

\*\*\*\*\*  
USACE / NAVFAC / AFCEA UFGS-01332 (August 2004)

Preparing Activity: NAVFAC  
-----  
Superseding  
UFGS-01332N (September 2003)  
Use in lieu of  
UFGS-01330 (May 2002)

# UNIFIED FACILITIES GUIDE SPECIFICATIONS

\*\*\*\*\*

## SECTION 01332

### CONSTRUCTION SUBMITTAL PROCEDURES 08/04

\*\*\*\*\*

NOTE: This guide specification covers the requirements for Navy general procedures regarding construction submittals called for in other sections of the specifications.

Comments and suggestions on this guide specification are welcome and should be directed to the technical proponent of the specification. A listing of technical proponents, including their organization designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as a Criteria Change Request (CCR).

Use of electronic communication is encouraged.

Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer.

\*\*\*\*\*

\*\*\*\*\*

NOTE: This section is to be used on Navy design-build construction projects.

This specification section shall be used in conjunction with UFGS section 01331 DESIGN SUBMITTAL PROCEDURES and both 01331 and 01332 together replace UFGS section 01330 SUBMITTAL PROCEDURES in design-build projects.

If the Contractor originated design submittals are formatted correctly and contain all appropriate information, the design submittals can serve the dual purpose of design and construction documents. These dual purpose submittals are identified on the Contractor's Submittal Transmittal Form. Refer to Section 01331 DESIGN SUBMITTAL PROCEDURES for requirements of these dual purpose submittals.

\*\*\*\*\*

## PART 1 GENERAL

### 1.1 SUMMARY

This section covers construction submittals for design-build contracts used to demonstrate conformance with the Final Accepted Design to the requirements of the contract. Submit design submittals in accordance with Unified Facilities Guide Specification (UFGS) Section 01331 DESIGN SUBMITTAL PROCEDURES.

### 1.2 DEFINITIONS

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."

### 1.3 SUBMITTAL DESCRIPTIONS (SD)

Submittal requirements are specified within technical sections. Submittals are identified by SD numbers and titles as follows:

\*\*\*\*\*  
NOTE: The SD numbers and names, assigned by the  
SPECSINTACT Configuration, Control and Coordinating  
Board, relate to the terminology of the technical  
sections and should not be changed.  
\*\*\*\*\*

#### SD-01 Preconstruction Submittals

- Certificates of insurance.
- Surety bonds.
- List of proposed subcontractors.
- List of proposed products.
- Construction Progress Schedule.
- Submittal register.
- 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-04 Samples

Physical examples of materials, equipment or workmanship that illustrate functional and aesthetic characteristics of a material or product and establish standards by which the work can be judged.

Color samples from the manufacturer's standard line (or custom color samples if specified) to be used in selecting or approving colors for the project.

Field samples and mock-ups constructed on the project site establish standards by which the ensuring work can be judged. Includes assemblies or portions of assemblies which are to be incorporated into the project and those which will be removed at conclusion of the work.

#### SD-05 Design Data

Calculations, mix designs, analyses or other data pertaining to a part of work.

#### 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-08 Manufacturer's Instructions

Preprinted material describing installation of a product, system or material, including special notices and Material Safety Data sheets concerning impedances, hazards and safety precautions.

#### SD-09 Manufacturer's Field Reports

Documentation of the testing and verification actions taken by manufacturer's representative to confirm compliance with manufacturer's standards or instructions.

Factory test reports.

#### SD-10 Operation and Maintenance Data

Data that is furnished by the manufacturer, or the system provider, to the equipment operating and maintenance personnel. This data is needed by operating and maintenance personnel for the safe and efficient operation, maintenance and repair of the item.

#### SD-11 Closeout Submittals

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

### 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 submittals, construction, materials, products, equipment, and systems incorporated or to be incorporated in such construction.

## 1.4 SUBMITTALS

\*\*\*\*\*  
NOTE: The "G" following the submittal item indicates Government approval in RFP Part 2, Division 01 sections and the Contractor's Designer of Record (DOR) approval in RFP Part 4 and Part 5. Add "G" following submittals that are determined to require approvals. Submittal items not designated with a "G" will be approved by the QC organization.  
\*\*\*\*\*

The use of a "G" following a submittal indicates that approval of that submittal is required. These approval actions will either be accomplished by QC certification and Designer of Record (DOR) approval or by QC certification with DOR certification and Government approval, depending on where the submittal is located in the RFP.

