

APPENDIX A SUBMITTAL REGISTER

Submittal Register Definitions

1. Numerical submittal sequence number: Example: 1, 2, 3, 4, ... (or organized by topics and project assigned coding structure).

2. Number of Copies and electronic and/or hard copy: Example: E (Electronic only), 6 (Six Hard Copies), or Hard, 1: E, 1 (One Hard Copy, and Electronic).

3. Format: Describes the type of submittal required:

DWG	An AutoCAD drawing using the Hanford standard formatting (See HMIS-PRO-ENG-16406, <i>Off-Site Contractor VI Submittal Directions</i>).
MFC	Microsoft Format Compatible application (Word, Excel, Access, PowerPoint)
P3	A Primavera Project Planner schedule
GEN	General or Open Format/Media
PDF	Adobe Acrobat (Portable Document Format)

4. Submittal Type:

APW = Approval Required Prior to Work (Buyer must approve the Subcontractor's submittal prior to the Subcontractor being authorized to proceed with any activity/work associated with the submittal).

AP = Approval Required (Buyer must approve the Subcontractor's submittal, however, work associated with the submittal may proceed prior to Buyer approval).

FIO = For Information Only (the submittal is not subject to review and/or approval).

5. **Vendor Information: Mark Yes if document(s) are VI, otherwise leave blank.**

6. Description / Document Title: Title or general description of the document.

7. Submittal Date: Actual date or number of Calendar Days before or after a milestone that a submittal is due from the Subcontractor: Example: June 1, 2005 or CD + 60 [60 days after Conceptual Design Complete]

A	Date of Award
CD	Conceptual Design Complete
PD	Preliminary Design Complete



FD	Final Design Complete
M	Mobilization
SC	Start of Construction
EC	End of Construction

8. Buyer Review Time (Work Days): Example: 3 Days
9. Subcontract Reference: Cross reference to the Subcontract requirement that defines this submittal: Example: SOW 3.1.2.
10. List personnel responsible for review and/or approval of submittal.



Submittal Register: Appendix A

The Subcontractor shall meet the required schedule and provide the documents specified in accordance with the following submittals.

***For electronic submittal**

Section A: Subcontract Information									
Subcontractor Name: TBD							Submittal Register Revision: 0		
Subcontract and Release Number: TBD							CACN: 600242		
Section B: Submittal Information									
Submittals are for Construction or a Reliability Projects:				<input type="checkbox"/>	Project Number: Enter Project Number			Submittals shall be provided to: projervdoccon@rl.gov	
Submittals are for Service Subcontracts or Materials:				<input checked="" type="checkbox"/>				Submittals shall be provided to: SubmittalsDC@rl.gov	
Section C: Submittal Detail									
1. No.	2. No. of Copies* (See End Note)	3. Format	4. Type	5. Vendor Information – Mark Yes if VI, Otherwise Leave Blank	6. Description / Document Title	7. Submittal Date (Calendar Days)	8. Buyer Review Time (Work Days)	9. Subcontract Paragraph or Requirement Reference	10. Reviewers/Approvers
001	1	PDF	AP	Yes	Bill of lading or Uniform Hazardous Waste Manifest	Within 30 days of pick-up	10 days	1.3.4	TBD
002	1	PDF	AP	Yes	Certificate of Recycling	Within 60 days of pick-up	20 Days	1.3.4	TBD
003	1	PDF	AP	Yes	Product Safety Data Sheets (SDS) or Material Safety Data Sheets (MSDS) for chemical products brought onsite	Prior to bringing onsite	5 Days	1.3.4	TBD
004	1	PDF/MFC	FIO	YES	Annual Recharacterization Sample Data for Parts Washer Waste	Annually or when performed	10 days	1.3.4	TBD
005	1	PDF	AP		EJTA Completed for all personnel coming onsite	Upon award and Annually thereafter	5 Days	4.2	TBD

***For electronic submittals, the number of hard copies can be negotiated with the Contract Specialist and approved by the BTR**