

Instructions for Completing the Submittal Register Form

“Submittal Register” means the itemized listing of plans, documents, and, reports that are transmitted in accordance the Lower River Remedial Design Activities.

a. REFERENCE

Enter either:

A = Document Identified in Concurrence with Administrative Order on Consent (AOC) and/or Statement of Work (SOW)

B = Document Added by Agency Letter of Requirement

b. SUBMITTAL TITLE

Enter the title of the document as identified in the AOC and/or SOW.

c. SUBMITTAL TYPE

Check the appropriate document type. Documents may have more than one (1) type checked.

Type	Definition
DRAWINGS	Stand alone or as included as part of other document type.
PLANS	A document narrative that describes all planned work activities, including how they will be accomplished and the resources they will require.
SCHEDULES	Project, Construction, Submittal Schedule, or as included as part of other document
REPORTS	A formal summary of work activities or the related results of work activities.

d. USEPA GUIDANCE DOCUMENT REFERENCE

Enter in the reference to the appropriate USEPA guidance document to develop the submittal.

e. SUBMITTAL ACTIONS

PROJECTED TRANSMITTAL DATE

Enter the projected date submittal is transmitted to agencies.

ACTUAL TRANSMITTED DATE

Enter the actual date submittal is transmitted to agencies for submittal action.

SUBMITTAL ACTION CODE

After submittal review assign an approval code status to each submittal. The following table identifies the types:

Code	Approval Type	Definition
A	Approved, in whole or in part	Conforms to the ROD, AOC, and SOW.
B	Approved with Conditions	Conditions provided by the USEPA will be incorporated and the submittal will be retransmitted for final approval.
C	Modified	Conditions provided by the USEPA and additional information will be incorporated and the submittal will be retransmitted for additional review before final approval.
D	Diapproved, in whole or in part	EPA shall not Status a submission "D" without first providing an opportunity to cure within 21 days.

USEPA APPROVAL DATE

Enter date of final approval and dictates the timeline of next submittal date.

