a limit of 20 copies per submittal.
- f. Complete work which must be accomplished as basis of a submittal in time to allow submittal to occur as scheduled.
- g. Ensure no work has begun until submittals for that work have been returned as "approved," or "approved as noted", except to the extent that a portion of work must be accomplished as basis of submittal.

1.6.6 QC Organization Responsibilities

- a. Note date on which submittal was received from contractor on each submittal.
- b. Review each submittal; and check and coordinate each submittal with requirements of work and contract documents.
- c. Review submittals for conformance with project design concepts and compliance with contract documents.
- d. Act on submittals, determining appropriate action based on QC organization's review of submittal.

(1) When QC manager is approving authority, take appropriate action on submittal from the possible actions defined in paragraph entitled, "Actions Possible."

(2) When contracting officer is approving authority or when variation has been proposed, forward submittal to Government with certifying statement or return submittal marked "not reviewed" or "revise and resubmit" as appropriate. The QC organization's review of submittal determines appropriate action.

- e. Ensure that material is clearly legible.
- f. Stamp each sheet of each submittal with QC certifying statement or approving statement, except that data submitted in bound volume or on one sheet printed on two sides may be stamped on the front of the first sheet only.

(1) When approving authority is contracting officer, QC organization will certify submittals forwarded to contracting officer with the following certifying statement:

"I hereby certify that the (equipment) (material) (article) shown and marked in this submittal is that proposed to be incorporated with contract Number DACW17-02-R-0023, is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is submitted for Government approval.

Certified by Submittal Reviewer _____, Date _____
(Signature when applicable)

Certified by QC manager _____, Date _____"
(Signature)

(2) When approving authority is QC manager, QC manager will use the following approval statement when returning submittals to contractor as "Approved" or "Approved as Noted."

"I hereby certify that the (material) (equipment) (article) shown and marked in this submittal and proposed to be incorporated with

contract Number DACW17-02-R-0023, is in compliance with the contract drawings and specification, can be installed in the allocated spaces, and is _____ approved for use.

Certified by Submittal Reviewer _____, Date _____
(Signature when applicable)

Approved by QC manager _____, Date _____"
(Signature)

- g. Sign certifying statement or approval statement. The person signing certifying statements shall be QC organization member designated in the approved QC plan. The signatures shall be in original ink. Stamped signatures are not acceptable.
- h. Update submittal register [database] as submittal actions occur and maintain the submittal register at project site until final acceptance of all work by contracting officer.
- i. Retain a copy of approved submittals at project site, including contractor's copy of approved samples.

1.6.7 Government's Responsibilities

When approving authority is contracting Officer, the Government will:

- a. Note date on which submittal was received from QC manager, on each submittal for which the contracting officer is approving authority.
- b. Review submittals for approval within scheduling period specified and only for conformance with project design concepts and compliance with contract documents.
- c. Identify returned submittals with one of the actions defined in paragraph entitled "Actions Possible" and with markings appropriate for action indicated.

1.6.8 Actions Possible

Submittals will be returned with one of the following notations:

- a. Submittals marked "not reviewed" will indicate submittal has been previously reviewed and approved, is not required , does not have evidence of being reviewed and approved by contractor, or is not complete. A submittal marked "not reviewed" will be returned with an explanation of the reason it is not reviewed. Resubmit submittals returned for lack of review by contractor or for being incomplete, with appropriate action, coordination, or change.
- b. Submittals marked "approved" "approved as submitted" authorize contractor to proceed with work covered.
- c. Submittals marked "approved as noted" or "approval except as noted; resubmission not required" authorize contractor to proceed

with work as noted provided contractor takes no exception to the notations.

- d. Submittals marked "revise and resubmit" or "disapproved" indicate submittal is incomplete or does not comply with design concept or requirements of the contract documents and shall be resubmitted with appropriate changes. No work shall proceed for this item until resubmittal is approved.

