

**TECHNICAL SERVICES DIRECTIVE**

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| SUBJECT | FINAL NUMBER | EFFECTIVE DATE | VALIDATION DATE | SUPERSEDES |
| Technical Guidance Practices | TSB09-01(D) | 11/06/2009 | 00/00/0000 | TSB06-01(D) |
| | WEB LINK(S) http://www.oregon.gov/ODOT/HWY/TECHSERV/ | | | |
| TOPIC/PROGRAM | APPROVED SIGNATURE | | | |
| Continuous Improvement | Original signed by Catherine M. Nelson, P.E. Technical Services Manager/Chief Engineer | | | |

PURPOSE

This Directive defines a common set of instructions for use when developing and implementing new, validated or revised technical Directives, Bulletins, or Advisories released through Technical Services.

GUIDANCE

Technical Services (TS) shall develop and maintain written guidance that reflects its technical position, guides technical decision making, and informs the technical work of ODOT employees and members of the consultant community doing business with ODOT. Technical guidance may come from

- Highway Division strategic direction,
- work products of the Technical Leadership Team (TLT) or any of the Discipline Leadership Teams (DLT),
- work products from TS, any of its Sections, or from Region Technical Centers,
- incorporating best practices into existing ways of doing business, or
- changes to federal or state statutes or laws, or to AASHTO guidelines.

Guidance shall be offered in the form of technical Directives, Bulletins, and Advisories. All centrally and field-based technical employees are expected to know and follow TS Directives and Bulletins. Advisories are optional, providing information, tools, tips, techniques, and best practices to enhance existing practices and procedures.

When developing guidance, Originators shall use a participative process involving appropriate internal and external (e.g., ACEC, AGC, FHWA, other federal, state or local agencies) stakeholders. Proposed guidance shall be reviewed by key stakeholders to ensure that it does not conflict with other existing guidance and that it proposes the best solution(s) to the issue being addressed. All TS guidance shall be consistent with Highway Directive HWY ORG *Highway Division Business Line Team Member Expectations*.

DEFINITIONS

Guidance: A document prepared for the purpose of providing technical direction and/or advice on the proper and accepted policies, processes and procedures to be followed when conducting engineering and related business on behalf of ODOT.

TS Directive: A document that implements policy, organizational structure, methods, procedures, guidelines, requirements, or delegations of authority. Directives are mandatory, long-term, stand alone program-level documents that provide technical information essential to the overall management of the technical program, its administration or its operation.

Reference Appendix B for Content Areas.

TS Bulletin: Mandatory guidance focusing on methods, procedures, requirements, or guidelines to accomplish operations and to provide one-time, short or long-term instruction. Bulletin information may be incorporated into a manual or specification during the next update cycle or it may remain as stand alone guidance. If incorporated into another document, the Bulletin is rescinded at the time of the update. **Reference Appendix B for Content Areas.**

TS Advisory: Advisories are not mandatory guidance. They provide information and/or tools, tips and techniques to enhance technical decision making by central and/or field offices and/or the external consultant community. Advisories may also inform regarding emerging technologies or industry best practices. Directives, Bulletins or Manuals take precedence over Advisories. **Reference Appendix B for Content Areas.**

Section Website: The website(s) maintained by the Section.

Technical Services Website: The website(s) maintained by Technical Services

Consultant List-Serv: An e-mail subscription for A&E and related service consultants involved in project delivery. The goal of this list is to improve consistency in sharing general project delivery related information with consultants, such as significant changes to policies or procedures that impact consultant work with ODOT, as well as training opportunities.

Originator: A staff person who researches, compiles information, drafts, and shepherds a Directive, Bulletin, or Advisory through the process leading to approval and implementation.

Approver: The TS Manager/Chief Engineer or the Manager of the Section producing the technical guidance. Approvers must have the technical and positional authority to commit the Agency, Department, or Discipline to a particular course of action.

TS Guidance Coordinator (TSC): A staff person within Branch Operations who ensures the integrity of the guidance system by coordinating Directives, Bulletins, and Advisories across TS. The TS Guidance Coordinator ensures that nomenclature and numbering guidelines are followed and that guidance is up-to-date, posted quickly, and accessed easily on the TS website. Works with the Section Coordinator to ensure guidance development and implementation processes are followed.

Section Coordinator (SC): One staff person within each Section coordinates Directives, Bulletins, and Advisories for their Section. The Section Coordinator ensures that the document originator follows guidance procedures, numbering and formatting by reviewing the guidance document prior to the draft or final review by Technical Services Coordinator. The Section Coordinator works with the Originator to ensure that the guidance is distributed appropriately to TLT and other users, and is posted quickly and accessed easily on the Section's website.

