

**TG 01330 v 13.04**  
**Summary of Changes**

1. Expand WebCM to all islands.

**Submittal Procedures**  
**TECHNICAL GUIDE**

**TG 01330**

**1. COORDINATION ISSUES:**

- 1.1 The information contained in and required by this section has serious contract implications. Ensure there are no errors in the final specification section.

**2. DESIGN ISSUES:** (Not Used)

**3. DRAWING NOTES:** (Not Used)

**4. STANDARD DRAWINGS:** (Not Used)

**5. SPECIFICATION NOTES:**

**6. GUIDE SPECIFICATION:**

- 6.1 SECTION 01330 - SUBMITTAL PROCEDURES is attached. Add this section for all projects.

- 6.2 For Submittal Register list Guaranty and Warranty periods of 2 years or greater.

***SPECIFIER'S NOTE: Blue colored texts are Notes to the Specifier and should be completely deleted from the final text. Where [red colored text in brackets] is shown in this specification section, insert wording, numbers, etc. as appropriate and delete brackets. Where <Red colored text in brackets> is shown, choice is indicated. Make the appropriate choice and delete the brackets. Maintain footer notation in italics with the current version used (e.g. TG 01330 v04.0813.04). Verify that section titles cross referenced in this Section correspond to this Project's specifications; Section titles may have changed.***

***Do not include the Project Name (etc.) line in the footer. Use the following format for the specification footer.***

TG 01330 v04.0813.04  
DAGS Job No. 00-00-0000

Submittal Procedures  
01330 - 1

*End Footer Sample*

## SECTION 01330 - SUBMITTAL PROCEDURES

### PART 1 - GENERAL

#### 1.01 SUMMARY

- A. Comply with the GENERAL CONDITIONS "Shop Drawings and Other Submittals" section and "Material Samples" section.
- B. This Section includes administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other miscellaneous submittals.

#### ***SPECIFIER'S NOTE: Revise for small (minor) projects.***

- C. Related Sections include the following:
  - 1. SECTION 01320 - CONSTRUCTION PROGRESS DOCUMENTATION for submitting schedules and reports, including Contractor's Construction Schedule and the Submittals Schedule.
  - 2. SECTION 1322 – WEB BASED CONSTRUCTION MANAGEMENT for use of the StateWebCM for electronic submittals.
  - 23. SECTION 01770 - CLOSEOUT PROCEDURES for submitting warranties, project record documents and operation and maintenance manuals.

#### 1.02 SUBMITTAL PROCEDURES

- A. Coordinate Work and Submittals: Contractor shall certify the submittals were reviewed and coordinated.
- B. Submittal Certification: Provide in MS Word when submitting electronically. Contracting Officer will provide an electronic copy of the Submittal Certification. Provide a reproduction (or stamp) of the "Submittal Certification" and furnish the required information with all submittals. Include the certification on:
  - 1. The title sheet of each shop drawing, or on
  - 2. The cover sheet of submittals in 8-1/2 inch x 11-inch format, or on
  - 3. One face of a cardstock tag (minimum size 3-inch x 6-inch) tied to each sample. On the sample tag, identify the sample to ensure sample can be matched to the tag if accidentally separated. The opposite face of the tag will be used by the Contracting Officer to receive, review, log stamp and include comments.
- C. Variances: The Contractor shall request approval for a variance. Clearly note any proposed deviations or variances from the Specifications, Drawings, and other Contract Documents on the submittal and also in a separately written letter accompanying the submittal.

D. Submittal Certification Form (stamp or digital)

CONTRACTOR'S NAME: \_\_\_\_\_  
PROJECT: \_\_\_\_\_  
DAGS JOB NO: \_\_\_\_\_

**As the General Contractor, we checked this submittal and we certify it is correct, complete, and in compliance with Contract Drawings and Specifications. All affected Contractors and suppliers are aware of, and will integrate this submittal into their own work.**

SUBMITTAL NUMBER \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_  
REVISION NUMBER \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_  
SPECIFICATION SECTION NUMBER /PARAGRAPH NUMBER \_\_\_\_\_  
DRAWING NUMBER \_\_\_\_\_  
SUBCONTRACTOR'S NAME \_\_\_\_\_  
SUPPLIER'S NAME \_\_\_\_\_  
MANUFACTURER'S NAME \_\_\_\_\_

**NOTE: DEVIATIONS FROM THE CONTRACT DOCUMENTS ARE PROPOSED AS FOLLOWS (Indicate "NONE" if there are no deviations)**

CERTIFIED BY	

Note: Form can be combined with Design Consultant's Review stamp. This is available from the Contracting Officer.

**PART 2 - PRODUCTS (Not Used)**

**PART 3 - EXECUTION**

***SPECIFIER'S NOTE: Expand matrix as necessary to suit project requirements. Clearly describe the required submittals under Part 1 of each specification section. List Section Number and Titles by Division Number and in numerical order. For Guaranty and Warranty information, list the required years of the guaranty or warranty in the matrix.***

**3.01 SUBMITTAL REGISTER AND TRANSMITTAL FORM**

- A. Contractor shall use submittal register and transmittal forms as directed by the Contracting Officer.
- B. The listing of required submittals within this Section is provided for the Contractor's convenience. Review the specification technical sections and prepare a comprehensive listing of required submittals. Furnish submittals to the Contracting Officer for review.
- C. Contractor shall separate each submittal item by listing all submittals in the following groups with the items in each group sequentially listed by the specification section they come from:

1. Administrative
2. Data
3. Tests
4. Closing

- D. Contractor shall separate all different types of data as separate line items all with the column requirements.
- E. Contractor shall send monthly updates and reconciled copies electronically to the Contracting Officer and the Design Consultant in MS Word or MS Excel or other format as accepted by the Contracting Officer.

**SPECIFIER'S NOTE: Division 0 and 1 items have been filled-in as samples. Edit as necessary and add all technical sections as applicable to the project to this schedule.**

Section No. – Title <i>(List in numerical order of the Specification section No.)</i>	Shop Drawings & Diagrams	Samples	Certificates (Material, Treatment, Applicator, etc.)	Product Data, Manufacturer's Technical Literature	MSDS Sheets	Calculations	Reports (Testing, Maintenance, Inspection, etc.)	Test Plan	O & M Manual	Equipment or Fixture Listing	Schedules (Project Installation)	Maintenance Service Contract	Field Posted As-Built Drawings	Others	Guaranty or Warranty	Manufacturer's Guaranty or Warranty (Greater than one year)
01210 – Allowances														■		
01310 – Project Management and Coordination											■			■		
01320 – Construction Progress Documentation											■			■		
01322 – Web Based Construction Management														■		
01330 – Submittal Procedures			■											■		

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01450 – Moisture Vapor and Alkalinity Testing							■							■		
01500 – Temporary Facilities and Controls							■							■		
01575 – Temporary Controls – Air Quality Requirements			■		■											
01700 – Execution Requirements														■		
01770 – Closeout Procedures	■								■				■	■	■	

END OF SECTION