1.7 FORMAT OF SUBMITTALS

1.7.1 Transmittal Form

Transmit each submittal, except sample installations and sample panels, to office of approving authority. Transmit submittals with transmittal form prescribed by contracting officer and standard for project. The transmittal form shall identify contractor, indicate date of submittal, and include information prescribed by transmittal form and required in paragraph entitled "Identifying Submittals." Process transmittal forms to record actions regarding sample panels and sample installations.

1.7.2 Identifying Submittals

Identify submittals, except sample panel and sample installation, with the following information permanently adhered to or noted on each separate component of each submittal and noted on transmittal form. Mark each copy of each submittal identically, with the following:

- a. Project title and location.
- b. Construction contract number.
- c. Section number of the specification section by which submittal is required.
- d. Submittal description (SD) number of each component of submittal.
- e. When a resubmission, add alphabetic suffix on submittal description, for example, SD-10A, to indicate resubmission.
- f. Name, address, and telephone number of subcontractor, supplier, manufacturer and any other second tier contractor associated with submittal.
- g. Product identification and location in project.

1.7.3 Format for Product Data

- a. Present product data submittals for each section as a complete, bound volume. Include table of contents, listing page and catalog item numbers for product data.
- b. Indicate, by prominent notation, each product which is being submitted; indicate specification section number and paragraph

number to which it pertains.

- c. Supplement product data with material prepared for project to satisfy submittal requirements for which product data does not exist. Identify this material as developed specifically for project.

1.7.4 Format for Shop Drawings

- a. Shop drawings shall not be less than 8 1/2 by 11 inches nor more than 30 by 42 inches.
- b. Present 8 1/2 by 11 inches sized shop drawings as part of the bound volume for submittals required by section. Present larger drawings in sets.
- c. Include on each drawing the drawing title, number, date, and revision numbers and dates, in addition to information required in paragraph entitled "Identifying Submittals."
- d. Dimension drawings, except diagrams and schematic drawings; prepare drawings demonstrating interface with other trades to scale. Shop drawing dimensions shall be the same unit of measure as indicated on the contract drawings. Identify materials and products for work shown.

1.7.5 Format of Samples

- a. Furnish samples in sizes below, unless otherwise specified or unless the manufacturer has prepackaged samples of approximately same size as specified:
 - (1) Sample of Equipment or Device: Full size.
 - (2) Sample of Materials Less Than 2 by 3 inches: Built up to 8 1/2 by 11 inches.
 - (3) Sample of Materials Exceeding 8 1/2 by 11 inches: Cut down to 8 1/2 by 11 inches and adequate to indicate color, texture, and material variations.
 - (4) Sample of Linear Devices or Materials: 10 inch length or length to be supplied, if less than 10 inches. Examples of linear devices or materials are conduit and handrails.
 - (5) Sample of Non-Solid Materials: Pint. Examples of non-solid materials are sand and paint.
 - (6) Color Selection Samples: 2 by 4 inches.
 - (7) Sample Panel: 4 by 4 feet.
 - (8) Sample Installation: 100 square feet.

- b. Samples Showing Range of Variation: Where variations are unavoidable due to nature of the materials, submit sets of samples of not less than three units showing extremes and middle of range.
- c. Reusable Samples: Incorporate returned samples into work only if so specified or indicated. Incorporated samples shall be in undamaged condition at time of use.
- d. Recording of Sample Installation: Note and preserve the notation of area constituting sample installation but remove notation at final clean up of project.
- e. When color, texture or pattern is specified by naming a particular manufacturer and style, include one sample of that manufacturer and style, for comparison.

1.7.6 Format of Administrative Submittals

- a. When submittal includes a document which is to be used in project or become part of project record, other than as a submittal, do not apply contractor's approval stamp to document, but to a separate sheet accompanying document.
- b. Operation and Maintenance Manual Data: Submit in accordance with Section 01781N, "Operation and Maintenance Data." Include components required in that section and the various technical sections.

