Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Submittal Log - Signals. The Submittal Log - Signals is used to track all submittals (Product and Design) on a signal engineering project. Metra's Project Manager/Construction Manager is responsible for maintaining the official version of this log. The Submittal Log - Signals tracks all pertinent dates, review, and status information for each submittal. Metra's Project Manager/Construction Manager will track the receipt of submittals, when submittals are reviewed and approved, and when submittals are sent to the field.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the log.

This form, and any associated documentation, shall be turned over to Metra as a part of the project closeout. All documents shall be scanned and submitted to Metra via an electronic storage method as specified by Metra.

Follow the directions on the subsequent pages for entering data into the Submittal Log - Signals. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all submittals on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the Submittal Log - Signals are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.

Instructions

Notes	Description
Note 1	Enter the project name.
Note 2	Enter the Project Number or PPN (Project Package Number applies to Capital Delivery Projects)
Note 3	Enter the contract number.
Note 4	Enter the task number, if applicable.
Note 5	Enter the name of the Third Party Contractor.
Note 6	Enter the name of Metra's Project Manager or Construction Manager.
Note 7	Indicate whether the submittal is a Product or Design submittal. (PS or DS)
Note 8	Enter the Submittal number. The submittal number is a 3-digit number beginning with 001.
Note 9	Enter the Revision number. The revision number is a 2-digit number beginning with 01. The revision number should increment with each subsequent submission for the same submittal. (Ex. 01, 02, etc.)
Note 10	Enter a description/location for the submittal.
Note 11	Enter the due date.
Note 12	Enter the submittal date.
Note 13	Enter the response date.
Note 14	Enter the approval status. (Open or Closed)
Note 15	Enter any comments regarding the submittal. Enter N/A if there are no comments.
Note 16	Enter the final submittal date.
Note 17	Enter the office sent date.
Note 18	Enter the date that the submittal was received in the field.

Project Name: Note 1

Project #/ PPN: Note 2   **Contract #:** Note 3   **Task #:** Note 4

Third Party Contractor: Note 5   **Metra's PM/CM:** Note 6

PS / DS	Sub #	Rev #	Description/ Location	Due Date	Submittal Dated	Response Dated	Approval Status	Comments	Final Submittal Dated	Office Sent Dated	Field Rec'd Dated
Note 7	Note 8	Note 9	Note 10	Note 11	Note 12	Note 13	Note 14	Note 15	Note 16	Note 17	Note 18