**LOWER RIVER SUBMITTAL REGISTER
SHEBOYGAN RIVER AND HARBOR SUPERFUND SITE
SHEBOYGAN, WISCONSIN**

a	b	c	d	e	f					
REFERENCE	SUBMITTAL TITLE	SUBMITTAL DESCRIPTION	SUBMITTAL TYPE	USEPA GUIDANCE DOCUMENT REFERENCE	SUBMITTAL ACTIONS	REMARKS				
			D R A W I N G S	P L A N S	R E P O R T S	PROJECTED TRANSMITTAL DATE	ACTUAL TRANSMITTED DATE	SUBMITTAL ACTION CODE	USEPA APPROVAL DATE	
Remedial Design Work Plan Submissions										
A	Remedial Design Work Plan (RDWP)	Plan that provides the overall management strategy for performing the pre-design investigation and design of the Middle River, Lower River, and Inner Harbor Remedial Actions.	X			OSWER Directive No. 9355.5-01, April 1990 OSWER Directive No. 9355.0-4B, June 1995	02/13/09	02/13/09	A	06/12/09
A	Submittal Register	Table that tracks the overall progression of submittals transmitted to the U.S. EPA for review and approval.	X	X		OSWER Directive No. 9355.0-4B, June 1995	02/13/09	02/13/09	B	06/12/09
A	Instructions for Completing the Submittal Register Form	Instructions for filling out the Submittal Register.	X			OSWER Directive No. 9355.0-4B, June 1995	02/13/09	02/13/09	A	06/12/09
A	Applicable or Relevant and Appropriate Requirements (ARARs)	Table of the Applicable or Relevant and Appropriate Requirements to comply with during the Remedial Design.	X			OSWER Directive No. 9355.0-4B, June 1995	02/13/09	02/13/09	A	06/12/09
A	Project Organizational Chart	Lists the key personnel for the Remedial Design.	X			OSWER Directive No. 9355.0-4B, June 1995	02/13/09	02/13/09	A	06/12/09
A	Project Schedule	Identifies timing for initiation and completion of all critical path tasks.		X		OSWER Directive No. 9355.0-4B, June 1995	02/13/09	02/13/09	B	06/12/09
A	Quality Assurance Project Plan (QAPP)	Plan that covers sample analysis and data handling for samples collected in all portions of site work. Contents of the plan will include, at a minimum, those listed in Section 5A of the LRRDSOW.	X			OSWER Directive No. 9360.4-01, April 1990 ANSI/ASQC E-4, 1994 EPA/240/B-01/002, March 2001	02/13/09	02/13/09	A	06/12/09
A	Health and Safety Plan (HASP)	Plan designated to protect on-site personnel and area residents from physical, chemical, and other hazards posed by field activities. Contents of the plan will include, at a minimum, those listed in Section 5B of LRRDSOW.	X			EPA's Standard Operating Safety Guide (PUB 9285.1-03, PB92-963414, June 1992) 29 CFR 1910 and 1926	02/13/09	02/13/09	A	06/12/09
Pre-Design Investigation Submissions										
A	Pre-Design Investigation Plan	Plan that provides the field sampling activities conducted during the pre-design investigation.	X			OSWER Directive 9355.3-01, Chapter 3, Oct 1998	02/13/09	02/13/09	A	06/01/09
A	Standard Operating Procedures	Procedures detailing how sampling will be performed during the pre-design investigation.	X			OSWER Directive 9355.3-01, Chapter 3, Oct 1998	02/13/09	02/13/09	A	06/12/09
A	Middle River Probe Locations for Sediment Deposits	Drawing showing the locations of Middle River probe locations.	X			OSWER Directive 9355.3-01, Chapter 3, Oct 1998	02/13/09	02/13/09	A	06/12/09
A	Lower River Probe Locations for Sediment Deposits	Drawing showing the locations of Lower River probe locations.	X			OSWER Directive 9355.3-01, Chapter 3, Oct 1998	02/13/09	02/13/09	A	06/12/09
A	Lower River Grid Boundaries for Continuous Bottom Sediment	Drawing showing the grid (River right and left) locations in the Lower River.	X			OSWER Directive 9355.3-01, Chapter 3, Oct 1998	02/13/09	02/13/09	A	06/12/09
A	Inner Harbor Grid Boundaries for Continuous Bottom Sediment	Drawing showing the grid (River right and left) locations in the Inner Harbor.	X			OSWER Directive 9355.3-01, Chapter 3, Oct 1998	02/13/09	02/13/09	A	06/12/09
A	Pre-Design Investigation Plan Report Outline	Table of Contents for the Pre-Design Investigation Report.			X	OSWER Directive 9355.3-01, Chapter 3, Oct 1998	06/25/09			
A	Laboratory Results	Electronic copy of laboratory results.			X	OSWER Directive 9355.3-01, Chapter 3, Oct 1998	07/08/09			
A	Pre-Design Investigation Plan Report	Report that includes, at a minimum: the sediment locations; water depth, based upon an approved low water datum; sediment volumes; PCB concentrations, and PCB mass; and an analysis of the Surface Weighted Average Concentration (SWAC).			X	OSWER Directive 9355.3-01, Chapter 3, Oct 1998	07/08/09			
A	Decimal Degree E-Format	Delivery of GPS station location			X	OSWER Directive 9355.3-01, Chapter 3, Oct 1998	07/08/09			
50% Draft Design Submissions										
A	Results of additional field sampling	Table of any additional field sampling results.	X			OSWER Directive No. 9355.0-4B, June 1995	09/16/09			
A	Design Calculations /Criteria	Based on the Pre-Design Investigation Report, will show the calculations used to determine the volume of sediment to remove to meet the Remedial Objectives.	X			OSWER Directive No. 9355.0-4B, June 1995	09/16/09			
A	Draft plans, drawings, schematics;	Drawings showing the locations of sediment in the Middle River, Lower River, and Inner Harbor necessary for removal to meet the Remedial Objectives.	X			OSWER Directive No. 9355.0-4B, June 1995	09/16/09			

