

Date Received for Clearance Process (MM/DD/YYYY) <b>04/07/2026</b>	<b>INFORMATION CLEARANCE FORM</b>
<b>A. Information Category</b> <input type="checkbox"/> Abstract <input type="checkbox"/> Journal Article <input type="checkbox"/> Summary <input type="checkbox"/> Internet <input type="checkbox"/> Visual Aid <input type="checkbox"/> Software <input type="checkbox"/> Full Paper <input type="checkbox"/> Report <input checked="" type="checkbox"/> Other <b>Presentation</b>	<b>B. Document Number</b> <b>HNF-73312 Revision 0</b> <b>C. Title</b> <b>Procurement - Document Submittal Process</b>
<b>E. Required Information (MANDATORY)</b> 1. Is document potentially Classified? <input checked="" type="radio"/> No <input type="radio"/> Yes <b>Bennett, Max T</b> <u>Approved. IDMS data file att.</u> Manager Required (Print and Sign) If Yes _____ ADC Required (Print and Sign) <input type="radio"/> No <input type="radio"/> Yes Classified 2. Official Use Only <input checked="" type="radio"/> No <input type="radio"/> Yes Exemption No. _____ 3. Export Controlled Information <input checked="" type="radio"/> No <input type="radio"/> Yes OOU Exemption No. 3 4. UCNi <input checked="" type="radio"/> No <input type="radio"/> Yes 5. Applied Technology <input checked="" type="radio"/> No <input type="radio"/> Yes OOU Exemption No. 5 6. Other (Specify) _____	<b>7. Does Information Contain the Following:</b> a. New or Novel (Patentable) Subject Matter? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", OOU Exemption No. 3 If "Yes", Disclosure No.: _____ b. Commercial Proprietary Information Received in Confidence, Such as Proprietary and/or Inventions? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", OOU Exemption No. 4 c. Corporate Privileged Information? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", OOU Exemption No. 4 d. Government Privileged Information? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", Exemption No. 5 e. Copyrights? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", Attach Permission. f. Trademarks? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", Identify in Document. 8. Is Information requiring submission to OSTI? <input checked="" type="radio"/> No <input type="radio"/> Yes 9. Release Level? <input checked="" type="radio"/> Public <input type="radio"/> Limited
<b>F. Complete for a Journal Article</b>	
1. Title of Journal _____	
<b>G. Complete for a Presentation</b>	
1. Title for Conference or Meeting _____ 2. Group Sponsoring <b>Procurement</b> 3. Date of Conference _____ 4. City/State _____ 5. Will Information be Published in Proceedings? <input checked="" type="radio"/> No <input type="radio"/> Yes 6. Will Material be Handed Out? <input checked="" type="radio"/> No <input type="radio"/> Yes	
<b>H. Information Owner/Author/Requestor</b> <b>Ridge, Tina M</b> <u>Approved. IDMS data file att.</u> (Print and Sign)	<b>Responsible Manager</b> <b>Bennett, Max T</b> <u>Approved. IDMS data file att.</u> (Print and Sign)
Approval by Direct Report to President (Speech/Articles Only) _____ (Print and Sign)	
<b>I. Reviewers</b>	<b>Signature</b>
Yes    Print General Counsel <input checked="" type="checkbox"/> <b>Conlon, Ben A</b> Office of External Affairs <input type="checkbox"/> DOE <input type="checkbox"/> Other <input checked="" type="checkbox"/> <b>Bohrmann, Dieter G</b> Other <input type="checkbox"/> Other <input type="checkbox"/>	Signature <u>Approved. IDMS data file att.</u> _____ <u>Approved. IDMS data file att.</u> _____ _____ _____
Public Y/N (If N, complete J) <input checked="" type="radio"/> Y / N Y / N Y / N <input checked="" type="radio"/> Y / N Y / N Y / N	
<b>J. Comments</b> <b>Presentation will be posted to the external website.</b>	<b>Information Clearance Approval</b>  <div style="border: 1px solid green; padding: 2px; text-align: center; color: green; font-weight: bold;">       APPROVED  <small>By Dorcas Kosgei at 2:46 pm, Apr 15, 2026</small> </div> <div style="border: 1px solid blue; padding: 2px; text-align: center; color: blue; font-weight: bold;">       Approved for Public Release;        Further Dissemination Unlimited     </div>

This XML file does not appear to have any style information associated with it. The document tree is shown below.

