



## 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.<br>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.