**LOWER RIVER SUBMITTAL REGISTER
SHEBOYGAN RIVER AND HARBOR SUPERFUND SITE
SHEBOYGAN, WISCONSIN**

a	b	c				d	e				f	
REFERENCE	SUBMITTAL TITLE	SUBMITTAL DESCRIPTION				USEPA GUIDANCE DOCUMENT REFERENCE	SUBMITTAL ACTIONS				REMARKS	
			D R A W I N G S	P L A N S	S P E C I F I C A T I O N S		PROJECTED TRANSMITTAL DATE	ACTUAL TRANSMITTED DATE	SUBMITTAL ACTION CODE	USEPA APPROVAL DATE		
A	Design assumptions and parameters	Includes design restrictions, process performance criteria, appropriate unit processes for the treatment train, and expected removal or treatment efficiencies for both the process and waste (concentration and volume), as applicable;				OSWER Directive No. 9355.0-4B, June 1995	09/16/09					
A	Sediment Removal Verification Plan (in appropriate phase)	includes the proposed cleanup verification methods, probing methods and compliance with Applicable or Relevant and Appropriate Requirements (ARARs);				OSWER Directive No. 9355.0-4B, June 1995	09/16/09					
A	Outline of required specifications;	A list of the necessary Specifications. A Specification is a document for the contractor to use to provide the appropriate material and equipment.				OSWER Directive No. 9355.0-4B, June 1995	09/16/09					
A	Proposed siting/locations of processes/construction activity;	A plan view drawing showing the location of the Dewatering area, Wastewater Treatment Plan, office trailers), and material/equipment storage.				OSWER Directive No. 9355.0-4B, June 1995	09/16/09					
A	Mitigation Plan	Reference to the 50% Design for the Upper River will be made for development.				OSWER Directive No. 9355.0-4B, June 1995	09/16/09					
A	Post-Remediation Monitoring Plan (PMP) Revisions	Revision to the plan submitted in August 2008. The Plan describes the monitoring activities to be conducted post remedial activities. This includes: fish, sediment, bathymetric, and breakwater. No revisions may be necessary.				OSWER Directive No. 9355.0-4B, June 1995	09/16/09					
A	Real estate, easement, and permit requirements; and	A plan view drawing showing the location of potential real estate and easements necessary to perform the Remedial Action.				OSWER Directive No. 9355.0-4B, June 1995	09/16/09					
A	Project Schedule	Revision to the Schedule developed as part of the RDWP based on new timeline, milestones, or schedule slips.				OSWER Directive No. 9355.0-4B, June 1995	09/16/09					
100% Final Design Submissions												
A	Approved 50% Draft Design Documents	Reference to the 50% Design. Will address any comments made by the agencies during the 50% Design Review.				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
A	Operations and Maintenance Plan	A plan developed to schedule the appropriate time to operate or maintain any installed controls. A Operation and Maintenance Plan may not be necessary for the portion of work.				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
A	Post-Remediation Monitoring Plan (PMP) Revisions	Revision to the plan submitted in August 2008. The Plan describes the monitoring activities to be conducted post remedial activities. This includes: fish, sediment, bathymetric, and breakwater. No revisions may be necessary.				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
A	Draft Construction Quality Assurance Project Plan (CQAPP)	Plan that describes the Site-specific components of the quality assurance program. The plan will provide procedures to ensure that the project meets or exceeds the design criteria, plans, and specifications.				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
A	Health and Safety Plan (HASP) Revisions	Revisions to the HASP developed during the RDWP based on agency comments to make plan final.				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
A	Sediment Removal Verification Plan (VSP) Revisions	Will address any agency comments from the 50% Draft Design if necessary				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
A	Contingency Plan (CP)	A plan that describes the activities to be performed in case of an off-site or on-site release of contaminated material. Reference to the Upper River Contingency Plan will be made for the development.				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
A	Capital, Operation and Maintenance, and PMP Cost Estimate	Spreadsheet cost estimate used to refine the Feasibility Study cost estimate to implement the Final Design activities.				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
A	Project Schedule Revisions	Revision to the Schedule developed as part of the RDWP based on new timeline, milestones, or schedule slips.				OSWER Directive No. 9355.0-4B, June 1995	11/18/09					
Other Submissions												
A	Monthly Progress Reports	Monthly reports developed to communicate the status of the project.				OSWER Directive No. 9355.0-4B, June 1995	Not applicable	Not applicable	Not applicable	Not applicable		