This master should be used by designers working on Port of Portland construction projects and by designers working for PDX tenants (“Tenants”). Usage notes highlight a few specific editing choices, however the entire section should be evaluated and edited to fit specific project needs.

Tenants: Throughout this section, delete all instances of “Port” and replace with name of tenant unless otherwise noted.

SECTION 013300 – SUBMITTAL PROCEDURES

1. GENERAL
	* + 1. DESCRIPTION
				1. This section describes administrative and procedural requirements for all types of submittals.
			2. ABBREVIATIONS
				1. DOC/DOCX – Microsoft Word file type extension
				2. GST – General Submittal Transmittal form.
				3. PDF – Portable Document Format
				4. SFT – Secure File Transfer
				5. XLS/XLSX – Microsoft Excel file type extension
			3. PROCESS, CONTENT, AND FORMAT – ALL SUBMITTALS
				1. Unless specified otherwise in the applicable technical sections, transmit submittals electronically to the Port as described in this section. The Contractor shall use Adobe Acrobat X Professional software, Bluebeam, or pre-bid approved equal, as part of this process.
				2. Accompany all submittals with the Port General Submittal Transmittal (GST) form. A copy of the form is attached to this section as a sample. An electronic PDF version of the GST form will be forwarded to the Contractor after contract execution.

The GST form shall be filled out electronically and inserted as the first page of each electronic submittal package. The GST form shall not be printed or scanned, nor shall it be flattened, locked, or protected with security passwords or protections without prior approval.

* + - * 1. The electronic submittal process utilizes a secure file transfer (SFT) site that allows users to transmit large electronic files that may exceed the limits of some e-mail systems. The Contractor shall use this system to send electronic submittals to the Port. The Contractor will receive an invitation to the Port SFT site (https://fta.portofportland.com) to set up an account with a user name (e-mail address) and password. All electronic submittals shall be transmitted to the following Port email account: popcs@portofportland.com.
				2. Accepted File Types:

PDF: Each submittal in PDF format shall consist of one multipage file. The first page shall always be the Port GST form. Each file shall be a resolution of 300 dpi or greater.

DOC, DOCX, XLS, XLSX: Convert these file types to PDF format prior to submission. If this is not possible, only one Microsoft Word document and/or one Excel document is allowed for each submittal. The Port GST form in PDF format shall also be included.

The use of any other file types requires the Port’s approval prior to submission.

* + - * 1. File Naming Conventions:

Transmit one submittal to the Port at a time.

Name the electronic submittal files in the following format, where “XX.XX” is the submittal number and “ext” is the file extension: Submittal XX.XX.ext. If the submittal consists of multiple files, add “Part X of X” to the end of the file name.

Single File Example: Submittal number 8.1 consists of one file. It is a multipage PDF file consisting of the completed Port GST form and subsequent PDF cut sheets that describe the product characteristics. The electronic file shall be named as follows:

Submittal 08.01.pdf

Multiple File Example: Submittal number 2.3 consists of two files: The Port GST form in PDF format and a Microsoft Word document. The files shall be named as follows:

Submittal 02.03 Part 1 of 2.pdf

Submittal 02.03 Part 2 of 2.doc

* + - * 1. Organize each submittal by specification section and paragraph number. Do not indicate more than one specification section per submittal.
				2. Include the following information with each submittal:

The Contractor’s submittal identification number marked on each item.

Date and revision dates.

Port project title and number.

The names of: The Contractor, subcontractor, supplier, and manufacturer.

Identification of product or material, with the appropriate specification section and paragraph number marked on each item.

Relation to adjacent critical features of work or materials. A clearly detailed sectional drawing of each system, identifying all components and their method of attachment to supporting structure, adjacent Contractor-designed work, or both.

Field dimensions, clearly identified as such.

Applicable standards.

Identification of deviations from contract documents. Products shall be accompanied by a substitution request form.

The Contractor’s stamp.