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    Information Clearance</comments>
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# Document Submittal Process





The Document Submittal's purpose is to manage and ensure the proper transmission, identification, review, approval, and recordkeeping of the submittals under a CPCCo contract with a subcontractor when submittals are contractually required by the Statement of Work (SOW) Submittal Register.



Submittals can serve as deliverables in some subcontracts, meaning that specific documents, samples, or information required by the subcontract may be submitted as fulfillment of a deliverable. However, the submittal process should not be confused with project deliverables which are the overall products or results needed to achieve the projects objectives.

# Submittal Preparation

Submittal preparation involves the systematic development and organization of documents required by contract or procurement specifications. The process ensures that all necessary information, drawings, reports, and other materials are accurately prepared, formatted, and compiled according to CPCCo and project requirements.

## Example of submittals may include:

Contractor training records	Hoisting and rigging
Calculations and load test information	Chemical management work sheets and Safety Data Sheets (SDS)
Architecture/engineering (A/E) drawings	Quality assurance program plan
Contract-specific job safety analysis	Safety procedures
Welding manuals	Fabrication drawings
Weld maps	Inspection reports
Final data packages	Test reports
Equipment manuals or cut-sheets	Equipment inspection
Maintenance documentation	Vendor Information (VI)

# Example of Submittal Register from SOW

Contract Number and Name:				Revision:		
1. No.	2. Type and Format	3. Description / Document Title	4. Submittal Date (Work Days)	5. Approver Organizations	6. CPCCo Review Time (Work Days)	7. Paragraph or Requirement Reference
1	APW / E	Employee Job Task Analyses (EJTAs)	A + 6	CM/IS&H	4	5.1
2	APW / E	Hanford Safety Record/Training Verification Matrix	A + 8	CM/IS&H	4	5.1
3	APW/ E	Chemical Inventory	SC - 4	CM/IS&H/FPE	4	6.2
4	APW/ E	Safety Data Sheets (SDS)	SC - 4	CM/IS&H/FPE	4	6.2
5	AP / E	Daily Field Reports	Weekly	CPM/CM	4	7.6
6	APW/ E	Product Data Sheets (for Materials	A + 8	CM/ENG/QA	4	4.3.9
7	AP	Weekly Safety Inspection	Weekly	CM/IS&H	4	6.2
8	AP	Manufacturer Warranty	EC	ENG/BTR	4	3.1.4
9	AP	Certificate of Conformance	EC	ENG/QA/BTR	4	4.1

Submittals may be required at various stages throughout the procurement process, including:

- Proposal
- Before starting work
- Before arriving on site
- Prior to completion
- With the final invoice



The Subcontractor submittals identified on the Submittal Register shall be submitted by the Contractor using the Contractor Document Submittal Form (CDSF) A-6004-757 (available at [Submittals, Forms & Docs - Central Plateau Cleanup Company](#)).



Instructions for completing the CDSF are provided with the form. In general, documents must be submitted as electronic files that meet current site standards. Clean originals of any figures, tables, or graphics not included in the main text should be provided separately as individual files. Submittals should be in electronic format unless only hard copy is available.

# Contractor Document Submittal



CPCCo's Document Management and Control System (DMCS) is primarily the method used to electronically manage document submittals for construction, fabrication and design subcontracts. All other submittals can be submitted to the Buyer Technical Representative of the subcontract.

Submittals are transmitted using the following email address:

- [PDCDC@rl.gov](mailto:PDCDC@rl.gov)

*NOTE: If submitting through DMCS please copy the subcontract associated Buyer Technical Representative (BTR) and Contract Specialist (CS) on your email.*

# Contractor Document Submittal Form Example 1



Central Plateau Cleanup Company  
**CONTRACTOR DOCUMENT SUBMITTAL FORM**

Submittal number as identified on register: 93889-000-0-1-001  
Original (first time) version starts with 1: 001

(1) Project No.: (2) Contract No./Release No.: 93889-000 (3) Submittal Register No.: 0-1 (4) Version: 001 (5) Date Prepared:

(6) Contractor: (7) To: Project Records Specialist MSIN: CPCCO USE ONLY  
Received By E-mail: CPCCO USE ONLY  
Project Records Specialist: CPCCO USE ONLY Date:

