



GENERAL

These instructions are for completing the form and are not part of the completed form.

This form is associated with STD-342-200 LANL Master Specification Section 01 3300, *Submittal Procedures*.

The form’s purpose is to waive the requirement to submit engineering construction submittal(s) that would otherwise be provided by the Constructor for LANL Engineering review or for records management.

The intent is to document and approve the reasons that a submittal required by the design is not being submitted by the constructor. Acceptable reasons a submittal is not required include, but are not limited to:

- Means and methods during construction
 - E.g., non-metallic and metallic piping was allowed. Due to means and method, only metallic piping was used. Non-metallic submittals are not required, though the Specification required a submittal for both.
- Because pre-approved materials not requiring a submittal are being used
 - E.g., only pre-approved anchors or concrete mixes being used, no submittals required per Specification direction.
- Submittal information was included under another Specification Section
 - In this instance, submittal waiver must include submittal number and title where information is contained in the Reason for Waiver field.

Engineering specifications identify what submittals shall be provided. Approval of the waiver form functions as a means to waive the requirement by LANL when LANL is the EOR, or by LANL when LANL is performing the role of owner or authority having jurisdiction (i.e., when EOR is external to LANL). In as-built packages, waived submittals should be shown as struck from the Specification and the 01 3300 submittal log.

Note: This submittal waiver form is not meant for substitution request or design changes; those items must be documented via SDDR, substitution request under Section 01 2500, or design change as appropriate.

1.0 FORM FIELD ENTRY BY CONSTRUCTOR

These fields shall be completed in the form by the Constructor, or Constructor’s Agent, that is providing the waiver form.

| Field | Entry Information |
|--------------------------|---|
| Project ID or DCF Number | Project ID (PID) number is a unique tracking number used to identify the project. Request the PID number from the Project Manager, Subcontractor Technical Representative (STR), or Responsible Engineer. If a PID is not provided for the project, then enter a DCF number. DCF (Design Change Form) number is a unique tracking number used to identify projects by Engineering Services and is based AP-341-517. Request the DCF# from the STR or Responsible Engineer. |
| Project Title with | Enter the official project title. Official project title names are typically found in association with PID or DCF numbers. Include the technical area (TA) and |



LANL Master Specifications
SUBMITTAL WAIVER (SBT-W)
Instructions for 01 3330 FORM 01-W

| Field | Entry Information |
|--|---|
| Technical Area-Building | building number in the TAXX-XXXX when applicable. |
| LANL Self-Perform | Check this box if the Constructor is a LANL organization |
| FSR# | Field Service Request (FSR) number is a unique identifier that is applied to projects when the Constructor is a LANL organization |
| Construction Subcontractor | Check this box if the Constructor is a contractor to LANL (thus, a Subcontractor) |
| Subcontractor Number | Subcontractor Number is provided by the Subcontract Technical Representative (STR) |
| Subcontractor Name | Enter name |
| STR Name | Enter name |
| Date Submitted | The date the submittal is provided to LANL |
| Requested Review Due Date | The date by which the Constructor requests the submittal review to be completed. Section 01 3000 provides the standard review period times for Submittals; waiver requests are treated using the same timespan. |
| Spec Section and Title | The Specification section number and title that requires the submittal. It is preferable to submit one waiver per Section, though it may cover multiple submittals. |
| Submittal Sequential Number from Log and Submittal Description | Submittal sequential number and the submittal description is found in the 01 3300 Attachment A Submittal Log. If multiple waivers are requested, list every submittal to be waived. For example, requesting to waive Submittals 1, 2, 5, and 6 from Spec Section XX XXXX, you can submit one waiver, but list all submittals requesting to be waived. |
| Review Type | Only one option exists |
| Submittal Waiver Requested | Check this box |
| Submittal Language | Directly copy the language from the Specification Section for the submittal(s) requested to be waived. Include the Section's article and/or paragraph number for ease in referencing. |
| Reason for Waiver Request | List the reason to waive the submittal requirement. If needed, provide documentation by attaching to this form. Ensure there is sufficient information listed to understand the request. If stating that the information that in this submittal is contained under another submittal, that submittal number must be listed here. For design-build projects, this form shall be provided with the written approval from the EOR to waive the submittal in the request. |
| Review Type | Review type is indicated in the 01 3300 Attachment A Submittal Log. The review type entered here shall match that of the log. |



LANL Master Specifications
SUBMITTAL WAIVER (SBT-W)
Instructions for 01 3330 FORM 01-W

2.0 LANL ENGINEERING REVIEW FIELD ENTRY

The Responsible Engineer (RE) who is assigned responsibility for providing the final status code for an engineering construction submittal (by AP-341-720, Engineering Construction Submittals) is responsible for final status coding of the waiver form.

| Field | Entry Information |
|--------------|--|
| Stated by | Name of the Submittal verifier as required in AP-341-720 or the Responsible Engineer under AP-341-620 for Delegated Design submittals. |
| Comments: | Enter the comments on the submittal here or attach the output from an electronic comment review system. Ensure that the comments are easily referenced to the location that the comment is applicable to in the submittal. |
| Status Code: | See Section 01 3300 for instructions on status coding a submittal |