* + - * 1. Resubmission Requirements:

Revise initial submittals as directed by the Port and resubmit as specified for the initial submittal. Use the same submittal identification number, except add “.01” to each successive resubmittal (14.00, 14.01, 14.02, etc.). Mark each item with the Contractor’s submittal identification number and the appropriate Port specification section and paragraph number.

Indicate on the submittals any changes which have been made to the initial submittal.

* + - * 1. If the submittal content includes material samples, systems manuals, or operation and maintenance manuals, or if requested by the Port, the following revisions to this article shall apply:

Submit a completed electronic Port GST form, noting in the “CONTRACTOR/CONSULTANT/PORT NOTES” section that hard copies are being forwarded under separate cover.

Submit one hard copy of the GST form and three packages of sorted and collated documentation and samples.

* + - 1. MATERIAL SUPPLIERS/SUBCONTRACTORS LIST
				1. Provide a complete list of material suppliers and subcontractors to the Port at the preconstruction conference.
			2. SHOP DRAWINGS
				1. Submit complete shop drawings as required by the applicable technical sections.
				2. Present data in a clear and thorough manner.

Drawings shall be identified by reference to the specification section and paragraph number when the item is called out in the specifications and by the original sheet and detail number, schedule, or room numbers when the item is shown on the drawings.

Structural items shall be identified by location in the completed structure.

* + - * 1. Shop drawing quality:

All line work shall be clean and crisp with no feathering or fading.

Line work important to the drawing shall be emphasized by increasing the line weight and density.

Text size shall be a minimum of 1/8 inch in height and shall be Helvetica style font.

Notes shall be clear and concise.

CAD-generated drawings are preferred.

* + - 1. PRODUCT/MATERIAL DATA AND OTHER INFORMATION
				1. Submit for Port review prior to commencement of related on‑site work all product/material data and other information required by the applicable technical sections.
				2. Product/material data consists of manufacturer’s catalog sheets, brochures, diagrams, schedules, performance charts, illustrations, and other standard descriptive data. Catalog cuts or brochures for items which are standard products shall show the type, size ratings, style, color, manufacturer, and catalog number of each item and be complete enough to provide for positive and rapid identification in the field. Catalog data shall be organized by specification section and paragraph number. Each product/material data item shall be clearly marked and annotated with the appropriate specification section and paragraph number. General catalogs or partial lists will not be accepted.

Clearly mark each copy to identify pertinent product, or models.

Show dimensions, weights, and clearances required.

Show performance data consisting of capabilities, RPM, KW, pressure drops, design and operating pressures, temperatures, performance curves, noise level curves, power characteristics and consumption; conforming as closely as possible to the test methods referenced in the drawings and specifications.

Show wiring or piping diagrams and controls.

Modify manufacturer’s standard schematic drawings and diagrams to indicate which information is not applicable.

Supplement standard information to provide information specifically applicable to the work.

* + - 1. WARRANTY OUTLINE
				1. Within 30 days of Notice to Proceed, submit an outline of warranties required in the contract documents. Include a list of associated products and services, and available warranty requirements such as for registration, inspection, installation, etc.
				2. See the technical specification sections for specific warranty requirements.
			2. SAMPLES
				1. Office Samples:

Provide samples of sufficient size and quantity to clearly illustrate the item.

Show functional characteristics of product or material, with integrally related parts and attachment devices.

Provide full range of color samples.

After review, samples may be used in the work, if approved by the Port.

* + - * 1. Where “match sample” is specified, the Contractor’s samples shall match the Port’s existing sample.
				2. Field Samples and Mock-Ups:

Construct, at the work area, at a location acceptable to the Port.

Size or Area: As specified in the respective specification section.

* + - * 1. Submit the number and type stated in each specification section, or seven copies, whichever is greater.

Use for water line and sewer line work on City right-of-way only.

* + - 1. SURVEY NOTES

Tenants: Delete second sentence of paragraph A, in addition to replacing “Port” with name of tenant, add “and the Port” after “to the City.” In third sentence, retain “Port.”