Supersede: Replace one piece of guidance in favor of a new version of the same guidance. When new guidance supersedes an older version, it causes the older version to become obsolete.

Rescind: To declare a guidance document null and void. When rescinded guidance becomes obsolete or the information is relocated in another guidance document, such as a manual. (See Page 6, Process to Rescind.)

Validation: To review and confirm that the information in an existing guidance document remains current and up-to-date. All guidance documents are reviewed on a two-year cycle.

BACKGROUND/REFERENCE

This Directive outlines a comprehensive, flexible approach to preparing, housing and accessing up-to-date technical guidance documents. A coordinated, Division-wide approach to guidance is important because:

- Technical policies and practices have a political impact.
- Policy makers outside ODOT have an interest in TS policies.
- Technical work is increasingly decentralized and outsourced.
- Maintaining statewide consistency requires a collaborative approach to doing work.
- Building a collaborative reputation is a long term value for TS.

By implementing this coordinated approach to communicating technical guidance:

- TS and Section guidance is aligned with overarching ODOT practice (i.e. Highway level technical guidance), guidance produced by FHWA (Directives, Orders, Technical Advisories, and Notices) and that produced by the ODOT Highway Project Delivery Business Line (Operational Notices).
- Technical information is integrated into a cohesive set of guidance documents that are similar across TS.
- Those impacted, including TS staff, Regional and other technical staff, and members of the consultant community are less confused about which guidance to follow on their respective projects and/or about which guidance is most current.
- Because there is a predictable update schedule and life cycle for these documents, users are confident that they are working with the most current guidance.

EXPLANATION

| Features | Rationale |
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| Authority | Guidance produced through TS carries the authority of the TS Manager/Chief Engineer or the authority of a specific TS Section Manager. |
| Impact | <p>Guidance falling under the TS Manager/Chief Engineer’s authority impacts Highway staff, other business lines, external vendors, and/or consultants who have <u>technical responsibility for highway-related programs and projects.</u> Examples include:</p> <ul style="list-style-type: none"> (a) Introducing a technical initiative involving multiple functions across the Highway Division and the consultant community. (Directive) (b) A new process from AASHTO to be incorporated into several Disciplines’ manuals during the next update cycle. (Bulletin) (c) Clarification of a technical topic or issue. (Advisory) <p>Guidance falling under a Section Manager’s authority impacts Highway staff, other business lines, external vendors, and/or consultants whose work is related to the <u>discipline</u> that is issuing the guidance. Examples include:</p> <ul style="list-style-type: none"> (a) A policy providing overall guidance concerning technical operations within a technical discipline. (Directive) (b) A new procedure defining what constitutes a complete package before going to bid (Bulletin signed by Roadway Section Manager) (c) An update/reminder about important practices. For example: Bald Eagle - Delisted from Federal ESA (Advisory signed by Geo-Environmental Section Manager) |
| Templates | Originators are expected to use the approved TS guidance templates. Templates for Directives, Bulletins, and Advisories, and a Guidance Comment Form to capture comments for reviews are located on the TS Intranet website . If assistance is needed in completing the templates, contact your Section Coordinator. |
| Review Process | <p>All proposed TS guidance will go through a review process before being finalized. New guidance or guidance that calls for a major, substantive revision must be reviewed. The Originator and the Approver are responsible for ensuring an appropriate review is conducted. They also determine the extent of review needed before an Advisory is published. The Originator must include the TS Guidance Coordinator in all reviews.</p> <ul style="list-style-type: none"> • The Originator and Approver will ensure that ALL proposed guidance is reviewed within TS for potential inconsistencies when preparing the guidance (potential impacts on other disciplines, redundancies, inconsistencies in guidance on the same topic |

