APPENDIX A: SUBMITTAL REGISTER

Section A: Purchase Order / Subcontract Information

Subcontractor Name:	TBD	SOW Title:	**Test Well Drilling and Pumping Test**
Purchase Order & Release Number:	TBD	Requisition #:	REQ-0023422

Section B: Submittal Delivery Requirement

Submittals shall be electronically, unless otherwise noted, to: Procurement Specialist; Julaocj@nv.doe.gov and Subcontract Technical Representative; NagyJJ@nv.doe.gov
Insert any special notes. DO NOT INCLUDE internal distribution notes.

Section C: Submittal Requirements Details

NO.	TITLE	REFERENCE	DUE DATE / FREQUENCY	REVIEWED BY	COMMENTS
1	Subcontract Schedule	Exhibit B	No later than 10 calendar days from date of award, update monthly (submit with monthly invoice)	Procurement Specialist, STR	Prior to the start of work and monthly with application for payment/invoice
2	SF-1413: Statement and Acknowledgement	Exhibit B	No later than 10 calendar days from date of award	Procurement Specialist, STR	
3	Workplace Substance Abuse Program to include Evidence of Compliance with SUBCONTRACTOR's Workplace Substance Abuse Program	Exhibit E	Annually, based on date of CONTRACTOR acceptance	Procurement Specialist	Provide any changes to the Program and evidence for that year's compliance in accordance with Title 10 Code of Federal Regulations Part 707
4	Subcontract Hours, FRM-1253	Exhibit E	On or prior to the 28th of the month	STR	
5	Monthly Total Recordable Incident Rate (TRIR) and Days Away,	Exhibit E	On or prior to the 28th of the month	STR, Safety Professional	
6	Restricted or Transfer Case Rate (DART)	Exhibit E	Annually, based on date of CONTRACTOR acceptance	Safety Professional	Safety receives this from the sub to incorporate into their reporting requirements
7	Injury/Illness Infraction Report, FRM-0018	Exhibit E	Immediately	STR, Safety Professional	The SUBCONTRACTOR is required to report all job-related injuries and illnesses, regardless of severity,
8	Meeting Minutes	Exhibit B	Weekly/Monthly as required by SOW	STR, PjM	None
9	NNSS Stationary Fuel Burning Equipment Request Form	Exhibit B	At least 28 days before equipment is planned to be on site	STR, Environmental Compliance	FRM-3442 (include make, model, capacity of fuel tank, motor displacement, etc.)
10	Drawings, Calculations and Modeling	Exhibit B	As stated in B-3 Description of Work	Project Manager, STR, & Design Engineering	None
11	Construction Schedules	Exhibit B	As stated in B-3 9.16 Description of Work	Procurement Specialist, STR	None
12	Subcontractor Site-specific Safety Plan (SSSP)	Exhibit E	30 days prior to the start of fieldwork	STR, Safety Professional, Industrial Hygienist	None
13	Safety Data Sheets (SDS)	Exhibit E	NLT 10 calendar days from award or prior to start of work	STR, Safety Professional, Industrial Hygienist	None
14	Safety and Personnel Report	Exhibit E	Monthly, NLT 28th day of the new month	STR, Safety Professional, Industrial Hygienist	None
15	Quality Control / Assurance Program	Exhibit A Exhibit D	NLT 10 calendar days from award or prior to start of work	STR, PjM	None
16	Environmental, Safety, and Health Plan	Exhibit E	NLT 10 calendar days from award/Prior to start of work	STR, Safety Professional, Industrial Hygienist	None
17	Individual Subcontract Report	Subcontract	Semi-annually	www.esrs.gov	None
18	Summary Subcontract Report	Subcontract	Annually	www.esrs.gov	None
19	Hazard Communication Program	Exhibit E	No later than 10 calendar days from Notice to Proceed prior to start of Work	ADM, Safety Professional	None
20	Collective Bargaining Agreement / Letter of Assent	Subcontract	No later than 10 calendar days from award	ADM	None
21	Certified Payrolls	Subcontract	Weekly by the Subcontractor and all on-site Lower-Tier Subcontractors	Procurement Specialist, STR, MSTSSubCertifiedPR@nv.doe.gov	None
22	Schedule of Values (SOV)	Exhibit A	No later than 10 calendar days from date of award	STR / PS/ PCS	Must be in same breakdown/format of consideration schedule. Submit monthly with application for payment
23	Integrated Safeguards & Security Plan	Subcontract	NLT 10 calendar days from award/Prior to start of work	ADM, Safety Professional, Safeguards & Security	None
24	Facility Security Officer Certification	Subcontract	NLT 14 calendar days from award/Prior to start of work	ADM	None
25	Timesheets/Field Tickets Progress Report/Employee Count	Subcontract	Monthly, NLT 5th day of new month	ADM	None
26	Organizational Conflict of Interest (OCI) Certification	Subcontract	With proposal and prior to addition of any lower-tier SUBCONTRACTORs	ADM	None
27	Workplace Substance Abuse Program to include Evidence of Compliance with SUBCONTRACTOR's Workplace Substance Abuse Program	Subcontract	With Proposal and annually, based on date of CONTRACTOR acceptance	ADM	None
28	Subcontract Release Statement – FRM-2206	Exhibit C Subcontract	Following completion of work prior to final payment for each Task Order	ADM	None
29	SUBCONTRACTOR's Authorized Representative	Exhibit C	Prior to the start of work	ADM	None
30	General Drill Pad Layout (Drawing)	Exhibit B	Part of proposal	STR, PjM, SME	Specify size of drill pad, drilling equipment, and excavated pits
31	Project Management Plan (PMP)	Exhibit B	NLT 30 calendar days from date of award	STR, PjM, SME	
32	Staffing Plan	Exhibit B	NLT 30 calendar days from date of award	STR, PjM, SME	
33	Work Plan	Exhibit B	NLT 30 calendar days from date of award	STR, PjM, SME, Work Planning	
34	Quality Assurance/Control Plan (QAP)	Exhibit B	NLT 10 calendar days from date of award	STR, PjM, SME	
35	Site Utilization Plan (SUP)	Exhibit B	NLT 30 calendar days from date of award	STR, PjM, SME, Work Planning, Fire Marshall	
36	Operational Fire, Life, and Safety Plan	Exhibit E	NLT 10 calendar days from date of award	STR, PjM, SME, Work Planning, Safety Professional, Industrial Hygienist, Fire Marshall	
37	Environmental Management Plan	Exhibit E	NLT 10 calendar days from date of award	STR, Environmental Compliance	
38	Well Installation Plan	Exhibit B	Within 2 days after completion of drilling to total depth	STR, PjM, SME	
39	Nevada Water Driller's License	Exhibit B	NLT 10 calendar days from date of award	STR, PjM, SME	
40	Geophysical Logging Plan	Exhibit B	Within 2 days after completion of drilling to total depth	STR, PjM, SME	