

## TOC MASTER SUBMITTAL REGISTER (MSR)

1. MSR Number <i>(COMPLETED BY DOCUMENT CONTROL)</i>							2. REV: 0				
3. Requisition: 339912		4. Subcontract-Release No.:		5. Purchase Order: N/A		6. Title: False Bottom Demonstration and Development Testing		7. Vendor Name:			
8. Responsible Person: Alex Pappas				9. Project No.: N/A			10. Date: 11/24/2020				
11. Submittal	12. TO (Last, First)	13. Specification	14. SOW Section Number	15. Description	16. Purpose	17. Submittal Schedule	18. When Required	19. Date Submittal Due From Vendor	20. Turnaround Times		21. Number of Copies E / H
									External (Vendor)	Internal (WRPS)	
001	Pappas, Alex	N/A	3.0	Stage 1 - Test Plan	INF	UDI	4/28/2021		N/A	N/A	1/0
002	Pappas, Alex	N/A	3.0	Stage 1 - Out brief and Technical Approach for Stage 2	INF	UDI	8/22/2021		N/A	N/A	1/0
003	Pappas, Alex	N/A	3.0	Stage 2 -Final Report	INF	UDI	9/15/2021		N/A	N/A	1/0
004	Pappas, Alex	N/A	14.0	Monthly Cost & Schedule Report	INF	UDI	10 <sup>th</sup> of calendar month		N/A	N/A	1/0
005	Pappas, Alex	N/A	3.0	Stage 1 - WRPS Chemical Inventory Worksheet	APP	U	As Needed		5	5	1/0

**Purpose:**

APP – Approval    INF/REC – Information/Record

**Submittal Schedule:**

PF – Prior to Fabrication      PP – Prior to Procurement      PS – Prior to Shipment      PT – Prior to Testing      WS – With Shipment  
 I – Before Installation      P – Before Final Payment      U- Before Use      UDI – Upon Date Identified

**NOTE: See page 2 of instructions for definitions**

**Media**

E – Electronic      H - Hardcopy

## TOC MASTER SUBMITTAL REGISTER (MSR) (Continued)

### Vendor Responsibilities

Each item on the MSR is to be submitted with Site Form [A-6005-315](#), *Incoming Letter of Transmittal*. For instructions to complete the Incoming Letter of Transmittal (ILOT) go to [https://www.hanford.gov/tocpmm/files.cfm/Instructions\\_to\\_A-6005-315.pdf](https://www.hanford.gov/tocpmm/files.cfm/Instructions_to_A-6005-315.pdf)

- For electronic submissions, send both the submittal and ILOT to:
  - [TOCVND@rl.gov](mailto:TOCVND@rl.gov) (*external*)
  - NOTE: The designated Procurement Specialist, BTR, or Responsible Person noted on the MSR may receive a courtesy copy of the submittal but this does not eliminate the requirement for direct submission to [TOCVND@rl.gov](mailto:TOCVND@rl.gov).
- For hard copy documentation, send the submittal and ILOT to:
  - c/o Mission Support Alliance, ATTN: Document Control  
Mail Stop H4-35, PO Box 950, Richland, WA 99352

Each item on the MSR applicable to LAWPS is to be submitted with [A-6005-315.2](#), *Incoming Letter of Transmittal*. For instruction to complete the Incoming Letter of Transmittal (ILOT) for LAWPS go to: [https://www.hanford.gov/tocpmm/files.cfm/LAWPS\\_Instructions\\_to\\_Incoming\\_Letter\\_of\\_Transmittal.pdf](https://www.hanford.gov/tocpmm/files.cfm/LAWPS_Instructions_to_Incoming_Letter_of_Transmittal.pdf)

- For electronic submissions, send both the submittal and ILOT to:
  - [LAWSPVENDOR@rl.gov](mailto:LAWSPVENDOR@rl.gov) (*external*)
  - NOTE: The designated Procurement Specialist, BTR, or Responsible Person noted on the MSR may receive a courtesy copy of the submittal but does not eliminate the requirement for direct submission to [LAWSPVENDOR@rl.gov](mailto:LAWSPVENDOR@rl.gov).
- For hard copy documentation, send the submittal and ILOT to:
  - c/o Mission Support Alliance, ATTN: LAWPS Document Control  
Mail Stop H1-60/2322RCHN, PO Box 950, Richland, WA 99352
- Questions: Any questions regarding submittals shall be directed to the Buyers Technical Representative (BTR) noted in the contract.
- Additions/Deletions: Any proposed additions/deletions to the submittals called out on the MSR must be requested, in writing, to both the Buyers Technical Representative AND Procurement Specialist on a single request.