Submittals not having a "G" designation in the referenced or included UFGS

sections are for information only and require QC certification. The Contractor's Designer of Record (DOR) shall add non "G" submittals to the Submittal Register for all materials listed in RFP Part 4 and RFP Part 5 to facilitate the QC certification of the project. Non "G" items are to be listed on the submittal register but are not required to be sent to the Contracting Officer for surveillance.

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

SD-01 Preconstruction Submittals

submittal Register; G

1.4.1 Submittals Reserved for Government Approval

Government approval is required for submittals with a "G" designation in RFP Part 2, Division 01 Specification Sections.

In addition to the RFP Part 2 Division 01 Government approvals, the following submittals shall be certified by the QC Manager and the DOR, and approved by the Contracting Officer.

\*\*\*\*\*

NOTE: Edit the following list to provide a complete list of all the RFP Part 4 and Part 5 construction submittals that are reserved for Government approval. Eliminate submittals from below that are not applicable and add critical submittals not listed below that require Government approval. Confirm list with Project Manager.

\*\*\*\*\*

- [a. Section [\_\_\_\_], "[\_\_\_\_]"; Pile driving records G]
- [b. Section [\_\_\_\_], "[\_\_\_\_]"; All fire protection system submittals G]
- [c. Section [\_\_\_\_], "[\_\_\_\_]"; All fire alarm system submittals G]
- [d. Section 15901N SPACE TEMPERATURE CONTROL SYSTEMS; SD-06 field test report submittals G]
- [e. Section 15910N DIRECT DIGITAL CONTROL SYSTEMS; SD-06 field test report submittals G]
- [f. Section 15950N HVAC TESTING/ADJUSTING/BALANCING; All submittals G]
- [g. Section 15951N TESTING INDUSTRIAL VENTILATION SYSTEMS; All submittals G]
- [h. Section 16272 THREE-PHASE PAD MOUNTED TRANSFORMERS; All submittals G]
- [i. Section 16273 SINGLE-PHASE PAD MOUNTED TRANSFORMERS; All submittals G]
- [j. Section 16301N OVERHEAD TRANSMISSIONS AND DISTRIBUTION; Transformer submittals G]

[k. Section 16360 SECONDARY UNIT SUBSTATIONS; Transformer submittals G]

[l. Section 16361N PRIMARY UNIT SUBSTATIONS; Transformer submittals G]

#### 1.4.2 Alternative Construction Submittal

The Contractor may combine construction submittals with design submittals. Refer to Section 01331 DESIGN SUBMITTAL PROCEDURES for requirements.

#### 1.5 USE OF SUBMITTAL REGISTER

Maintain submittal register as the work progresses. Do not change data in columns (c), (d), (e), and (f) prepared by the Designer of Record. Retain data in columns (a), (g), (h), and (i) as accepted.

##### 1.5.1 Submittal Register

\*\*\*\*\*

**NOTE: Include the bracketed text for Section 01321N, invoking the use of the electronic database for submittals, in most projects. The alternative bracketed text for Section 01320N is a manually processed submittal register initially created from the Submittal Register Program, which may be appropriate for small projects.**

\*\*\*\*\*

Submit the completed submittal register. Submit with quality control plan and project schedule required by Section 01450N DESIGN AND CONSTRUCTION QUALITY CONTROL and [Section 01321N NETWORK ANALYSIS SCHEDULES] [Section 01320N DESIGN AND CONSTRUCTION PROGRESS DOCUMENTATION]. Do not change data in columns (c), (d), (e), and (f) as accepted 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 Use of Submittal Register

Update the following fields in the Government-accepted submittal register.

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-accepted submittal register.

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 submittal 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

The QC organization shall be responsible for reviewing and certifying that submittals are in compliance with the contract requirements. Construction submittals with a "G" designation are subdivided into two different actions; one action requiring QC certification and DOR approval, the other action requiring QC certification with DOR certification (as Submittal Reviewer) and Government approval. The Contracting Officer is the approving authority for "G" submittals listed in RFP PART 2, Division 01 specification sections and submittals reserved for Government approval in this specification section. The Contractor's DOR is the approving authority for all other "G" submittals listed in RFP. The construction submittals for DOR approval are identified in the RFP Parts 3 and 4, in the Performance Technical Specifications and in the Prescriptive Technical Specifications that are included or referenced.

#### 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.

\*\*\*\*\*

**NOTE: At bracket, use 30 working days for projects estimated to require 180 or more calendar days to construct. For projects requiring less than 180 calendar days to complete, use at least 20 working days.**

\*\*\*\*\*

- c. For submittals requiring review by Government's 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

\*\*\*\*\*

**Note: Issuance of a bilateral modification to the Contract to incorporate the accepted design into the Contract will greatly facilitate administration of Contract variations.**

\*\*\*\*\*

Variations from contract requirements require Government approval and will be considered where advantageous to the Government.