* + - * 1. Submit to the Port two copies of the original construction survey notes and one copy of the plotting. Both shall also be submitted electronically in the manner described in this section. The Port will submit the survey notes and plottings to the City for review. No construction shall begin until the survey notes have been reviewed and accepted by the Port and the City.
				2. The construction survey notes and plotting shall consist of:

Profile of original ground on the centerline of the proposed improvements at 25‑foot intervals and at grade breaks.

Location and station of manholes, valves, aboveground appurtenances, and ends of pipes.

Cut notes for offset stakes at 25‑foot intervals.

Elevation and cut notes for offset stakes for the top of the exposed appurtenances.

A print of the City-approved construction drawings with a plotting in red of the ground line profile as it exists at the time of construction staking and the manhole rim, valves, and elevations; and revised sewer line and water line profiles if they differ from the designs.

Use for appropriate PDX projects, typically those which include a commissioning section.

* + - 1. AS-CONSTRUCTED DATA FILE
				1. Collect, file, and maintain at the work site, in an orderly form organized by specification section and number, a reproducible copy of the following submittal data:

Approved shop drawings.

Approved product data.

Approved operation and maintenance data, including, but not limited to:

Manufacturers’ catalog information.

Manufacturers’ shop drawings and operation and maintenance manuals.

Manufacturers’ installation manuals.

Manufacturer’s equipment and systems pre-operational check, startup and operational and functional test plans, procedures and checklists.

Manufacturer’s recommended spare parts list.

Wiring and termination diagrams.

Control system schematic diagrams.

Operator’s and programmer’s manuals.

List of approved architectural finishes, including names and product numbers of paint colors, wall covering, and plastic laminate.

Certificate of structural compliance.

Welder certifications.

Commissioning checklists, startup and operational, functional, and final acceptance test plans, procedures and checklists.

Completed checklists and commissioning test reports.

Installation, operation, and manufacturer’s factory and field test reports.

Equipment performance certifications.

Fire sprinkler system pipe sizing criteria and hydraulic calculations.

Inspection and test certificates.

Manufacturer’s warranties, terms, and conditions.

Electrical system fault current and fuse/circuit breaker/relay coordination study reports.

Adjustment and balancing logs and reports.

Operational and maintenance training plans.

Valve tag and equipment nameplate directories.

Delete if Section 347716 is not used.

Baggage handling system information and data in separate manual sets as specified in Section 347716, Baggage Conveyors.

* + - * 1. Clearly mark items with the appropriate specification section and paragraph number for cross-reference to specification requirements.
				2. Include in the file detailed tables of contents for all items in each division and section.
				3. Turn over as-constructed data files to the Port upon completion of the work.

For projects of short duration, revise “10 weeks,” “45 days,” and “30 days” in Paragraphs A, B, and C below. Delete Paragraph A if an early O&M submittal is not needed.

* + - 1. OPERATION AND MAINTENANCE MANUALS
				1. Prior to preparation and 10 weeks prior to the anticipated date of substantial completion, submit to the Port proposed outlines of operation and maintenance manuals. In an effort to produce comprehensive, high quality, useable manuals, provide examples and preliminary information when available. Within specified submittal review period, the Port will review and return comments.
				2. At least 45 days prior to anticipated date of substantial completion submit an electronic copy of draft operation and maintenance manuals. Within specified submittal review period, the Port will review and return with comments.

The draft manuals shall be indexed and organized by specification section and paragraph number. Clearly mark each item with the appropriate specification section and paragraph number.

Data shall include, but not be limited to, manufacturer’s catalog information, shop drawings, installation, startup, and operation and maintenance guides, warranty requirements and forms, recommended spare parts list, wiring and termination diagrams, control system schematic diagrams, operators’ and programmer’s manuals, field and factory test reports, equipment performance curves, calculations and certifications, and other information needed for startup, operation, troubleshooting, preventative maintenance, repair, restoration, and overhaul of systems and equipment.

Use the following paragraph when the project has a portion of the work opening for use prior to substantial completion of the entire project, thus requiring items of work to be operated and maintained prior to submission of final O&M manuals.

