

PROCESS SUBMITTALS

Submittal Items are grouped into a **Package** and submitted via workflow. External users and SSR users have access to start the **Submittal Package Review Workflow**. Step 1 of the workflow goes to **Document Control** for review. The passed step keeps the workflow (Step 2) in **Document Control**'s court with instructions to start the applicable Engineering Review workflow(s) and wait for response(s) before passing Step 2. Step 3 returns the Package back to the workflow Initiator. The Initiator must pass the step to confirm receipt and mark the workflow complete.



To navigate this Quick Reference Guide, simply scroll down, or use the following hyperlinks to jump to a specific section.

[Review the Submittal Package and Items](#)

[Start Engineering Review Workflow](#)

[Review Engineering Review Response and Return to Initiator](#)

[Additional Resources](#)

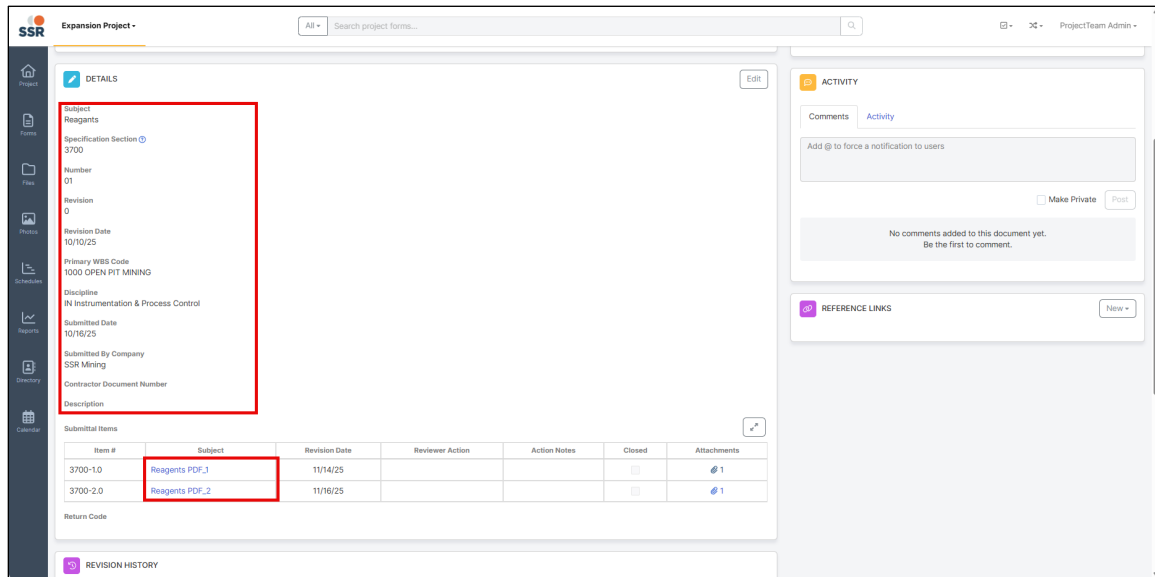
REVIEW THE SUBMITTAL PACKAGE AND ITEMS

When the Submittal Review Workflow starts, Document Control will receive an email notification that workflow Step 1 is in their court. Document Control will review the Package and Items for completeness and compliance with construction specifications and documents.

- 1) The link in the email will open the Submittal Package or navigate to the Submittal Package from the log view.

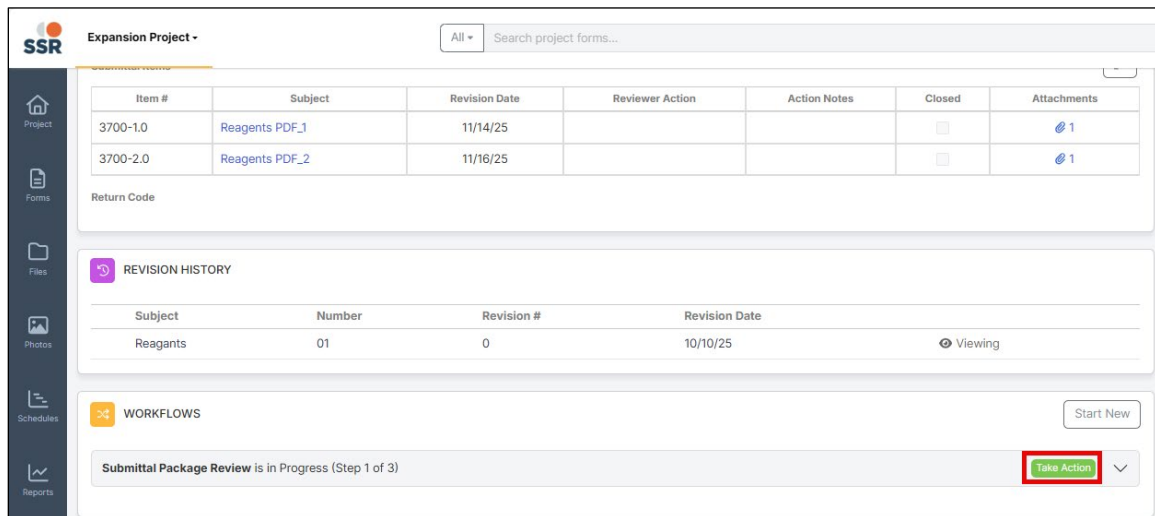
Submittal Packages shared with me				
Items Packages				
☐	Item # ↑↓	Subject ↑↓	Revision Date ↑↓	Created On ↓↑
☐	11003-01.0	Architectural		10/15/25 6:15 AM
	Item #	Subject	Revision Date	Reviewer Action
	11003-01.0	Shop Drawings	10/15/25	
☐	3700-01.0	Reagents	10/10/25	10/14/25 2:15 PM

