

Instructions and User Guide

STD-342-200, LANL Master Specifications, Section 01 3300 Submittal Procedures
Attachment A, Construction Submittal Log – Specifier Instructions
Rev. 0, 12/15/2022

1.0 Introduction

1.1 Purpose

To provide an overview and instructions for use of the 01 3300 Attachment A, *Construction Submittal Log (Submittal Log)* Excel spreadsheet and its functionality.

1.2 Scope

A description of the features and functionality of the Excel template including how to edit and then produce a complete PDF.

1.3 Requirements

None. The requirements for the 01 3300 Attachment A Construction Submittal Log are defined by the [01 3300 Submittal Procedure](#).

1.4 Precautions and Limitations

This instruction is for use by the design agency responsible for developing the log. It does not replace any existing guidelines or procedures related to the generation of engineering specifications including the Attachment A.

1.5 Definitions and Acronyms

Design Change Form (DCF): The DCF is a traveler that identifies engineering workflows and documents key activities associated with making permanent physical modifications to the LANL site configuration.

Engineering Service Request (ESR): The Engineering Service Request (ESR) System is the tool that Engineering Services (ES) uses to track and manage engineering tasks.

Project Identification (PID): The Project Identification Number (PID) is a unique tracking number required for projects to reference documents, establish document numbering, and ensure roll-up of any associated work orders to give complete project information over the entire project lifecycle.

1.6 Summary

The Submittal Log is required to be generated by the design agency as part of a comprehensive design package as defined in 01 3300, *Submittal Procedures*. The Submittal Log spreadsheet template must be modified to reflect project specific submittal requirements. Additional “recommended” functionality has been added to this spreadsheet template and may be used or disregarded.

2.0 Overview

The Excel Sheets portion of this Instruction provides a detailed explanation of how to navigate, edit, and produce the log as a pdf. The Excel workbook contains five sheets (tabs). This Instruction outlines the necessary edits to each of the sheets and how to print them together as a pdf.

3.0 Excel Sheets

3.1 Sheet Overview

The sheets (tabs) in the Excel workbook are as shown in the following table. The table also shows which sheets should be edited. Finally, it shows which tabs should be printed as a pdf (these are the red tabs in the workbook).

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<i>Sheet</i>	<i>Edits Needed</i>	<i>Print to PDF (red tab)</i>
Excel Instructions	None	No
Submittal Procedure	None	No
Cover Sheet	Must be edited to reflect current project	Yes
Table 1 – Log Acronyms	None	Yes
Table 2 – Reviewers	Must be edited to reflect current project	Yes
Table 3 – Submittal Log	Must be edited to reflect current project	Yes

3.2 Excel Instructions

The first sheet in the 01 3300 Attachment A Excel template is the 'Excel Instructions'. This sheet gives a brief introduction on template use. This sheet/tab should not be included when printing the template to PDF.

3.3 Cover Sheet

The 'Cover Sheet' tab of the Excel should be edited whenever the template is being used for new projects. The sheet should be updated in the following ways:

1. Header:
 - a. Update the project title, PID, ESR, DCF, and Rev. to reflect the current project.
 - b. **If the title heading is not visible, change the display setting at the bottom right-hand side of the template from 'Normal' to 'Page Layout'.**



- c. Use distinguishing values for in-process Templates (ex. Rev. **30%**, Rev. **60%**, etc.)
2. Body:
 - a. Update the project title, PID, ESR, and DCF to reflect the current project.
Note: If you add a row to the body, it will expand the page into the next page, and you will need to delete a row on the front page to keep it to one page.

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3.4 Table 1 – Log Acronyms

The 'Table 1 – Log Acronyms' sheet contains information on the acronyms related to submittal schedule, submittal type, and submittal review. This template should not be edited and should be included whenever the template is printed to PDF.

3.5 Table 2 – Reviewers

The 'Table 2 - Reviewers' sheet is where the names of the reviewers from each discipline should be specified. External design agencies should request this input from the LANL Project Engineer. The name column should be updated with the name and email of the reviewer. This page should be included when printing the template to PDF. The template can be edited in the following ways:

1. Header:
 - a. Update the project title, PID, ESR, DCF, and Rev. to **reflect the current project**.
 - b. **If the title heading is not visible, change the display setting at the bottom right-hand side of the template from 'Normal' to 'Page Layout'**



- c. Use distinguishing values for in-process Templates (ex. Rev. **30%**, **Rev. 60%**, etc.)
2. Body:
 - a. The reviewer's name and email should be updated in the 'Name' column.

3.6 Table 3 – Submittal Log

The 'Table 3 Submittal Log' is the bulk portion of the template and is where most of the editing will take place. The submittal log contains rows for all the [master specification sections](#) and each submittal in those unedited templates. The log must be edited to reflect the sections AND SUBMITTALS being required by the current project (note, see 6.0 Editing Spec Section Submittals herein regarding this). This page should be included when printing to PDF.

1. Header:
 - a. Update the project title, PID, ESR, DCF, and Rev. to **reflect the current project**.
 - b. **If the title heading is not visible, change the display setting at the bottom right-hand side of the template from 'Normal' to 'Page Layout'**.

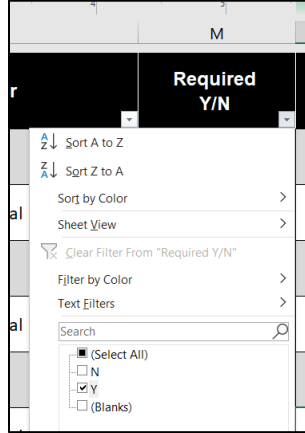


- c. Use distinguishing values for in-process logs (ex. Rev. 30%, Rev. 60%, etc.)
2. Body:
 - a. For the specification sections and submittals that are pertinent to the project, go to column **M** and type 'Y' (this will turn the cell green for easier

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visualization). For any non-pertinent sections and submittals, type 'N' or leave the cell blank. Once all the relevant sections have been indicated with 'Y', filter column **M** to only display 'Y' rows. This is illustrated in the image below.