* + - * 1. Submit two sets and an electronic copy of interim operation and maintenance manuals for work areas, systems, or equipment that will be complete and available for beneficial use prior to substantial completion of the entire project.

Submit interim operation and maintenance manuals with similar information and format to the final operation and maintenance manuals.

Prior to beneficial use of system and maintenance instruction, each interim operation and maintenance manual shall have successfully completed the review process.

Interim operation and maintenance manuals shall be comprehensive to ensure safe and orderly operation and maintenance of equipment and system.

Information provided in interim operation and maintenance manuals shall be included in the final operation and maintenance manual. The interim operation and maintenance manuals will be discarded after the final operation and maintenance manuals have successfully completed the review process.

* + - * 1. At substantial completion, submit an electronic copy of final operation and maintenance manuals. Allow 15 days for the Port to review and return with comments. Within 30 days following substantial completion, revise and resubmit those items noted as deficient.

For the following two paragraphs, the quantity of “two” is for Port maintenance. In some cases, one or more sets are required for the facility engineers. Verify and adjust the quantity accordingly.

* + - * 1. As a condition of final acceptance, submit two complete sets and an electronic copy of final operation and maintenance manuals.
				2. Hard copy manuals shall be clearly organized and loose‑leaf bound, complete with information needed or useful for the continued operation, maintenance, and repair of the system. If the Contractor’s standard maintenance manuals and parts catalogs apply to more than one model or size of unit, cross out nonapplicable data.

The binders shall be D-ring and maximum 3-inch.

Do not overfill the binders.

Organize with tabs to match specification section and section title. Organize in order of specification section number and paragraph number.

Include an index at the beginning of each new section listing all the items included in that section.

Warranty documentation shall be submitted in a separate binder and not combined with material from other divisions.

Retain for large projects and edit if applicable.

Mechanical, electrical, and baggage conveyor divisions shall be in separate binders and not combined with material from other divisions.

* + - * 1. The electronic copy of the manual shall have specifications bookmarked in accordance with the manual’s index.
				2. Manuals shall include:

A cover page containing the name and date of the project, the Contractor’s company name, address, and telephone number, the names of the Contractor’s project managers and foremen. Additionally, if applicable, list the company names, addresses, telephone numbers, and staff personnel of subcontractors utilized on the project.

A detailed table of contents for all items included in each division and section.

For each section include a separate tab with all applicable information in that section. Include for each of these items:

The supplier’s company name;

The local representative’s name and telephone number;

A complete copy of as-constructed data, including the following:

Copy of approved product and material data, including description of the equipment, products, quantities supplied, and physical locations;

Operating data, operating instructions including sequence of operation and response to the total system;

Maintenance data, installation, repair, overhaul, and maintenance instructions, including adjustments, tolerances, and replacement and repair procedures; recommended practices, logic diagrams, and diagnostic and troubleshooting procedures; and preventative maintenance procedures and schedules.

Updated shop drawings, including illustrations and/or exploded views identifying each part and subassembly by name, applicable catalog or part number; schematics of electrical, electronic, and any other type of control equipment, and electronic circuit board diagrams, in a separate manual, for all printed circuit diagrams, including parts lists with commercial part numbers. Manufacturers’ part numbers will not be acceptable. The Port acknowledges the proprietary nature of circuit diagrams. Subject to the requirements of evaluation of the manufacturer and public disclosure laws, the Port will endeavor to protect against unnecessary disclosure of information, drawings, or design details so designated. Shop drawings shall be updated to accurately show changes made during fabrication, installation, or final adjustment. Include electronic files of the native CAD-generated format.

Manufacturer and service provider warranty procedures, receipts, completed reports, registrations and questionnaires, purchaser responsibilities, certification requirements, and any other documentation necessary for the Port to avail itself of the full benefit of all warranties required in the contract documents.

Test reports, certificates, calculations, valve tag directory, equipment nameplate directory, and other information which would be required by an owner to be able to operate and maintain that equipment.

Recommended spare parts list noting the location of each item, and a cross‑reference to local available sources.

Software documentation, in a separate user’s manual, with complete description of all functions, including sample written programs and reports.