- 2) Review the **Details** in the Package.
- 3) Use the link to each **Submittal Item** to open and review the **Details and attached files**.
 - a. Add Markups, as needed. ****See [Add markup annotations to a file](#) for additional help.**



Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
3700-1.0	Reagents PDF_1	11/14/25			☐	1
3700-2.0	Reagents PDF_2	11/16/25			☐	1

- 4) Click **Take Action** from the top of the page or from the Workflow panel of the Package.



Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
3700-1.0	Reagents PDF_1	11/14/25			☐	1
3700-2.0	Reagents PDF_2	11/16/25			☐	1

Subject	Number	Revision #	Revision Date	
Reagents	01	0	10/10/25	Viewing

Submittal Package Review is in Progress (Step 1 of 3)

Take Action

- 5) **Pass** the workflow step to move it to the Review step. Or **Fail** the step to Cancel the workflow and notify the initiator. Use **Notes** to justify the cancellation.

****Step 2 of the workflow remains in Document Control's court. Do not pass Step 2 until you have received the review response from the *Engineering Review Workflow*.**

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⚠ You are taking action on **Step 1 (Processing)** for Submittal Package: Reagents.

1) Review Submittal Package and Submittal Items for completeness and compliance with construction specifications and documents. 2) If they are not compliant, Cancel the Workflow and include a detailed explanation in the Note field. 3) Otherwise, Pass to the workflow step.

Your action

☒ **Pass**
 Mark as "Passed" and move forward to the next step (Step 2 - In Review).

☐ **Cancel**
 Mark as "Cancelled" and stop the workflow

Notes

Days for next step to take action: ?
N/A

Due date for next step: ?
N/A

Cancel

Take Action

START ENGINEERING REVIEW WORKFLOW

- 6) **Document Control** will start the appropriate **Engineering Workflow** based on the discipline of the Package and wait for the response before Passing the Review step of the Submittal Package Review Workflow.
 - a. From the Workflow panel of the Submittal Package, click **Start New**.
 - b. **Select** the appropriate engineer(s) to respond and **Start Workflow**.

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Workflow Name & Description	Workflow Steps	Days for First Step to Take Action ?	Due Date for First Step ?
☐ Civil Engineering Response Utilized to forward an RFI or Submittal Package to Civil Engineering for a response.	Civil Engineering Response	6	Monday, October 20, 2025
☐ Earthworks Engineering Response Utilized to forward an RFI or Submittal Package to Earthworks Engineering for a response.	Earth Works Engineering Response	6	Monday, October 20, 2025
☐ EIC Engineering Response Utilized to forward an RFI or Submittal Package to EIC Engineering for a response.	EIC Engineering Response	6	Monday, October 20, 2025
☒ Environmental Engineering Response Utilized to forward an RFI or Submittal Package to Environmental Engineering for a response.	Environmental Engineering Response	6	Monday, October 20, 2025
☐ Geotech Engineering Response Utilized to forward an RFI or Submittal Package to Geotech Engineering for a response.	Geotech Engineering Response	6	Monday, October 20, 2025
☐ Health & Safety Engineering Response Utilized to forward an RFI or Submittal Package to Health & Safety Engineering for a response.	Health & Safety Engineering Response	6	Monday, October 20, 2025
☐ Process Plant Engineering Response Utilized to forward an RFI or Submittal Package to Process Plant Engineering for a response.	Process Plant Engineering Response	6	Monday, October 20, 2025
☐ SMP Engineering Team Response Utilized to forward an RFI or Submittal Package to SMP Engineering for a response.	SMP Engineering Response	5	Sunday, October 19, 2025

Cancel

Start Workflow

c. You should see 2 active workflows.



