1-0 ROUTINE SCREENING AND UPDATING OF MEMOS AND MANUALS

Memos and manuals will be reviewed on a regular basis to assure that the materials contained are current. The responsibility for the review will generally lie with the individual whose expertise relates most closely to the contents (such as the Technical Committee Chair or Technical Specialist).

Attachment A lists the contact person responsible for each memo in *Memos to Designers*. The *Memo to Designer* contact person is responsible for answering questions and initiating necessary reviews as changes occur.

Memos generally contain instructions, guidelines and other information that apply as a matter of policy, or serve as an expeditious method of communication with project personnel. Design information may be placed in a memo temporarily and eventually moved into other *Bridge Design manuals*. Administrative and Procedural Memos will remain in effect until superseded or rescinded.

The following page shows Form DS-MS-0012 "Request for Manual Change" which shall be used by the contact person to initiate the process through the Technical Publications unit. (Copies of the form are available from Technical Publications.) It is important to indicate the effective date for implementation of the change on the request.

Memo to Designers 1-2 has more detailed information on the handling of suggestions for revisions and the processing of manual changes.

Richard D. Land
Bridge Design Branch A

Shannon H. Post
Bridge Design Branch B

Michael A. Barbour
Bridge Design Branch C

RDL:jlw

Attachment

Memo converted to metric format.
Supersedes Memo to Designers 1-0 dated November 1992.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

REQUEST FOR MANUAL CHANGE

DS-MS-0012 (REV. 3/98)

Instructions: 1. *Initiator fill out form completely.*
2. *Send completed form to Judi Wong, Technical Publications.*

INITIATOR(S)	PHONE	DATE

☐ Bridge Design Aids ☐ Bridge Design Details ☐ Bridge Design Practice ☐ Bridge Design Specifications

☐ Memo to Designers ☐ Other _____

Section/Page(s) _____

Related Change(s) _____

Type of Change: ☐ New ☐ Update ☐ Deletion

Effective date of change is normally from this date forward. Please check if there are special implementation requirements:

☐ Change Unchecked Details ☐ Change all Plans not PS&E'd

☐ Change All PS&E (Special Implementation) ☐ Change Construction (Special Implementation)

☐ 1. Prepare for Comments

☐ Normal Circulation (Names in **BOLDFACE**) ☐ Circulate to Checked Names

☐ **ALTMAN, S.**	☐ **FUJIMOTO, J.**	☐ Marquez, A. M.	☐ **SHEPARD, R. W.**
☐ Anderson, R. C.	☐ **GORONEA, J.**	☐ Moese, J. C.	☐ **SOMMARIVA, R. P.**
☐ Askelson, P.	☐ **HA, M.**	☐ **MORI, B.**	☐ **STORLIE, L. N.**
☐ **BARBOUR, M. A.**	☐ **HARRINGTON, T.**	☐ **POST, S. H.**	☐ Stott, R.
☐ **BARLOW, R. F.**	☐ **HOFFMAN, F.**	☐ **POST, T. J.**	☐ **TRAVIS, R. E.**
☐ Brown, C. (Ski)	☐ Horn, M. W.	☐ **ROGERSON, R. A.**	☐ Valls, D.
☐ Cotter, P. W.	☐ **JENSEN, T. P.**	☐ Root, N. F.	☐ Warmer, P.
☐ Danke, G.	☐ Lacalle, R.	☐ Rut, T. M.	☐ **WIMAN, S. D.**
☐ **DAVISSON, E. R.**	☐ **LAND, R. D.**	☐ **SAUBER, J. G.**	☐ **WONG, J.** (TechPubs)
☐ **DOWNING, J. E.**	☐ Leahy, T.	☐ Scharosch, D. L.	☐ Woody, J.
☐ Falsetti, R.	☐ **MADANI, M.**	☐ **SEABERG, E. R.**	☐ **ZELINSKI, R. J.**
☐ **FOSTER, J. L.**			

☐ Additional Circulation: _____

☐ 2. Limited Review: _____

☐ 3. No Review Necessary

☐ 4. Prepare for Signatures and Publication

☐ 5. Std. Plan Sht./Bridge Std Detail Sht. Involved: _____

☐ Remarks for Change Letter: _____

☐ Additional Instructions or Comments: _____