



# Request for Submittal Approval Form

New Submittal  Re-submittal of No.

Material Acceptance Documentation for Submittal No.

Contract/Project Name:  Project No.  Date:

Contractor:  Sub Contractor:

General Submittal Title:

For assistance in completing this form, please refer to Section 9-38 of the Special Provisions.

Bid Item No.	Submittal Description Materials of Manufacturer's Product/Type	Name and Location of Fabricator, Manufacturer or Pit Number	Contract Specification Reference, Page Number, or Plan Sheet Number	For Material Submittals		For City Use Only		
				Request use of QPL	Request Approval of Material (RAM)	Submittal No.	A. Submittal Approval Code	B. Material Acceptance Code

**A. Submittal Approval Codes for use by Engineer:**

- NET No Exceptions Taken
- MCN Make Corrections Noted (No re-submission required)
- AR Amend and Re-submit
- RR Rejected - Re-submit
- NR Not Reviewed

**B. Material Acceptance Codes for use by Engineer:**

1. Acceptance based upon a "Satisfactory" Test Report for samples of materials to be incorporated into project for acceptance.
2. Submit a Manufacturer's Certificate of Compliance (MCC) for "Acceptance" prior to use of material.
3. Submit Catalog Cuts for acceptance prior to use of material.
4. Submit Shop Drawings for "Approval" prior to fabrication of material.
5. Only "Approved for Shipment," "WSDOT Inspected," or "Fabrication Approval decal" material shall be used. *(Federal Projects Only)*
6. Submit Certificate of Materials Origin (CMO). *(Federal Projects Only)*
7. N/A
8. Source Approved
9. Approval Withheld: Submit Samples for preliminary evaluation.
10. Approval Withheld
11. Miscellaneous Acceptance Criteria *(Listed in City Remarks below.)*
12. LAG -Approved Catalog Cut Documented with:  Mfg. Cert. of Comp.  Visual Inspection

City Remarks:

Engineer Signature:

Date: