



ACTING UNDER US DEPARTMENT OF ENERGY PRIME CONTRACT
NO. DE-ACO5-98OR22700

EXHIBIT "I"
***SUBCONTRACTOR SUBMITTAL
REQUIREMENTS SUMMARY***

EXHIBIT I
SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY

INDEX

The following Subcontractor Submittal Requirements (the full text of which is attached hereto) are made part hereof to Subcontracts entered into in the furtherance of the performance of Contract No. DE-AC05-98OR22700 between Bechtel Jacobs Company LLC and the United States Department of Energy.

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Attachment A: SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY

**EXHIBIT I
SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY**

(Full Text)

CLAUSE 1 – SUBMITTAL REQUIREMENTS

SUBCONTRACTOR shall submit submittals in accordance with the technical specifications, Subcontractor Submittal Requirements Summary Form (SSRS), and this clause.

All submittals prepared for this subcontract shall show the following information in or near the title block:

- Environmental Management - Management & Integration Contract
- Oak Ridge, Tennessee
- Bechtel Jacobs Company LLC Subcontract Number 23900-SC-LW029

WITH EACH SEPARATE SUBMITTAL, A COPY OF THE SSRS FORM SHALL BE INCLUDED AND “SUBMITTAL TITLE” OF ITEM(S) BEING SUBMITTED SHALL BE CIRCLED.

Whenever possible, related items shall be submitted together to permit simultaneous review. When such submittal is not possible, submittals shall be in an appropriate sequence to ensure that necessary information is available for reviewing such item as it is received.

CLAUSE 2 – SUBMITTAL RECIPIENTS

Submittals of all items as identified on the SSRS form shall be made directly to the individuals listed below:

A) The Subcontractor Technical Representative address is:

Mailing Address

Bechtel Jacobs Company

Highway 58 South
Post Office Box 4699
Oak Ridge, Tennessee 37831
Attention: Jerome Miller
Subcontract 23900-SC-LW029

CLAUSE 3 – TYPES OF SUBMITTALS AND REQUIREMENTS

Records Management and Document Control

Records acquired or generated by the Subcontractor in the accomplishment of this subcontract shall be the property of the Government and shall be delivered to the Contractor for disposition to Department of Energy (DOE) upon completion or termination of the contract. Records acquired or generated by the Subcontractor under this subcontract in the possession of the Subcontractor shall be subject to inspection, copying, and audit by the Contractor. Maintenance and turnover requirements shall be negotiated with the Contractor.

Subcontractor-owned records (i.e. employee related records) are considered the property of the Subcontractor and are not considered within the scope of this clause.

Documents

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Documents- Federal Facility Agreement (FFA) and Bechtel Jacobs Company level documents shall be prepared in accordance with DOE/OR/01-1077, "*Annotated Outlines for Documents Required by FFA and CERCLA for Oak Ridge Reservation Sites*" and BJC/OR-60, "*Requirements Bechtel Jacobs Company LLC Documents*".

Each submittal shall be unfolded, direct reading, first-generation copy the same size as the original. The minimum size of submittals shall be 21 cm by 28 cm (8¼ inches by 11 inches). Each submittal shall be of a sufficient quality to produce clearly legible/readable third-generation copies using either diazo or electrostatic (Xerox-type) processes and clearly legible/readable microfilm and copies from the microfilm.

Submittals 21.5 cm by 35.5 cm (8½ inches by 14 inches) or smaller shall be black-on-white copies; bond paper is acceptable.

Electronic Media (EM)

Electronic copies shall be submitted for all specified submittals. The electronic copy shall be an exact version of the document and in the following software formats:

- Microsoft Office Suite (Word, Excel, Access, PowerPoint)
 - WordPerfect 7.0 or higher
 - Other as directed by the Contractor

If software other than the specified listing is used to create the document or a portion of the document, a Portable Data Format (PDF) version of the file is required for that document or that portion of the document. The PDF shall also be a complete and exact copy of the document.

Electronic files shall be submitted via e-mail, floppy or compact disk 3-1/2" (1.44 MB).

Submit one electronic file complete, with all figures, drawings, etc. included. If drawings/figures/etc. are paste-ups in the original document, then they shall be scanned in to the electronic file. If a portion of the report or deliverable cannot be included in the electronic file, such as an E-size drawing, an insert sheet noting this omission should be included in its place.

If it is not possible to create one complete electronic file because of size issues, individual files shall be named appropriately (i.e., main text; figure 1, appendix a; etc.)

Electronic files shall be accompanied by a description, including software, version, document number and/or title and electronic file name.

CLAUSE 4 – SUBMITTAL STATUS AND RETURN BY CONTRACTOR

Documents submitted will be returned by CONTRACTOR within ten (10) working days with status (code) marked as follows:

1. Work may proceed.
2. Revise and resubmit. Work may proceed subject to resolution of indicated comments.
3. Revise and resubmit. Work may not proceed.

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4. Review not required. Work may proceed.

The return date shall be considered to be the date the evaluation is mailed and/or faxed by CONTRACTOR. If CONTRACTOR'S review time of the first submittal of a document extends beyond twenty (20) working days, the subcontract shall be extended by the same number of working days. This review time applies to all deliverables that are to be reviewed by CONTRACTOR, unless otherwise stated.

Permission to proceed does not constitute acceptance or approval of design details, calculations, analyses, test methods, or materials developed or selected by the SUBCONTRACTOR, and does not relieve SUBCONTRACTOR from full compliance with contractual obligations.

