

After all field work has been completed as outlined in Chapter 4.00 and the processing and final quality control checking have been completed, a copy of all survey, utility, DTM, contour, and all updated files are to be stored on the appropriate Falcon Document Management server.

The District Survey Manager shall update activity 31S in the IPM system for all projects surveyed by VDOT staff.

A transmittal letter or an e-mail shall be sent to the individuals listed below and CC'd to State Survey Program Manager and Assistant State Location and Design Engineer's offices notifying them of the completion of the survey and location of the files:

**Projects designed in District:** Stored on district server. Transmittal or email to designer and project manager.

**Projects designed in Central Office or by Consultants:** Stored on central office server. Transmittal or email to project manager and designer.

**Bridge projects designed in Central Office or by Consultants:** Stored on central office server. Transmittal or email to State Bridge Engineer's office.

**Bridge projects designed in District:** Stored on district server. Transmittal or email to the bridge engineer in charge of the project, and if applicable, the L&D designer. <sup>◇</sup>

For surveys in which all data has been secured except the utility designation, the survey shall not be shown complete nor shall the element for the Human Resources Planning System be closed out until the utility designation is complete.

### *Sec. 1.09 Safety*

All survey activities shall be governed by guidelines and instructions as issued by the State Traffic Engineer and the State Safety and Health Engineer. All survey personnel should be very familiar with and aware of the guidelines as specified in VDOT's "Virginia Work Area Protection Manual" and VDOT's "Work Zone Safety Guidelines for Temporary Traffic Control". All survey personnel, who will be in the roadway and are responsible for directing traffic in the work zone, shall have successfully completed and shall be certified as a flagman through VDOT's Flagging Certification Program. All survey personnel who are required to enter confined spaces (i.e. manholes, utility vaults, etc.) shall be certified through VDOT's Confined Space Certification Program. Any questions or information requests regarding VDOT's Certification Programs should be directed to the State Safety and Health Engineer.

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<sup>◇</sup> March 3, 2014