



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

INTRADEPARTMENTAL CORRESPONDENCE

REFERRED TO

- REFERRED FOR ACTION
ANSWER FOR MY SIGNATURE
FOR FILE
FOR YOUR INFORMATION
FOR SIGNATURE
RETURN TO ME
PLEASE SEE ME
PLEASE TELEPHONE ME
FOR APPROVAL
PLEASE ADVISE ME

MEMORANDUM

TO: Mr. Chad Winchester, P.E.
Chief Engineer

FROM: Ryan Nolan, P.E.
Publications Engineer

DATE: June 12, 2024

SUBJECT: Approval request for EDSM revision
EDSM No. I.1.1.2 – Policies for Adoption, Revision and Distribution of Standard Plans

BY DATE
BY DATE
BY DATE

The attached EDSM has been revised to remove the requirement that Standard Plans are to be signed and sealed by a professional engineer as per Louisiana Administrative Code Title 46, Part LXI, Chapter 27 – Use of Seals, September 2023. Rule §2701, Section 4.c.ii states "No seal shall be required on standard plans, including special details, which are prepared by the Department of Transportation and Development and signed and dated by such agency's chief engineer for use on such agency's projects".

Other revisions to this EDSM include procedural adjustments, grammar and formatting improvements, and modified archiving responsibility. The Standard Plan revision procedure has also been adjusted to provide for an efficient, refined, and transparent process.

Your approval of the attached EDSM is requested. If you have any questions or concerns, please feel free to contact me.

RAN/kjc

cc: Mr. Mike Vosburg

Ms. Vertie Gary

Mr. Andrew Barry

Mr. Kasey Courville

Ms. Mary Kincaid

Ms. Cassadi Daigle

Mr. Landon Stockton

DocuSigned by: Ryan Nolan
6/12/2024
RECOMMENDED FOR APPROVAL DATE

DocuSigned by: Andrew Barry
6/13/2024
RECOMMENDED FOR APPROVAL DATE

DocuSigned by: Mike Vosburg
6/14/2024
RECOMMENDED FOR APPROVAL DATE

DocuSigned by: [Signature]
6/18/2024
APPROVED DATE

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**EDSM I.1.1.2****ENGINEERING DIRECTIVES AND STANDARDS**

Volume	Chapter	Section	Directive Number	Effective Date
I	1	1	2	6/18/2024

SUBJECT: POLICIES FOR ADOPTION, REVISION, AND DISTRIBUTION OF STANDARD PLANS

- 1. PURPOSE:** The purpose of this directive is to establish a uniform procedure for developing, revising, reviewing, and distributing Standard Plans.
- 2. DEFINITIONS:**
 - A. A Standard Plan is defined as an independent design detail (or series of details) that is routinely incorporated into construction plans without modification. A Standard Plan shall be signed and dated by the Chief Engineer and should not include policy or specifications. There are three actions that can be requested regarding Standard Plans:
 - 1) Create – A Standard Plan should be created when an item of work requires the consistent, repetitive use of a design detail in order to be completed.
 - 2) Update – A Standard Plan update requires a comprehensive review of and modifications to the information within the Standard Plan as determined by the Specifications & Standards Engineer. Reasons that warrant updates include, but are not limited to, changes in state, industry, or national standards or construction practices.
 - 3) Revise – A Standard Plan should only be revised if there is a need to change specific information within the detail. Use of the revision request for action should be limited to changes that need prompt resolution as determined by the Specifications & Standards Engineer.
 - B. A Special Detail has been defined as an independent design detail (or series of details) that is intended to be used in a single set of construction plans and has been signed and sealed by a licensed professional engineer in the State of Louisiana. Since Special Details by definition are project-specific plan sheets, they are an ineffectual concept, and no actions will be taken until they are converted into a Standard Plan.
- 3. PROCEDURE FOR STANDARD PLANS:** Actions to create, update, or revise Standard Plans will be considered according to the following procedure. If uncertain, the initiator should confirm which request for action should be taken with the Specifications & Standards Engineer prior to submission.
 - A. Request for Action – All requests for action should be submitted using the Publications Request Application. The FHWA, contracting industry, material suppliers, and others not employed with the Department may submit a request for action through a Department sponsor.

When an update to an existing Standard Plan is requested, the recommended changes shall be shown in red. When updates are so extensive as to preclude this approach, then the proposed new Standard Plan must be redrawn, and copies of both the existing and proposed Standard Plan must be submitted with a list of changes accompanying the request.

