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| --- | --- | --- | --- | --- | --- | --- |
| 1.1 Subcontract No: | 1.2 STR Name, Z No., Organization, Phone No.: | | | | | |
| 1.3 Project ID: | 1.4 Project Title with Technical Area-Building: | | | | | |
| 1.5  LANL Self-perform  Construction Subcontractor | | 1.6 Date Submitted: | | | 1.7 Date Due: | |
| 1.8 Submittal No.: | 1.9 Submittal Description/Spec Section: | | | | | |
| 1.10 Submittal Type:  **Action Submittal  Informational Submittal  Sustainable Design Submittal  Closeout Submittal  Delegated Design**  **CA  CD  CT  DD  II  LD  OM  PD  PS  QD  RD  SC  SD  SP  TR  WA**  **OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | |
| 2.1 Constructor:  *Company Name:*  *Street Address:*  *City, State, Zip Code:*  *Phone:* | | | | | | |
| 2.2 Constructor Point of Contact: | | | | | | |
| 2.3 A/E of Record: Name, Z Number, Organization, Phone No.: | | | | | | |
| 2.4 Concurrent LANL review Design Agency only review | | | | | | |
| 2.5 **Complete for LANL Reviewers only** | **Cost Code :** | | **Prog. Code :** | **Cost Acct:** | | **Work Pkg:** |

***Consideration of LANL concurrent review comments received after review deadline is discretionary.***

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| 3.1 Reviewer (Name, Org, Phone) | | **3.2 Date** | **3.3 Status Code** |
|  | |  |  |
| **3.4 Comment No.** |  | | |
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*Insert additional lines if necessary*

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| 3.5 Reviewed by (Signature): | Organization: | Date: |

**Submittal Review Form Instructions (Edit Instructions)**

**Delete these instructions before submitting for review/comment**

**Completed by the PE**

| Field | Entry Information |
| --- | --- |
| 1.1 | *Subcontract number* |
| 1.2 | *Subcontract Technical Representative information.* |
| 1.3 | *Project ID* |
| 1.4 | *Project title and Location (TA-XX-XXXX)* |
| 1.5 | *Indicate if being constructed by LANL or a Subcontractor* |
| 1.6 | *Submittal Date – Date the submittal package received by the DCC/RM POC or PE* |
| 1.7 | *Review Due Date – Date reviewers are expected to return comments (typically 5 working-days)* |
| 1.8 | *Submittal Number – as listed in Exhibit I or the Engineering Submittal Summary* |
| 1.9 | *Submittal Description – as listed in Exhibit I or the Engineering Submittal Summary* |
| 1.10 | *Submittal Type(s) – list all applicable to the documents included in the submittal package as listed in Exhibit I* |

| Field | Entry Information |
| --- | --- |
| *2.1* | *Constructor* |
| *2.2* | *Constructor Point of Contact* |
| *2.3* | *A/E of Record POC* |
| *2.4* | *Indicate whether concurrent (see 01 3300 for discussion)* |
| *2.5* | *Complete when LANL reviewers need charge codes and not provided by ESR* |

**Completed by the Design Agency Reviewer**

| Field | Entry Information |
| --- | --- |
| 3.1 | *Reviewer Name, Organization, Phone #, Date, and Status Code* |
| 3.2 | *Date review completed and documented; should be the same as the date returned to the PE.* |
| 3.3 | *Status Code – Enter the number and description that defines next step actions*  *1. Final Unrestricted Release: Where the submittal is statused "****Reviewed- Work may proceed****," the Work covered by the submittal may proceed provided it complies with the Subcontract Documents. Final acceptance will depend on that compliance.*  *2. Final-but-Restricted Release: Where the submittal is marked "****Reviewed-Revise and resubmit. Work may proceed****," the Work covered by the submittal may proceed provided it complies both with AE/LANL notations and corrections on the submittal and the Subcontract Documents. Final acceptance will depend on that compliance.*  *3. Resubmit: Where the submittal is marked "****Reviewed. Revise and resubmit. Work may not proceed****, do not proceed with the Work covered by the submittal, including purchasing, fabrication, delivery, or other activity for the product submitted. Revise or prepare a new submittal according to AE/LANL notations and corrections.*  *4. Rejected: Where the submittal is marked "****Reject****," do not proceed with the Work covered by the submittal. Prepare a new submittal for a product that complies with the Contract Documents.*  *5. Other Action: If the submittal is primarily for information purposes, record purposes, special processing, or other Subcontractor activity, the submittal will be returned marked "****Permission to proceed not required****."* |
| 3.4 | ***Reviewer Comments:*** *Document individual comments including reference to specific documents to which the comment applies; reference to design requirements, code, or regulation; and the specific issue to be addressed. Insert “No Comment” when appropriate.* |
| 3.5 | ***Signature:*** *Reviewer – sign, insert organization, and date when review is complete. PDF the document and return electronically to the PE.* |