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| | <p>provided by different disciplines etc.).</p> <ul style="list-style-type: none"> • To facilitate documenting comments, a Guidance Comment Form is available on the TS website. • The reviewer pool size should be tied to the complexity and organizational impact of the proposed governance. Reviewers typically include members of the TS Management Team, the Technical Leadership Team, the appropriate Discipline Leadership Team, and the TS Guidance Coordinator. Other key regional or centrally based staff (i.e. Project Leaders, Area Managers, Project Managers) and/or external stakeholders (i.e. ACEC, AGC, other federal, state or local agencies, etc.) should be included as appropriate. • Easy retrieval of input/comments and a list of those solicited for review will be kept by the Section Coordinator. Review information is to be housed locally within the Section and shall be retained in accordance with the State Agency General Records retention schedule. <p>Draft guidance documents for review may be posted on the Section's website by using the following process (see Section Coordinator for assistance, if needed):</p> <ul style="list-style-type: none"> • Email notification to reviewers, including the TS Guidance Coordinator, providing a link to the website announcing the guidance is ready for review. • Include a link to the comment form for reviewers to fill out and submit to the email address of the Originator. • Retain information in accordance with the State Agency General Records retention schedule. • Include the TS Guidance Coordinator in all online reviews. |
| <p>Process to Rescind</p> | <p>On occasion guidance may need to be rescinded. In these instances, the Originator:</p> <ul style="list-style-type: none"> • Clearly identifies in the header that the guidance has been rescinded and may include a paragraph at the beginning of the document stating the reason for the rescission. • Obtain approval signature from Approver (TS Manager or Section Manager). • Notifies the TS Guidance Coordinator and the Section Coordinator that the guidance has been rescinded so the information on the TS website and the Section's website is updated and any active links are disabled. • Notifies key users from the original distribution lists including TLT, Discipline Leadership Team members, as well as Project Leaders, Area Managers, Project Managers and where possible, external partners that the guidance is rescinded. |

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| | <ul style="list-style-type: none"> • Ensures the history of the rescinded guidance is reflected on the Section’s web page (obsolete, no longer in effect, incorporated into a manual – with location of rescinded guidance, etc.) • Follows the agency guidelines regarding retention schedule. <p>The Section Coordinator ensures the Section’s master list of rescinded guidance pertaining to their discipline is retained per document retention schedules. (Note: the TS Guidance Coordinator maintains the list for guidance approved by the Technical Services Manager).</p> |
| <p>Formatting Documents and Web Pages</p> | <p>Guidance Documents: Templates for Directives, Bulletins or Advisories are available on the TS Intranet at TS Guidance templates and must be used when developing guidance documents. Templates provide an outline for the Originator to use while developing the guidance content.</p> <p>When preparing the portion at the top of the first page, several identifiers are required. (See Attachment A and/or the Section Coordinator for further details on formatting.)</p> <p>On occasion a Bulletin may, itself, constitute a manual update. In these instances:</p> <ul style="list-style-type: none"> • Clearly state that this is a manual update when describing the document’s purpose. • Identify in the body of the Bulletin the part of the manual being updated. • Clearly identify the name, iteration date, and section of the manual being updated. <p>Web Pages: Location of guidance must be clearly identified on the Section’s home web page. It is recommended that a complete list of all Section guidance be listed in one place on the Section’s web page and include the Final Number and descriptive title to facilitate ease of access.</p> |
| <p>Validating Guidance</p> | <p>All guidance documents are reviewed on a two-year cycle to ensure that the information in an existing guidance document remains current and up-to-date.</p> <ul style="list-style-type: none"> • The TS Guidance Coordinator will send the Originator a request to review the guidance document. • Originator conducts an appropriate level of review. This may include the list of those solicited for the original review and others as appropriate. <p>If there is minimal or no change:</p> <ul style="list-style-type: none"> • If the review results in no change in content or if requested changes |

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| | <p>(i.e. formatting, correcting spelling, etc.) do not change the meaning/intent of the document content, a validation date is entered in the header and the guidance document is signed by the Approver. This validation date assures the user that the guidance is current and up-to-date.</p> <p>If there is a substantial change:</p> <ul style="list-style-type: none"> • Assign a new guidance number that supersedes the old number. • Section Coordinator sends to TS Guidance Coordinator for review of Q/A review of form and format. • After incorporating TS Guidance Coordinator comments, Section Coordinator prepares guidance document for signature. <p>After the approved guidance is signed, the Section Coordinator posts to the Section’s website. An updated link and electronic word document is sent to the TS Guidance Coordinator.</p> |
| <p>Communication</p> | <p>The Approver communicates the finalized guidance to those impacted.</p> <ul style="list-style-type: none"> • Potential internal and external users should be notified by e-mail to ensure that they have knowledge of the guidance, its effective date, and how to access a copy electronically. If possible, in order to facilitate notification, an “interested parties” list should be maintained within the Section originating the guidance. <ul style="list-style-type: none"> ○ Typically, TLT members and applicable Discipline Leadership Teams must be kept informed about guidance documents. ○ Also inform project delivery staff (Area Managers, Project Leaders, Project Managers, external consultants) as needed regarding the status of guidance impacting project delivery. ○ Notify consultants by using the Consultant List-Serv to communicate new, updated, or rescinded guidance. • Post new and updated guidance on the Section’s Internet page and ensure links to the new guidance are posted on the TS Internet page. <p>When communicating with users, Approvers must clarify their expectations regarding the guidance. This includes:</p> <ul style="list-style-type: none"> • Stating when usage becomes mandatory (i.e., next manual update, immediately, etc.). • Indicating if new guidance supersedes that currently in use on existing contracts, or whether it is to be applied to future contracts only and stating the implementation date, keeping in mind a reasonable date to implement. • Ensuring that it is well known throughout the user community that previously approved guidance is being rescinded. If new guidance supersedes that being rescinded, the name and location of the superseding guidance must be communicated. |