1.8 QUANTITY OF SUBMITTALS

1.8.1 Number of Copies of Product Data

- a. Submit six copies of submittals of product data requiring review and approval only by QC organization and seven copies of product data requiring review and approval by contracting officer.

1.8.2 Number of Copies of Shop Drawings

Submit shop drawings in compliance with quantity requirements specified for product data.

1.8.3 Number of Samples

- a. Submit two samples, or two sets of samples showing range of variation, of each required item. One approved sample or set of samples will be retained by approving authority and one will be returned to contractor.
- b. Submit one sample panel. Include components listed in technical section or as directed.
- c. Submit one sample installation, where directed.
- d. Submit one sample of non-solid materials.

1.8.4 Number of Copies of Administrative Submittals

- a. Unless otherwise specified, submit administrative submittals compliance with quantity requirements specified for product data.

1.9 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

1.9.1 Government Approved

Government approval is required for extensions of design, critical materials, deviations, equipment whose compatibility with the entire system must be checked, and other items as designated by the Contracting Officer. Within the terms of the Contract Clause entitled "Specifications and Drawings for Construction," they are considered to be "shop drawings."

1.9.2 Information Only

All submittals not requiring Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

1.10 APPROVED SUBMITTALS

The Contracting Officer's approval of submittals shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailing and other information are satisfactory. Approval will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. After submittals have been approved by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

1.11 DISAPPROVED SUBMITTALS

The Contractor shall make all corrections required by the Contracting Officer and promptly furnish a corrected submittal in the form and number of copies specified for the initial submittal. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, a notice in accordance with the Contract Clause "Changes" shall be given promptly to the Contracting Officer.

1.12 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained.

1.13 GENERAL

The Contractor shall make submittals as required by the specifications. The Contracting Officer may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals shall be the same as those used in the contract drawings. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, all items shall be checked and approved by the Contractor's Quality Control (CQC) System Manager and each item shall be stamped, signed, and dated by the CQC System Manager indicating action taken. Proposed deviations from the contract requirements shall be clearly identified. Submittals shall include items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals. Submittals requiring Government approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby. Samples remaining upon completion of the work shall be picked up and disposed of in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

1.14 SUBMITTAL REGISTER

At the end of this section is a submittal [register] [list] showing items of equipment and materials for which submittals are required by the specifications; this list may not be all inclusive and additional submittals may be required. The Contractor shall maintain a submittal register for the project in accordance with Section 01312A QUALITY CONTROL SYSTEM (QCS).

1.15 SCHEDULING

Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings shall be so scheduled. Adequate time a minimum of 5 calendar days exclusive of mailing time shall be allowed and shown on the register for review and approval. No delay damages or time extensions will be allowed for time lost in late submittals.

1.16 TRANSMITTAL FORM (ENG FORM 4025)

The sample transmittal form (ENG Form 4025) attached to this section shall be used for submitting both Government approved and information only submittals in accordance with the instructions on the reverse side of the form. These forms [will be furnished to the Contractor][are included in the Quality Control System (QCS) software that the Contractor is required to use for this contract]. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care shall be exercised to ensure proper listing of the specification paragraph and/or sheet number of the contract drawings

pertinent to the data submitted for each item.

1.17 SUBMITTAL PROCEDURES

Submittals shall be made as follows:

1.17.1 Procedures

1.17.2 Deviations

For submittals which include proposed deviations requested by the Contractor, the column "variation" of ENG Form 4025 shall be checked. The Contractor shall set forth in writing the reason for any deviations and annotate such deviations on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

1.18 CONTROL OF SUBMITTALS

The Contractor shall carefully control his procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."

1.19 GOVERNMENT APPROVED SUBMITTALS

Upon completion of review of submittals requiring Government approval, the submittals will be identified as having received approval by being so stamped and dated. 2 copies of the submittal will be retained by the Contracting Officer and 4 copies of the submittal will be returned to the Contractor.