Include in applicable PDX projects.

Johnson Controls data in a separate manual, which shall include: system drawings, equipment data, software data, testing submittals, and operating and maintenance data (hardware manual, software manual, operator’s manual, and maintenance manual).

Balancing report in a separate manual, including logs, equipment data sheets, and instrument certification.

Fire protection data in a separate manual, including certified shop drawings, product data, test reports, operating and maintenance data, and as-built drawings.

* + - * 1. Cross out non-applicable data from the Contractor’s standard maintenance, operation, or software manuals or parts catalogs which include data for other models.
				2. See technical specification sections for additional operation and maintenance manual requirements.

Amplifies requirements of Section 019100, General Commissioning Requirements. Retain this article only if Section 019100 is included in the project manual.

* + - 1. SYSTEMS MANUALS
				1. Submit systems manuals with the following information for each system specified to be commissioned. Systems manuals shall focus on operating, rather than maintaining the equipment, particularly interactions between equipment. Some components of system manuals may reside in the operation and maintenance manuals.

Fire and life safety and emergency power criteria including a general strategy narrative, detailed sequences, and an HVAC fire and emergency power response matrix.

Seasonal start-up and shutdown, manual and restart operation procedures.

Complete as-built control drawings with points list, valve schedules, schematics, control system architecture and full sequences of operation.

A description of and rationale for all control features and strategies with operating instructions and caveats about their function and maintenance relative to energy use.

Recommendations for recalibration frequency of sensors and actuators by type and use.

Specific recommendations regarding seasonal operational issues that affect energy use.

A list of user adjustable setpoints and reset schedules with a discussion of the purpose of each and the range of reasonable adjustments with energy implications. Include a schedule frequency to review the various setpoints and reset schedules to ensure they are at current relevant and efficient values.

A list of time of day schedules and a schedule frequency to review them for relevance and efficiency.

Guidelines for establishing and tracking benchmarks for whole building energy use and primary plant equipment efficiencies.

Guidelines for ensuring that future renovations and equipment upgrades won’t result in decreased energy efficiency and maintaining the final design intent.

A list of diagnostic tools, with a description of their use, that will assist facility staff in operating equipment more efficiently.

Single-Line Drawings. Include professionally drawn single-line ladder type system flow diagrams.

Ideally, these drawings should be in an 11 inch by 17-inch format. They may be reduced from larger formats if font and figures are still clearly legible. The drawing shall show all pieces of equipment associated with the system arranged in such a manner as to minimize offsets, turns, bends, and crossing of the lines representing the piping or duct circuit.

Diagrams shall be included for the following systems: chilled water distribution, air handling, including exhaust, heating water distribution, lighting control, building automation system network and architecture (control drawings may suffice), fire protection, grease waste system, plumbing domestic cold and hot water, paging and address systems and security systems.

Other information immediate and future operation staff would need to understand and optimally operate each system.

* + - 1. OPERATIONAL AND FUNCTIONAL TESTING PLANS, PROCEDURES, AND REPORTS
				1. For each new system tested by the Contractor, submit copies of the test plan for each testing phase for review by the Port. Detail the objectives of all tests. The tests shall clearly demonstrate that the system and its components fully comply with the requirements specified in the contract documents. At a minimum, define participant responsibilities, documentation for tests, duration and schedule of tests, explicit requirements to demonstrate contractual compliance, and procedures for dealing with discrepancies and failures during the test. Unless specified otherwise, submit test plan no less than 30 days prior to the scheduled start of the first test.
				2. Test Procedures: Submit copies of the test procedures document which shall be the means by which all tests specified in the test plan are executed. Unless specified otherwise, submit test procedures for each test to the Port for review 60 days prior to the start of each test. Describe each step-in detail such that an operator would need no other document or prior knowledge of the system to execute the test. Divide test procedures into logical sections and as a minimum include in each section:

A statement of purpose so that the goals and methods of testing can be understood.

An outline of the section, if further subdivision is required.

A specification of the equipment, component, hardware, and/or software to be tested in that section.

