**SUBCONTRACTOR SUBMITTAL ROUTING FORM**

**PROJECT INFORMATION**

Subcontractor: ________________________________  Submittal No.: ____________________
Subcontract No.: ______________________________ Date: ____________________

**SUBMITTAL INFORMATION SECTION** (One item per submittal)

<table>
<thead>
<tr>
<th># of copies</th>
<th>Spec/Dwg Ref.</th>
<th>Description</th>
</tr>
</thead>
</table>

Submittal Purpose:  
☐ Approval  ☐ Information  ☐ Material Selection  ☐ Other

**ROUTING SECTION**

<table>
<thead>
<tr>
<th>Action</th>
<th>By</th>
<th>Date</th>
<th>Reviewed by</th>
<th>Comments due by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received by ORNL Engineering PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forwarded to Reviewer(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. 2. 3. 4.                      |            |      |             |                 |
| Returned to ORNL Engineering PM |            |      |             |                 |
| Returned to Subcontractor       |            |      |             |                 |

**COMMENT SECTION**

☐ Approved  ☐ Approved as noted-resubmittal not required  ☐ Approved as noted-resubmit  ☐ Not Approved - Resubmit

**DISTRIBUTION**

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Transmittal / Data</th>
<th>Recipient</th>
<th>Transmittal / Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subcontractor</td>
<td></td>
<td>Procurement</td>
<td></td>
</tr>
<tr>
<td>Project Manager</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Field Rep.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>