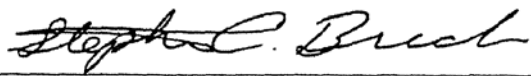


VIRGINIA DEPARTMENT OF TRANSPORTATION

TRAFFIC ENGINEERING DIVISION

MEMORANDUM

GENERAL SUBJECT: Traffic Control Device Equipment		NUMBER: TE-309
SPECIFIC SUBJECT: Procedure for Review and Retention of Traffic Control Device Shop Drawing/Catalog Cut Submittals		DATE: May 23, 2002
DIRECTED TO: District Administrators		SUPERSEDES: TE-202
		SIGNATURE: 

The following procedure for the review and retention of the Contractor's shop drawings/catalog cut submittals for traffic control devices shall be followed (for this document, the term District is intended to mean the District Traffic Engineer, Smart Traffic Center Engineer or other Section Engineer as appropriate):

1. Shop drawings, for any traffic control device structures that require professional engineer certification in accordance with Section 105 of the Road & Bridge Specifications and as may be modified by contract requirements, will be reviewed by the District. The District shall ensure that submittals are in accordance with the specifications and plan details, and that they are free from any statements altering any AASHTO design requirements. In addition, the District shall ensure that submittals include all working drawings, design calculations, and an appropriate professional engineer's certification of design acceptability.

The certification of wood poles and wood posts will not be required. The certification of sign posts, including the slip base and fuse plate, is required only when the submitted drawings deviate from the Standard Drawings for these structures.

The certification of foundations is required only when the Contractor furnishes the designs.

2. Shop drawings, catalog cuts, and supporting data for permanent traffic signs (including variable message signs) and sign lighting, exclusive of the items covered by #1 above, will be reviewed by the District.
3. Shop drawings, catalog cuts, and supporting data for traffic control device equipment, exclusive of the items covered by #1 and #2 above, will be reviewed by the project designer.

4. Contractors' letters for pre-approved traffic control device equipment, exclusive of the items covered by #1 and #2 above, will be reviewed by the project designer.
5. Distribution of reviewed shop drawings/catalog cuts and pre-approved traffic control device equipment letters shall be as follows:
 - 1 copy for the State Traffic Engineer
 - 2 copies for the Contractor
 - 2 copies for the District Traffic Engineer, Smart Traffic Center Engineer or other Section Engineer, as appropriate (only 1 copy required when the Department is not maintaining the equipment)
 - 1 copy for the Resident Engineer
 - 1 copy for the Municipality (not required when the Department is maintaining the equipment)
 - 1 copy for the Project Engineer
 - 1 copy of the response letter only for the State Materials Engineer
 - 1 copy of the response letter only for the District Materials Engineer

When a central office project designer accomplishes the reviews, all copies of the shop drawings/catalog cuts except the one copy for the State Traffic Engineer will be returned to the District for distribution.

6. The District shall be responsible for permanent retention of all documentation related to the approval process for the life of the asset. See also the requirements noted in the Post Construction Manual for District Traffic Engineers.

This procedure may be modified on projects where consultants are retained by the Department for shop drawing and Pre-approved Traffic Control Device Listing review.

cc: Mr. Philip A. Shucet
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