1.20 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the Contracting Officer from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

1.21 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets contract requirements shall be similar to the following:

CONTRACTOR
(Firm Name)
_____ Approved
_____ Approved with corrections as noted on submittal data and/or attached sheets (s).
SIGNATURE: _____
TITLE: _____
DATE: _____

PART 2 PRODUCTS

Not used.

PART 3 EXECUTION

Not used.

-- End of Section --

SUBMITTAL REGISTER

CONTRACT NO.

TITLE AND LOCATION

CONTRACTOR

VIRGIN KEY SHORLINE REHABILITATION

G

(a)	(b)	(c)	(d)	(e)	(f)	CONTRACTOR SCHEDULE DATES		CONTRACTOR ACTION		APPROVING AUTHORITY			(q)	REMARKS			
						APPROVAL NEEDED BY	MATERIAL NEEDED BY	DATE OF ACTION	DATE RCD FROM CONTR	DATE FWD TO APPR AUTH/	DATE FROM OTHER REVIEWER	DATE RCD FROM APPR AUTH			DATE OF ACTION		
			DESCRIPTION	PH			(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	
			ITEM SUBMITTED														
	01310		SD-01 Preconstruction Submittals Standard Form 100 FIO														
			Affirmative Action Plan														
			List of Subcontractors														
			Signature Authority														
			Drug-Free Work Place Record														
			Accident Prevention Plan														
	01321		SD-01 Preconstruction Submittals														
			Construction Schedule														
			Equipment Delivery Schedule														
	01330		SD-01 Preconstruction Submittals														
			Submittal register														
					1.5.1												
	01355		SD-01 Preconstruction Submittals														
			Environmental Protection Plan														
			SD-07 Certificates														
			Qualifications														
			FIO														
			Bird Nesting Monitoring														
			Qualifications														
			SD-11 Closeout Submittals														
			Logs/Final Summary Report														
			FIO														
			Project Environmental Summary Sheet														
			Logs/Summary of Monitoring														

SUBMITTAL REGISTER

CONTRACT NO.

CONTRACTOR

TITLE AND LOCATION

VIRGIN KEY SHORLINE REHABILITATION

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A C T I V I T Y	N O	T R A N S M I T T A L	S P E C S E C T	P A R A G R A P H	G O V E R N M E N T	C L A S S I F I C A T I O N	CONTRACTOR SCHEDULE DATES		CONTRACTOR ACTION	APPROVING AUTHORITY				M A I L E D T O C O N T R / F R M A P P R A U T H			
							S U B M I T	A P P R O V A L N E E D E D B Y		D A T E O F A C T I O N	D A T E F W D T O O T H E R C O N T R R E V I E W E R	D A T E F W D T O A P P R A U T H	D A T E R C D F R O M T O O T H E R C O N T R R E V I E W E R		D A T E R C D F R O M A P P R A U T H	D A T E O F A C T I O N	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
	01411		SD-03 Product Data														
			Calibration Standard														
			FIO														
			SD-06 Test Reports														
			Turbidity Monitoring														
			FIO														
	01452		SD-01 Preconstruction Submittals														
			Quality Control Plan														
			Personnel Qualifications														
			Letter of Authority														
			FIO														
	01500		SD-01 Preconstruction Submittals														
			Mobilization/Demobilization Plan														
			FIO														
			Security Plan														
	01525		SD-01 Preconstruction Submittals														
			Accident Prevention Plan (APP)														
			Activity Hazard Analyses (AHA)														
			Employee Safety and Health														
			Indoctrination (ESHI) and Training Plan														
			Hazard Communication Plan														
			Emergency Response Plan														
			Hurricane and Severe Storm Plan														
			Dive Operations Plan														
			Critical Lift Plan														

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CONTRACT NO.

