

U.S. Army Corps of Engineers (USACE) <b>TRANSMITTAL OF SHOP DRAWINGS, EQUIPMENT DATA, MATERIAL SAMPLES, OR MANUFACTURER'S CERTIFICATES OF COMPLIANCE</b> For use of this form, see ER 415-1-10; the proponent agency is CECW-CE.				DATE		TRANSMITTAL NO.		
<b>SECTION I - REQUEST FOR APPROVAL OF THE FOLLOWING ITEMS (This section will be initiated by the contractor)</b>								
TO:		FROM:		CONTRACT NO.		CHECK ONE: <input type="checkbox"/> THIS IS A NEW TRANSMITTAL <input type="checkbox"/> THIS IS A RESUBMITTAL OF TRANSMITTAL _____		
SPECIFICATION SEC. NO. (Cover only one section with each transmittal)		PROJECT TITLE AND LOCATION		THIS TRANSMITTAL IS FOR: (Check one) <input type="checkbox"/> FIO <input type="checkbox"/> GA <input type="checkbox"/> DA <input type="checkbox"/> CR <input type="checkbox"/> DA/CR <input type="checkbox"/> DA/GA				
ITEM NO. (See Note 3)	DESCRIPTION OF SUBMITTAL ITEM (Type size, model number/etc.)	SUBMITTAL TYPE CODE (See Note 8)	NO. OF COPIES	CONTRACT DOCUMENT REFERENCE		CONTRACTOR REVIEW CODE	VARIATION Enter "y" if requesting a variation (See Note 6)	USAGE ACTION CODE (Note 9)
				SPEC. PARA. NO.	DRAWING SHEET NO.			
a.	b.	c.	d.	e.	f.	g.	h.	i.
REMARKS		I certify that the above submitted items had been reviewed in detail and are correct and in strict conformance with the contract drawings and specifications except as otherwise stated.						
ENCLOSURES RETURNED (List by item No.)				NAME AND TITLE OF APPROVING AUTHORITY		SIGNATURE OF APPROVING AUTHORITY		DATE
						SIGNATURE OF CONTRACTOR		
<b>SECTION II - APPROVAL ACTION</b>								
PREVIOUS EDITIONS ARE OBSOLETE.								

## INSTRUCTIONS

1. Section I will be initiated by the Contractor in the required number of copies.
2. Each Transmittal shall be numbered consecutively. The Transmittal Number typically includes two parts separated by a dash (-). The first part is the specification section number. The second part is a sequential number for the submittals under that spec section. If the Transmittal is a resubmittal, then add a decimal point to the end of the original Transmittal Number and begin numbering the resubmittal packages sequentially after the decimal.
3. The "Item No." for each entry on this form will be the same "Item No." as indicated on ENG FORM 4288-R.
4. Submittals requiring expeditious handling will be submitted on a separate ENG Form 4025-R.
5. Items transmitted on each transmittal form will be from the same specification section. Do not combine submittal information from different specification sections in a single transmittal.
6. If the data submitted are intentionally in variance with the contract requirements, indicate a variation in column h, and enter a statement in the Remarks block describing the detailed reason for the variation.
7. ENG Form 4025-R is self-transmitting - a letter of transmittal is not required.
8. When submittal items are transmitted, indicate the "Submittal Type" (*SD-01 through SD-11*) in column c of Section I.  
Submittal types are the following:  

SD-01 - Preconstruction	SD-02 - Shop Drawings	SD-03 - Product Data	SD-04 - Samples	SD-05 - Design Data	SD-06 - Test Reports
SD-07 - Certificates	SD-08 - Manufacturer's Instructions	SD-09 - Manufacturer's Field Reports	SD-10 - O&M Data	SD-11 - Closeout	
9. For each submittal item, the Contractor will assign Submittal Action Codes in column g of Section I. The U.S. Army Corps of Engineers approving authority will assign Submittal Action Codes in column i of Section I. The Submittal Action Codes are:  

A -- Approved as submitted.	F -- Receipt acknowledged.
B -- Approved, except as noted on drawings. Resubmission not required.	X -- Receipt acknowledged, does not comply with contract requirements, as noted.
C -- Approved, except as noted on drawings. Refer to attached comments. Resubmission required.	G -- Other action required ( <i>Specify</i> )
D -- Will be returned by separate correspondence.	K -- Government concurs with intermediate design. ( <i>For D-B contracts</i> )
E -- Disapproved. Refer to attached comments.	R -- Design submittal is acceptable for release for construction. ( <i>For D-B contracts</i> )
10. Approval of items does not relieve the contractor from complying with all the requirements of the contract.