The process outlined below shall be followed when a party other than UPRR will be supplying materials for UPRR owned and maintained tracks. Any materials listed on UPRR standard drawing 6003 required for the project, as well as, proposed subballast shall be submitted for review. This document is intended to be used by both contractors and the UPRR reviewer.

*All UPRR Standard Drawings and General Conditions can be found on the following website:* <https://www.up.com/emp/engineering/apps/archives/standards/public/index.cfm>

1. The material vendor must be listed on the Approved Trackwork Suppliers list (UPRR STD DWG 6003) in the appropriate material category.
2. The Vendor must supply a separate letter and manufactures shop drawing (do not submit the UPRR Standard drawing) for each material listing the material they are providing and indicate that the materials being supplied meet UPRR specifications.
3. Contractor and UPRR reviewer to verify that the materials being ordered match what is on the plans including but not limited to: rail size & weight, turnout sizes & frog type, tie type, derail type etc.
	1. Turnouts only – Verify switch stand placement and type, tie requirement and switch stand type using the references listed below:
		1. UPRR STD DWG 0080 – Standard Turnout Applications
		2. UPRR STD DWG 2101 – UPRR to verify switch stand.
		3. Tonnage Map (Internal Link) – UPRR to use this document as a resource.
	2. Ballast only – Verify material gradation:
		1. UPRR STD DWG 0010
		2. “UP & BNSF Specifications for Main, Branch and Yard track ballast” - Included with projects bid documents.
4. Subballast only – Verify material gradation:
	1. UPRR STD DWG 0010
	2. UPRR General Specification section 34 11 27 - Included with projects bid documents.
5. Provide a single pdf for each material including:
	1. Cover letter outlining the submittal (Optional template is supplied on the next page)
	2. Letter from Vendor (see item 2)
	3. Shop drawings
6. Complete or update the UPRR Shop Drawing Submittal Tracking sheet. This document will be used to cumulatively track all shop drawing submittals and must be included with each submittal. UPRR will review and respond with a copy of your material submittal stamped with a response and with an updated Submittal Tracking sheet.

**Cover Letter**

**Project Name:** Click here to enter text. **Date:** Click here to enter a date.

**UPRR Project Sub.:** Click here to enter text. **UPRR Project MP.:** Click here to enter text.

**Company:** Click here to enter text.

**Submitters Name:** Click here to enter text. **Submitters Phone #:** Click here to enter text.

**Submittal #(s):** Click here to enter text.

**Description of submittal:** Click here to enter text.

**List of submittal contents:** Click here to enter text.