A specification of the software, equipment, hardware and/or data communications, required to execute that section.

Installation Test Procedure form, to be used during testing for initialing by the Port and the Contractor. Include in the form:

Test number, name and description for each test.

Step-by-step procedures, providing the expected response for each step and providing space for the actual response.

Space for approval by both the Port and the Contractor at each test.

An overall test schedule that includes time for unstructured testing.

* + - * 1. Test Report: Prepare, for each test, a test report document which shall certify successful completion of that test. Submit copies of the test report to the Port for review and acceptance within seven days following each test. The test report shall contain, at a minimum:

Commentary on test results.

A listing and discussion of all discrepancies between expected and actual results and of all failures encountered during the test and their resolution.

Complete copy of test procedures and test data sheets with annotations showing dates, times, initials, and any other comments entered during execution of the test.

Signatures of persons who performed and witnessed the test.

Graphs, tables, and charts necessary for the execution of the test.

Use the following for projects with a BIM component requiring Contractor participation (usually only applies to CM/GC projects).

* + - 1. CLASH REPORTS AND OTHER BIM DELIVERABLES
				1. Submit clash reports and other BIM deliverables as described in the project-specific BIM Implementation Plan and in accordance with requirements of the most current version of the Port’s CAD & BIM Standards. The frequency of these submittals shall be as described in the BIM Implementation Plan.

If the project has a BIM component requiring Contractor participation, add “In addition, when the work has been designed using BIM, the Contractor will be given responsibility for the model and shall continuously update it” to the end of Paragraph A. Also add, “AND OTHER AS-CONSTRUCTED INFORMATION” to the article title.

Delete if no drawings.

* + - 1. REDLINE (AS‑CONSTRUCTED) DRAWINGS
				1. At the start of construction, the Port will provide the Contractor with a full-sized set of drawings for use in recording changes that develop during construction. These changes shall be shown on the drawings as “redlines” using red pencil or pen to indicate the actual installation where it varies appreciably from the installation shown originally.

Special attention shall be paid to legibility and reproducibility of redline drawings. Give particular attention to information on concealed elements which would be difficult to identify or measure and record later. Items required to be marked include but are not limited to:

Dimensional changes to the original drawings.

Changes to details shown on the original drawings.

Depths of foundations below the first floor.

Locations and depths of underground utilities (if different by more than 1 inch in depth or more than 1 foot in location).

Changes to routing of piping and conduits (if different by more than 1 foot from where shown).

Changes to electrical circuitry.

Actual equipment locations, including baggage conveyor, if applicable (located to within 1 inch).

Routing and size of ductwork, piping, and conduit (located to within 1 inch).

Locations of concealed internal utilities (located to within 1 inch).

Details not on original drawings.

Completely and accurately redline contract drawings.

All attached documents to the redline drawings shall reference original drawings and sheet numbers.

Redline important additional information which was either shown schematically or omitted from original drawings.

Note construction contract change numbers, alternate numbers, change order numbers, RFI numbers, and similar identification.

Accurately record information in an understandable drawing technique.

Record data as soon as possible after it has been obtained. In the case of concealed installations, record and check the redline prior to concealment.

* + - * 1. Store the Contractor’s redline drawings in the field office, apart from contract documents used for construction. Do not permit redline drawings to be used for construction purposes. Maintain redline drawings in good order, and in a clean, dry, legible condition.
				2. The Contractor’s redline drawings shall be available at all times for inspection by the Port.
				3. As a condition of final acceptance:

Submit the final redline drawings in both electronic and hardcopy format for Port review and approval. Revise and resubmit any items noted as deficient.

Submit final updated shop drawings.

Delete if no BIM component requiring Contractor participation.

Submit final updated BIM models in native Revit and CAD formats. Submit copies of all clash reports not previously submitted and a full-building clash model showing all clashes resolved. If any were left unresolved, show why the clash was not resolved.

