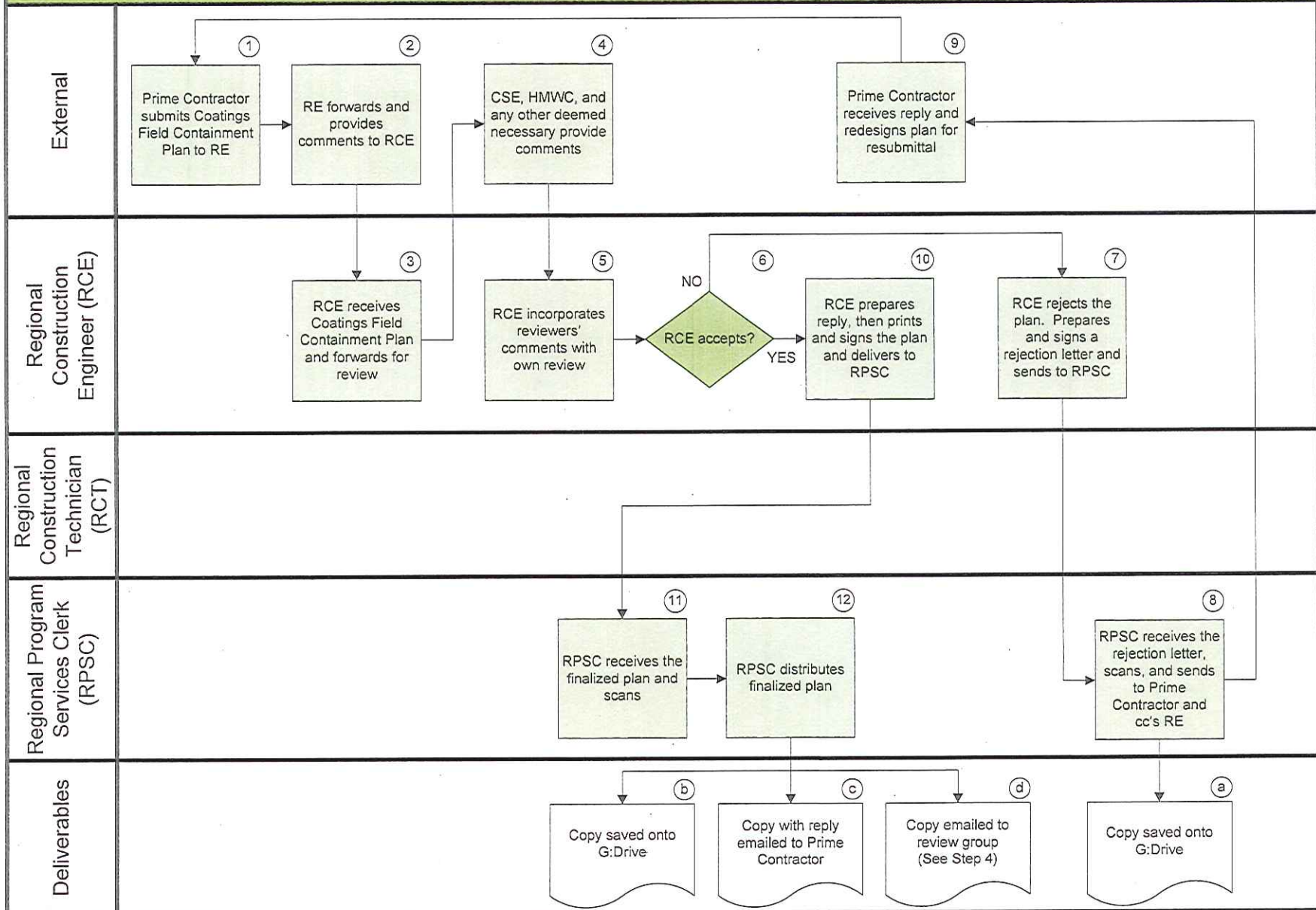


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Coatings Field Containment Plan Submittal Process



Coatings Field Containment Plan Submittal Process

Work Instructions

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Prime Contractor submits Coatings Field Containment Plan to the Resident Engineer (RE)		Prime Contractor submits Coatings Field Containment Plan on the contract to the RE with three additional copies	The plan must be submitted 10 working days prior to the start of any work or preparation on this item outlined by Vermont Agency of Transportation Specifications
2. Resident Engineer (RE) forwards and provides comments to Regional Construction Engineer (RCE)		RE forwards and provides comments to RCE	RE should keep in mind that the Prime Contractor shall not work on this item or any preparation for this item until plan approved
3. Regional Construction Engineer (RCE) receives Coatings Field Containment Plan and forwards for review		RCE receives Coatings Field Containment Plan	
4. Construction Structures Engineer (CSE), Hazardous Materials & Waste Coordinator (HMWC), and any others deemed necessary provide comments		CSE, HMWC, and any others deemed necessary provide comments	All reviewers will ensure the plan meets the requirements outlined in Subsection 513.03 or the Special Provisions (if applicable) Possible reviewers might be the Project Manager (PM), Construction Safety Officer (CSO), or anyone the Regional Construction Engineer (RCE) deems necessary
5. Regional Construction Engineer (RCE) incorporates reviewers' comments with own review		RCE incorporates reviewers' comments with own review	RCE must check to make sure that the plan is stamped by a Licensed Professional Engineer (PE)
6. Regional Construction Engineer (RCE) accepts?		If Yes, go to Step 10 If No, go to Step 7	
7. Regional Construction Engineer (RCE) rejects the plan. Prepares and signs a rejection letter and sends to Regional Program Services Clerk (RPSC)		RCE rejects the plan. Prepares and signs a rejection letter and sends to RPSC	
8. Regional Program Services Clerk (RPSC) receives signed letter, scans, and sends to Prime Contractor and cc's Resident Engineer (RE)		RPSC receives signed letter, scans, and sends to Prime Contractor and cc's RE	
9. Prime Contractor receives reply and redesigns plan for resubmittal		Prime Contractor receives reply and redesigns plans and schedule for resubmittal	

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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
10. Regional Construction Engineer (RCE) prints and signs the plan and delivers to Regional Program Services Clerk (RPSC)		RCE prints and signs the plan and delivers to RPSC	
11. Regional Program Services Clerk (RPSC) receives the finalized plan and scans		RPSC receives the finalized plan and scans into system	
12. Regional Program Services Clerk (RPSC) distributes finalized plan		RPSC distributes finalized plan	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Copy saved onto G:Drive		Copy saved onto G:Drive in Project Correspondence	
b. Copy saved onto G:Drive		Copy saved onto G:Drive in Project Correspondence	
c. Copy with reply emailed to Prime Contractor		Copy with acceptance reply emailed to Prime Contractor	
d. Copy emailed to review group (See Step 4)		Copy emailed to Regional Construction Engineer (RCE), Resident Engineer (RE), Construction Structures Engineer (CSE), Hazardous Materials & Waste Coordinator (HMWC), and Construction Headquarters	