ENGINEERING AND CONSTRUCTION BULLETIN

US Army Corps of Engineers®

No. 2015-15 **Issuing Office:** CECW-CE **Issued:** 18 Aug 15 **Expires:** 18 Aug 17

SUBJECT: New "S" Submittal Classification Code for Sustainability Reporting

APPLICABILITY: Directive and Policy

1. **References**:

a. Engineer Regulation (ER) 5-1-11, Subject: Management: USACE Business Process, 01 November 2016

b. Engineer Regulation (ER) 415-1-10, Subject: Contractor Submittal Procedures, 30 April 2012

c. Engineer Regulation (ER) 1110-1-8155, Subject: Engineering and Design: Specifications, 10 October 2003

d. Unified Facilities Guide Specifications, Section 01 33 00, Submittal Procedures, 01 May 2011, Change 5 01 February 2015

e. Unified Facilities Guide Specifications, Section 01 33 29, Sustainable Reporting, 01 February 2015

2. **Purpose.** This ECB announces the creation of a new contractor submittal classification code known as an "S" Submittal. The "S" Submittal is a new classification code for designating and tracking Sustainable Submittals which are required to be submitted and properly maintained in the Sustainability Notebook on all applicable USACE Construction Projects. The "S" Submittal provides appropriate visibility and reduces confusion on which submittals the Construction Contractor is required to maintain appropriate documentation in the Sustainability Notebook. The Sustainability Notebook shall be used and submitted per contract requirements to facilitate Sustainable Design validation through a Third Party Vendor such as the U.S. Green Building Council for LEED Certification or other Third Party Vendors which may be utilized in the future. This ECB is effective on all new projects, which have not proceeded pass the 35% design phase.

3. **General Information.** The UFGS Section 01 33 00, Submittal Procedures describes the procedural processes for utilizing the "S" Submittal Classification Code on projects. The UFGS Section 01 33 29, Sustainable Reporting describes sustainable reporting requirements.

4. **Processing Contractor Submittals.** Engineering Regulation 415-1-10 describes contractor submittal procedures and processing codes. The "S" Submittal will be processed as a "For Information Only (FIO)" for a government compliance review. If a certain feature or element of a sustainable item requires Government Approval (GA), a separate submittal should be

submitted under the GA Classification to the appropriate office for government review in addition to the "S" Submittal.

5. **Resident Management System (RMS).** The Resident Management System is used for managing all USACE construction projects. Upon issuance of this ECB, the "S" Submittal will be added as a classification code in the Resident Management System and appropriately outlined and described in RMS process manuals, effective upon the issuance of this ECB. In addition, the applicable Engineer Forms will be updated to reflect the new "S" Submittal Classification Code as follows: Engineer Form 4025 and Engineer Form 4288.

6. **Update.** All new requirements will be included in the next appropriate policy document update prior to the expiration of this ECB.

7. **Points of Contact.** HQUSACE point of contact for this ECB is Zenovia Wilcox, Specifications CoP Leader, (202) 761-4829 or email zenovia.d.wilcox@usace.army.mil and Paul Dicker, Resident Management System Proponent, (202) 761-0995 or email paul.f.dicker@usace.army.mil.

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