(8) Qty/E	(9) Document Number	(10) Rev	(11) No. of Pgs.	(12) Format (DWG, MFC, P3, GEN, PDF)	(13) Title / Description	(14) Approval Type (AP, APW)	(15) Associated SPEC OR SOW Ref. No.	(16) CPCCo Review Status			
								A	B - NO	B - YES	C
E	93889-000-SUB-0-1-001	0			Quality Assurance Program Manual			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(17) Subcontractor Remarks (If this is a re-submittal to a previously approved submittal then explain why it is being re-submitted here):

(18) Reviewer Distribution: (Hard OR Electronic)

Name	Name	Name
CPCCO USE ONLY	CPCCO USE ONLY	CPCCO USE ONLY

(19) CPCCo Document Approver(s): (20) Due Date Back To Approver(s): (21) Due Date To Contractor:

(22) Summary of Comments: (If any) CPCCO USE ONLY

- **Subcontractor:** Complete blocks 1–17 (skip blocks 7 and 16).
- **CPCCo:** Will complete blocks 7, 18–21, and 24 after receiving the form.
- **CPCCo Approver Review:** Block 16.
- **CPCCo Internal Review:** Blocks 22 and 23.

Central Plateau Cleanup Company  
**CONTRACTOR DOCUMENT SUBMITTAL FORM (Continued)**

(1) Project No.: (2) Contract No./Release No.: 93889-000 (3) Submittal Register No.: 0-1 (4) Version: 001 (5) Date Prepared:

(23) BTR Concurrence/Approval: CPCCO USE ONLY (24) Project Records Specialist:  Submittal Version Complete  Partial Complete CPCCO USE ONLY


(25) SUBMITTAL FORMAT: (USED IN BLOCK 12)  
DWG = AutoCAD  
GEN = Contractor's Format  
MFC = Microsoft Format Compatible  
P3 = Primavera Schedule  
PDF = Adobe Acrobat (Portable Document Format)  
HC = Hard Copy

(26) SUBMITTAL APPROVAL TYPE: (USED IN BLOCK 14)  
APW = Approval Required Prior to Work  
AP = Approval Required

(27) SUBMITTAL REVIEW STATUS: (USED IN BLOCK 16)  
A Conforms to the Contract Requirements  
B NO-No resubmit. Minor Comments. Approved with exceptions as corrected  
B YES-Resubmit. Minor Comments. Approved to proceed, however resubmittal is required.  
C Revise and Resubmit

# Contractor Document Submittal Form Example 2



Central Plateau Cleanup Company CONTRACTOR DOCUMENT SUBMITTAL FORM												
(1) Project No.: 123 CPCCo		(2) Contract No./Release No.: 12345		(3) Submittal Register No.: 101			(4) Version: 001		(5) Date Prepared: 01/01/2026			
(6) Contractor: Contractor's signature 				(7) To: Project Records Specialist MSIN: Received By E-mail: Project Records Specialist:				Phone: Fax: Date:				
<i>Signature / Date</i>												
(8) Qty/ E	(9) Document Number	(10) Rev	(11) No. of Pgs.	(12) Format (DWG, MFC, P3, GEN, PDF)	(13) Title / Description	(14) Approval Type (AP, APW)	(15) Associated SPEC OR SOW Ref. No.	(16) CPCCo Review Status				
								A	B- NO	B- YES	C	
E	12345-SUB-101-001	00	1	PDF	Safety Data Sheets (SDS)	APW	05 6.2 00-3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
								<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Enter the document number for each item in the submittal (e.g., drawing, specification, plan). List each document on the form or, for multiple documents such as drawings, enter "see attached list" and provide a separate list identifying document numbers, revisions, and titles. If a document lacks an official number or is miscellaneous, assign a unique tracking number (e.g., 12345-Test-Report-001).

**Note:** Only assign tracking numbers to documents without existing unique numbers—do not renumber drawings or specifications.

# Re-submittal of Contractor Document Form



In the event the document is not approved and needs resubmission, the original submittal number is kept in the tracking system as history and cannot be reused. Use the next sequential submittal register number (e.g., after 25, use 26). For related additions, use letters such as 26a or 26b.



If you have any questions or need additional guidance, please feel free to reach out to the Buyer Technical Representative (BTR) for that contract.