TITLE AND LOCATION

VIRGIN KEY SHORLINE REHABILITATION

CONTRACTOR

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ACTIVITY	DESCRIPTION	ITEM SUBMITTED	P A R A G R A P H #	G T C L A S S I F I C A T I O N	CONTRACTOR SCHEDULE DATES		CONTRACTOR ACTION		APPROVING AUTHORITY			REMARKS
					SUBMIT BY (g)	APPROVAL NEEDED BY (h)	MATERIAL NEEDED BY (i)	DATE OF ACTION (j)	DATE FWD TO OTHER REVIEWER (m)	DATE FWD TO APPR AUTH/ CONTR (l)	DATE OF ACTION (p)	
01525	Spill Response Plan			G COR								
	SD-07 Certificates											
	Qualifications			G COR								
	Crane Equipment Records											
01780	SD-02 Shop Drawings											
	As-Built Drawings		1.2.1	G COR								
	SD-03 Product Data											
	As-Built Record of Equipment and Materials		1.2.2	G								
	Warranty Management Plan		1.3.1	G								
	Warranty Tags		1.3.5	G								
	Final Cleaning		1.4	G								
02220a	SD-03 Product Data											
	Work Plan			G AE								
02391	SD-01 Preconstruction Submittals											
	Environmental Sampling Plan for Contractor Supplied Upland Sand Source			G_PD								
	Requirements for Radioactive Isotopes Reports			G_CO								
	Construction and Grade Stakes			G_AE								
	Recovery Plan											
	Plan of Processing Sand Mound Material and Laboratory Testing			G_AE								
	Processing and Placement of Sand Mound Material			G_CO								

SUBMITTAL REGISTER

CONTRACT NO. _____

TITLE AND LOCATION
VIRGIN KEY SHORLINE REHABILITATION

CONTRACTOR
G O V

(a)	(b)	(c)	(d)	(e)	(f)	CONTRACTOR: SCHEDULE DATES		CONTRACTOR ACTION		APPROVING AUTHORITY			REMARKS				
						DATE FWD TO APPR AUTH/	DATE RCD FROM CONTR	DATE OF ACTION	DATE FWD TO APPR	DATE RCD FROM OTH	DATE OF ACTION	DATE RCD FROM APPR					
ACTIVITY	TRANSMITTAL	SPEC	DESCRIPTION	PARAGRAPH	SECTION	DATE OF ACTION	APPROVAL MATERIAL NEEDED	DATE OF ACTION	DATE FWD TO APPR	DATE RCD FROM OTH	DATE OF ACTION	DATE RCD FROM APPR					
NO	NO	NO	NEW SUBMITTED	PH	NO	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)
	02391		Certification of Processed Material														
			Excavated Material Transportation Plan														
			SD-04 Samples														
			Contractor Supplied Upland Sand Source Samples														
			SD-07 Certificates														
			Quality Control Sampling Program														
			Grade Stake Recovery														
			Notification of Discovery of Historical Period Shipwreck Sites														
			Notice of Misplaced Material Construction and Grade Staking														
			Log														
			SD-08 Manufacturer's Instructions														
			Condition Surveys														
	02398N		SD-06 Test Reports														
			Timber preservative inspection														
			Delivery inspection list														
			SD-07 Certificates														
			MSDS and CIS														
	02461N		SD-03 Product Data														
			Piles														

SUBMITTAL REGISTER

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TITLE AND LOCATION

VIRGIN KEY SHORLINE REHABILITATION

CONTRACTOR

G O V T O R

TITLE AND LOCATION		CONTRACTOR	ITEM SUBMITTED	DESCRIPTION	P A R A G R A P H #	C L A S S I F I C A T I O N	CONTRACTOR: SCHEDULE DATES		CONTRACTOR ACTION		APPROVING AUTHORITY		MAILED TO CONTR/ DATE RCD FRM APPR AUTH	REMARKS					
(a)	(b)	(c)					(d)	(e)	(f)	(g)	(h)	(i)			(j)	(k)	(l)	(m)	(n)
02461N	Hammer	Driving equipment																	
	Driving helmet	Pile caps																	
	Pile shoes	Jetting																	
	equipment	Cushion block																	
	SD-07 Certificates	MSDS and CIS																	
					1.3.2														