Work shall not proceed until documents requiring prior review (see SUBCONTRACTOR Submittal Requirements Summary Form) have been returned by CONTRACTOR with a Code 1, 2 or 4 notation. SUBCONTRACTOR shall incorporate changes as required by comments on documents for review. Documents that have been given a Code 1 notation by CONTRACTOR shall not be charged without notification to CONTRACTOR and resubmittal of affected documents.

**EXHIBIT I
SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY
ATTACHMENT A**

SUBMITTAL SCHEDULE		SUBMITTAL TYPE REQUIRED		DISTRIBUTION DESIGNATION		BECHTEL JACOBS CO. TRACKING CODES	
R	7 Days After Work Release	O	Original	PS	Project Superintendent	CCR	Communications Control Register
F	Prior to Fabrication	P	Prints/Photocopies	ET	Engineering & Technology	SDR	Supplier Document Register
S	Prior to Shipment	T	Transparencies	WM	Waste Management	DO/TASK####	(if applicable)
B	Prior to Balance of Payment	M	Microfilm	CO	Construction		
A	Per SC Schedule	PH	Photographs	SH	Safety & Health		
M	Prior to Mobilization	FD	Floppy Disk	PR	Procurement		
W	Prior to Commencing Work	S	Sample	EC	Environmental Compliance		
U	Prior to Use	Q	_____	DM	Data Management		
X	Prior to Purchase	(2)	Number of Copies	QA	Quality Assurance		
Y	Prior to Progress Payment for Each Specific Task			FE	Field Engineer		
Z	As Required			SA	Subcontract Administrator		
5	Calendar Days after Notice of Award			PM	Project Manager Subcontract Technical Representative		
Q	With Bid			ST			

NOTICES

1. **To each item submitted, attach a copy of this form and circle the title of the item being submitted.**
2. **Failure to submit required submittals as delineated on this form may result in withholding of payment in accordance with provisions of the subcontract.**

SUBMIT TO: BECHTEL JACOBS COMPANY LLC
OAK RIDGE, TN
PDCC

Item No./ Submittal Title	Clause, SOW or Spec Paragraph	Submit To	Submittal Codes		For Bechtel Jacobs Use Only		
			Schedule	(No.) and Type	Send to/for Review	Info	Tracking Code
1.0 CONSTRUCTION							
1.001	AUTHORIZED REPRESENTATIVE	Exhibit B, Clause SC-2	ST	30 DAYS AFTER AWARD	O(3)P		PS CCR
1.002	CERTIFICATE OF FINAL PAYMENT	EXHIBIT B, Clause SC-5	ST	B			
2.0 SAFETY AND HEALTH							
-							
2.001	SAFETY AND HEALTH PLAN	Exhibit B, Clause 17	ST	30 DAYS AFTER AWARD	(4)P	SH	SDR
2.002	LETTER CONTAINING ADOPTION AND COMMITMENT BECHTEL JACOBS COMPANY "ZERO ACCIDENT POLICY"	Exhibit B, Clause 17	ST	30 DAYS AFTER AWARD	O	SH	CCR
3.0 WASTE MANAGEMENT							
3.001	TSDR Checklist	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR CCR
3.002	Part B Permit	Exhibit B, Clause SC-22	ST	A	P(1)	WM/EC	PR CCR
3.003	NPDES Permit	Exhibit B, Clause SC-22	ST	A	P(1)	WM/EC	PR CCR
3.004	TSCA AuhORIZATION	Exhibit B, Clause SC-22	ST	A	P(1)	WM/EC	PR CCR
3.005	Radioactive Materials Handling License	Exhibit B, Clause SC-22	ST	Z	P(1)	WM/EC	PR CCR
3.006	Laboratory RAD Materials Handling License	Exhibit B, Clause SC-22	ST	A	P(1)	WM/EC	PR CCR
3.007	Sampling and Analysis Plan	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR CCR
3.008	Transportation Plan	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR CCR
3.009	Signed Shipping Form for Raw Waste	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR CCR
3.010	Signed Shipping Form for Treated Waste	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR CCR
3.011	Signed DOE/NRC Form 741	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR CCR

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OAK RIDGE, TN
PDCC

Item No./ Submittal Title	Clause, SOW or Spec Paragraph	Submit To	Submittal Codes		For Bechtel Jacobs Use Only			
			Schedule	(No.) and Type	Send to/for		Tracking Code	
					Review	Info		
3.012	Signed Waste Certification and Profile Forms	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR	CCR
3.013	Signed RAD Waste Shipment and Disposal Form	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR	CCR
3.014	Signed Disposal Facility Acceptance Letter	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR	CCR
3.015	Signed Facility Certificate of Disposal	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR	CCR
3.016	Montly Reports	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR	CCR
3.017	Final Project Report	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR	CCR
3.018	Project Records Plan	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR	CCR
3.020	Project Plan	Exhibit B, Clause SC-22	ST	A	O(1)	WM/EC	PR	CCR
4.0 PROCUREMENT								
4.001	INSURANCE CERTIFICATE	Exhibit B, Clause SC-6	ST	30 DAYS AFTER AWARD	O(3)P	PR		CCR
4.002	POLLUTION LIABILITY INSURANCE	Exhibit B, Clause SC-6	ST	30 DAYS AFTER AWARD	O(3)P	PR		CCR
4.003	MCS-90	Exhibit B, Clause SC-6	ST	30 DAYS AFTER AWARD	O(3)P	PR		CCR
4.004	ENVIRONMENTAL LIABILITY	Exhibit B, Clause SC-6	ST	30 DAYS AFTER AWARD	O(3)P	PR		CCR
5.0 ENGINEERING AND TECHNOLOGY								