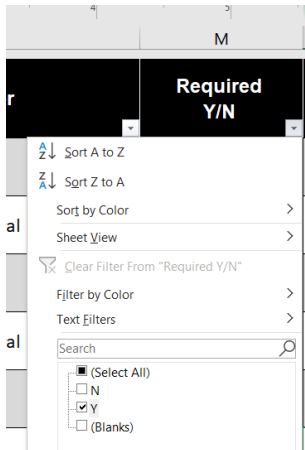
- b. **Note:** When selecting relevant submittals (rows) with 'Y,' the parent section row must also be indicated with 'Y'. Otherwise, when you filter column **M** for 'Y,' the parent section row will not be indicated. For example: if '01 5705 – 1: SWPP' is relevant to the current project then both '01 5705' and '01 5705 – 1' need to be indicated with a 'Y'.

Submittal No.	Submittal Description	Reference	Submittal Schedule	Submittal Type	Submittal Category	LANL Reviewer (For LANL Use Only)	LANL Metadata Codes (For LANL Use Only)	Required Y/N
01 5705	Temporary Controls and Compliance Requirements							Y
1	SWPP	1.2.A.1.a	W	OT	A	EPC-CP		Y
2	USEPA NOI	1.2.A.1.b	W	OT	A	EPC-CP		

4.0 Printing

The sheets that should be included when printing have red tabs. To print the template:

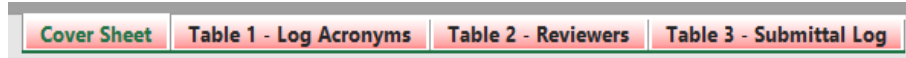
- On 'Table 3 - Submittal Log' tab, filter column **M** for 'Y'.



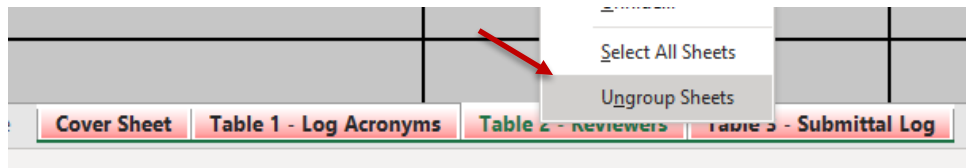
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- a. The 30% Complete, 60% Complete, 90% Complete, and 100% Complete columns (columns N, O, P, and Q, respectively) are for your personal tracking only and should not be used for printing purposes.
2. Hold down the CTRL key and select all the red tabs (Cover Sheet, Table 1, Table 2, Table 3) to make them active (pink), then go to File > Print.



- a. This will show a print preview and allow for review before printing the template to PDF.
3. Review the print preview for consistent page numbering and page titles.
4. Once printing has been completed, right-click on the selected tabs to ungroup the sheets (may need to select all, then ungroup).



5.0 Editing Spec Section Submittals

It is often possible to edit LANL Master Spec Sections to avoid significant rework in the Attachment A. The rows in the Project's 01 3300 Attachment A log and the submittals listed in the various Div 01-49 sections must be consistent. To ensure this, do not simply delete unneeded submittals in the Div 01-49 templates since the software (e.g., Word) automatically renumbers when paragraphs are deleted and the Excel log that must be produced will get out-of-sync. So, instead of deleting, write 'Not Used' in sections for submittals that are not included in the current project to keep consistent numbering between the Spec Section and Log. This is illustrated in the images below.

Do this:

- 1.4 SUBMITTALS
- A. Not Used
 - B. Documents required to be submitted to LANL are included in the appended Submittal Table as they apply (including timeframes for submission, unless the STR authorizes changes to a timeframe(s)).
NOTE: All submittals require EOR review and approval. Where indicated in the log with Section 01 3300 *Submittal Procedures*, this approval must occur prior to submission to LANL.

Not this:

- 1.4 SUBMITTALS
- A. Sustainable Design (LD) Submittals—Comply with requirements specified in [individual specification sections]—Section 01-8113—[LEED v4 and] Guiding Principles 2020: Requirements for water efficiency, energy efficiency, material composition, and indoor air quality requirements
 - B.A. Documents required to be submitted to LANL are included in the appended Submittal Table as they apply (including timeframes for submission, unless the STR authorizes changes to a timeframe(s)).
NOTE: All submittals require EOR review and approval. Where indicated in the log with Section 01 3300 *Submittal Procedures*, this approval must occur prior to submission to LANL.

6.0 FAQs

1. What is purpose of the 'Order' column in the Table 3 Log sheet?
 - a. The purpose of the 'Order' column (K) is to provide a way to put the columns in the correct order if the sheet is filtered or reorganized accidentally. If you mistakenly sort the sheet in a way that causes the sections to become disordered, go to the 'Order' column, press the drop-down arrow, and select 'Sort Smallest to Largest' (or Custom Sort this way).

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2. How do I use the suggested 'Required Y/N' column in the Table 3 Log sheet?
 - a. The 'Required Y/N' column (M) is used to indicate which sections need to be included for the project. This column is also used to filter for printing purposes. When you go to print the template, you must first click the drop-down arrow on the 'Required Y/N' column and filter to include 'Y'. This will ensure that only the relevant sections are printed.

For help with this new workbook or to make suggestions, please contact stdsweb@lanl.gov.