WORKFLOWS

Start New

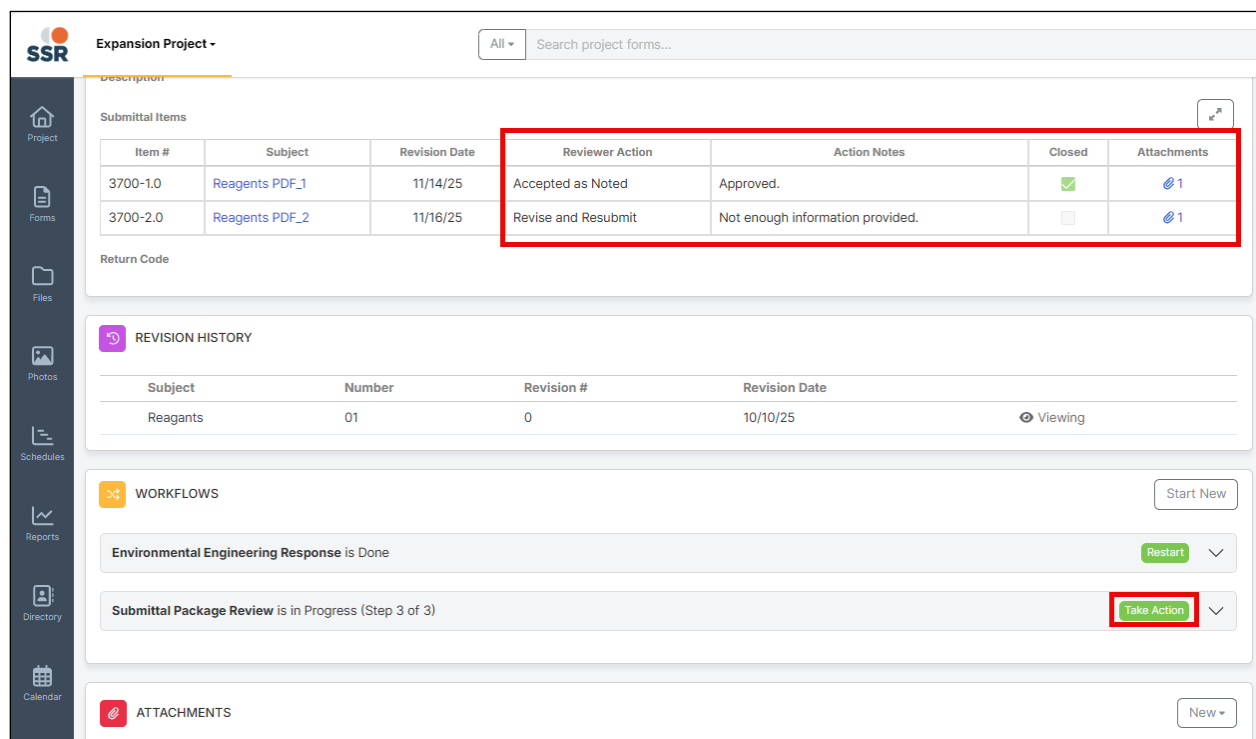
Environmental Engineering Response is in Progress (Step 1 of 1) ▼

Submittal Package Review is in Progress (Step 2 of 3) Take Action ▼

REVIEW ENGINEERING REVIEW RESPONSE AND RETURN TO INITIATOR

When the **Engineering Response Workflow** is passed by the engineer, Document Control is notified that the workflow is complete. **Document Control** will review the **Reviewer Actions**, **Action Notes**, and **Closed** checkboxes in the Submittal Items collection and **Pass** the workflow step.

- 1) The link in the email will open the Submittal Package.
- 2) Scroll down to the Submittal Items collection and review the **Reviewer Actions**, **Action Notes**, and **Closed** checkboxes.
- 3) Open and review any new or marked-up **Attachments**.
- 4) **Take Action** and **Pass** the workflow step to notify the Initiator of the response.



Expansion Project - All Search project forms...

Submittal Items

Item #	Subject	Revision Date	Reviewer Action	Action Notes	Closed	Attachments
3700-1.0	Reagents PDF_1	11/14/25	Accepted as Noted	Approved.	☒	1
3700-2.0	Reagents PDF_2	11/16/25	Revise and Resubmit	Not enough information provided.	☐	1

Return Code

REVISION HISTORY

Subject	Number	Revision #	Revision Date
Reagents	01	0	10/10/25

Viewing

WORKFLOWS

Start New

Environmental Engineering Response is Done Restart ▼

Submittal Package Review is in Progress (Step 3 of 3) Take Action ▼

ATTACHMENTS

New

RELATED RESOURCES

Help Pages:

[Submittal Item Overview](#)

[Batch Import Records](#)

[Adding Attachments to Forms](#)

Related QRGs:

Create Submittals

Engineering Submittal Review