##### 1.6.4.1 Considering Variations

Variations from contract requirements require Government approval and will be considered where advantageous to the Government. Variations to the Accepted Final Design must be approved by the Designer of Record prior to submittal to the Government for approval of the Variation.

##### 1.6.4.2 Submission of Variations

Provide a 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. Provide a cost-benefit analysis and submittals required for the item. Variations from the Accepted Final Design will be reviewed by the DOR and warranted to be desirable, beneficial and compatible with the Designer's intent and operational requirements prior to forwarding to the Contracting Officer. 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

\*\*\*\*\*  
**NOTE: Allow a longer additional review period if  
the construction phase will have geographically  
scattered reviewers.**  
\*\*\*\*\*

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 or the Contractor's Designer of Record, 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 [\_\_\_\_], 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 \_\_\_\_\_  
(Submittal Reviewer Signature when applicable)

Certified 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 SD-02 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.

#### 1.7.4 Format of SD-03 Product Data and SD-08 Manufacturer's Instructions

- 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.

#### 1.7.5 Format of SD-04 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.

\*\*\*\*\*  
NOTE: To avoid unnecessary effort by the  
contractor, use the following paragraph only when  
there is no color board prepared during design.  
\*\*\*\*\*

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 SD-05 Design Data and SD-07 Certificates

a. Provide design data and certifications on 297 by 210 mm 8 1/2 by 11 in paper. Provide a bound volume for submittals containing numerous pages.

#### 1.7.7 Format of SD-06 Test Reports and SD-09 manufacturer's Field Reports

a. Provide reports on 297 by 210 mm 8 1/2 by 11 in paper in a complete bound volume.

b. Indicate by prominent notation, each report in the submittal. Indicate specification number and paragraph number to which it pertains.

#### 1.7.8 Format of SD-10 Operation and Maintenance (O&M) Data

a. O&M Data format shall comply with the requirements specified in Section 01781 OPERATION AND MAINTENANCE DATA.

1.7.9 Format of SD-01 Preconstruction Submittals and SD-11 Closeout 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 the document.
- b. Provide all dimensions in administrative submittals in metric. Where data are included in preprinted material with English units only, submit metric dimensions on separate sheet.

1.8 QUANTITY OF SUBMITTALS

\*\*\*\*\*  
**NOTE: The quantities suggested below are consistent with the quantities to be retained by the Government, in paragraphs entitled "QC Organization Responsibilities" and "Government Responsibilities;" maintain the coordination.**  
\*\*\*\*\*

1.8.1 Number of Copies of Shop Drawings

Submit [seven] [\_\_\_\_\_] copies of submittals of shop drawings requiring review and approval by Contracting Officer.

1.8.2 Number of Copies of SD-03 Product Data and SD-08 Manufacturer's Instructions

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

1.8.3 Number of SD-04 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 SD-05 Design Data and SD-07 Certificates

- a. Submit in compliance with quantity requirements specified for shop drawings.

1.8.5 Number of Copies SD-06 Test Reports and SD-09 Manufacturer's Field Reports

- a. Submit in compliance with quantity with quality requirements specified for shop drawings.

1.8.6 Number of Copies of SD-10 Operation and Maintenance Data

Submit [Five][three][\_\_\_\_\_] copies of O&M Data.

1.8.7 Number of Copies of SD-01 Preconstruction Submittals and SD-11 Closeout Submittals

Unless otherwise specified, submit administrative submittals in compliance with quantity requirements specified for shop drawings.

1.9 FORWARDING SUBMITTALS

1.9.1 Submittals Required from the Contractor

As soon as practicable after award of contract, and before procurement of fabrication, forward to the Contracting Officer submittals required in the technical sections of this specification, including shop drawings, product data and samples. One copy of all submittals shall be forwarded to the Resident Officer in Charge of Construction.

Contracting Officer will review and approve those submittals reserved for Contracting Officer approval to verify submittals comply with the contract requirements.

[1.9.1.1 Overseas Shop Drawing Submittals

\*\*\*\*\*  
**NOTE: Choose the following bracketed paragraph for  
use on overseas jobs only.**  
\*\*\*\*\*

All submittals shall be sent via overnight express mail service. All costs associated with the overnight express mail service shall be borne by the construction contractor. Costs associated with the overnight express mail of submittals related to proposed submittal variances of resubmittals necessary as a result of noncompliant or incomplete contractor submittals shall be the responsibility of the Contractor.]

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used.

-- End of Section --