Revisions to an existing Standard Plan shall be shown in red and have a unique, sequentially-assigned, lowercase revision letter shown in the revision bug () that is used to note all plan modifications associated with that revision (e.g., 1st revision is letter “a”, 2nd is letter “b”, 3rd is letter “c”, etc.). The Standard Plan border shall also be bugged with the revision letter, the date of the change, description of the changes made, and the initials of the person responsible for the revision. The date given in the revision block is not the official revision date of the Standard Plan.

- B. Review — The Specifications & Standards Engineer shall contact the appropriate Section Head/Technical Owner of the Standard Plan for concurrence on the need to take the requested action. The Specifications & Standards Engineer will then distribute copies of the proposed changes to appropriate Review Committee members, as determined by the Specifications & Standards Engineer, for their review and comment. If necessary, a meeting of these Review Committee members will be held with the initiator present in order to resolve comments and problems arising from the proposed changes. After all comments have been addressed, responded to in writing, and the required drafting is complete, the Specifications & Standards Engineer will transmit a letter detailing the requested action for the Chief Engineer's approval by signature, along with the redline and final version of the Standard Plan.
- C. FHWA Approval – Upon the Chief Engineer's approval of the requested action, the Specifications & Standards Engineer shall forward the Standard Plan and the signed transmittal letter to the Federal Highway Administration for approval.
- D. Setting Effective Date – Upon FHWA approval, the Specifications & Standards Engineer will obtain the signature of the Chief Engineer on the Standard Plan. The date on which the Chief Engineer signs and approves the Standard Plan will be the official revision date. Once the Chief Engineer's signature has been obtained, the Specifications & Standards Engineer will determine the effective date of the Standard Plan and notify the Section Head/Technical Owner.
- E. Distribution – Upon setting the effective date, the Specifications & Standards Engineer will revise the Standard Plan Index and archive the Standard Plan in accordance with the Department's record retention policy. A watermarked and non-watermarked digital copy of the Standard Plan will be sent to the Section Head/Technical Owner to upload to ProjectWise.

4. RESPONSIBILITY FOR STANDARD PLANS:

- A. Chief Engineer – Proposed creations, updates, and revisions must be reviewed and approved by the Chief Engineer. The signature and approval date of the Chief Engineer is required on all Standard Plans.
- B. Section Head/Technical Owner – The appropriate Section Head for each Standard Plan, as determined by the Specifications & Standards Engineer, shall be the Technical Owner and shall assign an individual within their Section to maintain each Standard Plan and ensure it reflects the Department's current design, specification, and construction policies. All drafting required for a request for action will be the responsibility of the Section Head/Technical Owner. When the ownership of a Standard Plan is transferred, the previous and proposed Section Heads/Technical Owners shall coordinate the transfer of information and documents.

- C. Review Committee – The Standard Plan Review Committee will be responsible for reviewing all requests for action regarding Standard Plans and providing subsequent recommendations for action to the Specifications & Standards Engineer.

The Review Committee will be structured as follows:

Chairman: Publications Engineer

Members: Specifications & Standards Engineer
Project Development Division Chief
Chief Construction Division Engineer
Chief Maintenance Engineer
Materials & Testing Engineer Administrator
Road Design Engineer Administrator
Bridge Design Engineer Administrator
Transportation Planning Administrator
Hydraulics Design Engineer Administrator
Pavement and Geotechnical Engineer Administrator
FHWA Division Administrator
Traffic Engineering Division Administrator
Highway Safety Administrator
LTRC Associate Director for Research

Additional review committee members may be included as determined by the Specifications & Standards Engineer.

- D. Specifications & Standards Engineer shall:

- 1) Submit all recommendations relative to creating, updating, or revising Standard Plans to the Chief Engineer for approval.
- 2) Electronically distribute each revised or newly implemented Standard Plan within the Department.
- 3) Maintain Standard Plans and Special Details webpage and make available an electronic version with a “for informational purposes only” watermark on DOTD’s webpage.
- 4) Provide an electronic version, without the “for informational purposes only” watermark, for use outside of the Department upon receipt of a public records request and a hold harmless agreement.
- 5) Define Standard Plan criteria for sheet content and format based on current Department practices and recommendations from Review Committee.
- 6) Maintain an up-to-date index of all Standard Plans, including title, latest revision date, effective date, and Technical Owner.
- 7) Maintain and update the Standard Plan & Special Detail Request Form (ProjectWise request form).

5. **OTHER ISSUANCES AFFECTED:** All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.

6. **EFFECTIVE DATE:** This policy will become effective upon approval of the Chief Engineer.

CHAD WINCHESTER, P.E.
CHIEF ENGINEER