* + - 1. TRAINING PLANS
				1. Thirty days prior to scheduled commencement date of training sessions, submit a final course schedule and outline for each training course to be conducted for Port personnel.
				2. In addition to the subject matter, include in each course outline a short review of the prerequisite subjects (where appropriate); how this course fits into the overall training program; the objective; the standards of evaluation; and any other topics which will enhance the training environment.

Delete if Section 019100 is not used.

* + - * 1. Submit training plans for commissioned equipment as described in Section 019100, General Commissioning Requirements.

Include for all PDX projects as applicable.

* + - 1. TRAINING VIDEOS
				1. Provide a video of each operation and maintenance training session. Where multiple sessions are held for different worker shifts, only one session needs to be videoed.
				2. Use professional equipment in good working condition operated by skilled technicians. In the case of a Microsoft Teams meeting training, provide a recording of the meeting.
				3. Obtain releases or permission from the presenter(s).
				4. Use microphones and recording devices of such quality and placed in locations that the final audio can be clearly heard above ambient background noise and with minimal sibilance. Shield from airfield, equipment, construction, and other noises or relocate the training location as necessary to provide a clearly understandable audio recording.
				5. Final product shall be 1080p resolution.
				6. The file name shall include the project title, specific item or system the training was for, and the training date.
				7. Provide the video(s) on thumb drives or solid-state drive(s). Multiple videos may be stored on the same storage device.

Applies to construction contracts over $500,000. Delete if not applicable.

* + - 1. APPRENTICE UTILIZATION PROGRAM
				1. See the Supplementary Conditions for submittals required under the Port’s apprentice utilization program.

END OF SECTION 013300

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| --- |
| **GENERAL SUBMITTAL TRANSMITTAL FORM** |
| **Please fill in all information as completely as possible. One "submittal type" per form. Highlighted areas are information necessary for documents sent to the Technical Reference Center.** |
| **Submittal Type:** 🗹 **All that apply** | **Submittal No.** | **Port Project Name** |  | **Port Business Unit:** | **Port EAN** |  |
| 🞎 **Material Description**🞎 **Shop Drawing**🞎 **O&M Manual**🞎 **Specification**🞎 **Calculations**🞎 **Warranty**🞎 **Other:** |  |  |  |  |
| **Submitted By (name of person)** |  | **General Contractor** |  | Contractor Job No. |
|  |  |
| Subcontractor |
| **Port Drawing Reference** | Router |
| **Drawing No.** | **Sht. No.** | **Primary Consultant** |  |
|  |  |  |
| Transmittal Routing ("From" > "To") | Copies | Attention (destination name) | Date Sent | Date Rec'd | Date Due |
| Contractor > Port Const. |  |  |  |  |  |
| Port Const. > Consultant |  |  |  |  |  |
| Consultant > Sub-Consultant |  |  |  |  |  |
| Sub-Consultant > Consultant |  |  |  |  |  |
| Consultant > Port Engineering |  |  |  |  |  |
| Port Const. > Port Engineering |  |  |  |  |  |
| Port Const. > |  |  |  |  |  |
| Port Engineering > Port Const. |  |  |  |  |  |
| Port Const. > Contractor |  |  |  |  |  |
| **Port Const. > TRC** |  |  | **TRC Specialist** |  |  |  |  |
| **Specification Reference** |  | **Action** |
| **Section No.** | **Paragraph No.** | **Submittal Title or Description** | **A** | **B** | **C** | **D** |
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| CONTRACTOR/CONSULTANT/PORT NOTES: | **TRC USE ONLY** | For Port Use🞎 | PORT OF PORTLAND SUBMITTAL REVIEWSUBJECT TO ALL CONTRACT REQUIREMENTS |
| 🞎 | A | NO EXCEPTIONS TAKEN |
| Date Rec'd At TRC: | 🞎 | B | CORRECT AS NOTED |
| Index No: | 🞎 | C | REVISE AND RESUBMIT |
| Document Quality | 🞎 | D | FOR INFORMATION ONLYNO PORT REVIEW REQUIRED |
| 🞎 |  |  |  |
| OK | Resubmit |
| 🞎 | REVIEWED BY | DATE |