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| | <ul style="list-style-type: none"> Reference technical manuals listed in guidance by including a link to the TS Internet website for manuals. |
| Coordination | <p>The TS Guidance Coordinator is the focal point for overall guidance coordination across TS. See TS Guidance Coordinator role and responsibilities.</p> <ul style="list-style-type: none"> The TS Guidance Coordinator is included as a reviewer for <u>ALL</u> guidance (reviews of both draft and final documents). The TS Guidance Coordinator performs a Quality Assurance review just prior to final signature, and before the Originator distributes the guidance. The TS Guidance Coordinator is available for consultation at any time while the draft guidance is being developed. The TS Guidance Coordinator is responsible for tracking statistics of all guidance documents within Technical Services. The TS Guidance Coordinator is responsible for maintaining links to all current TS guidance on the TS Internet website and to the site containing information regarding the status of rescinded guidance. <p>The Section Coordinator is the liaison between the TS Guidance Coordinator and the Originator.</p> <ul style="list-style-type: none"> The Section Coordinator assigns the final number to their section guidance. The Section Coordinator reviews all guidance documents prior to sending to the TS Guidance Coordinator for draft and final review. The Section Coordinator is responsible for tracking statistics of all guidance documents within their section. <p>The Originator coordinates the development, review, and implementation of the proposed guidance.</p> <ul style="list-style-type: none"> The Originator coordinates with the Section Coordinator to ensure the final guidance is reviewed by the TS Guidance Coordinator prior to signature. |
| Housing | <p>The originating office maintains a tracking system for its own guidance by developing a method to ensure the information is available in hard copy and also located on their internet site. The originating office is expected to maintain a complete, up-to-date hard copy set of all technical guidance originated by their section. Each tracking system must include:</p> <ul style="list-style-type: none"> guidance title guidance number contact information guidance date |

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| | <ul style="list-style-type: none"> • if the guidance is new, updated, rescinded, or if draft guidance has been cancelled <p>Each originating office maintains an electronic word document of all guidance originated by their section. Each originating office retains a list of reviewers of its guidance and their comments according to the pre-approved ODOT retention schedules.</p> <p>Each Region Technical Center and the TS Guidance Coordinator is expected to maintain a complete, up-to-date, hard copy set of all technical guidance, in the event of a catastrophic event that could render ODOT's electronic systems useless.</p> |
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RESPONSIBILITIES

| Responsibility | Actions |
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| Originator | <p>The Originator coordinates the development, review, and implementation of the proposed guidance.</p> <p>DRAFT</p> <ul style="list-style-type: none"> • Identify, with Approver, the type of guidance to be drafted. • Select appropriate template. • Draft the guidance (Consults with the Section Coordinator regarding format, numbers, and other questions). • Coordinate the review in accordance with the review process previously outlined. Be responsive/prompt in communicating with reviewers. • Follow the Communication guidelines as previously outlined. <p>FINAL</p> <ul style="list-style-type: none"> • Work with the Section Coordinator for assigning final number, headers, and footers. • Send to TS Guidance Coordinator for final Q/A format review. • Incorporate final Q/A format review comments, if any, into final document. • Forward to Approver for signature. • With Approver, notify, communicate and publicize the finalized guidance to those impacted. Include the TS Guidance Coordinator in these types of communications. • Ensure guidance is incorporated into the master set housed in the issuing office. • Be responsive when notified of updates and/or life cycle ending dates. • Ensure guidance is posted to the Section's web page. See Formatting Documents and Web Pages Section for proposed |

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| | <p>guidance posting.</p> <ul style="list-style-type: none"> • If guidance is to be rescinded, follow appropriate procedure in Process to Rescind. • Ensure current guidance is clear and reasonable regarding expectations for consultants and information incorporated into any necessary contract documents. |
| Approver | <ul style="list-style-type: none"> • Work with Originator to identify the type of guidance to be drafted. • Be accessible to the Originator during the process of drafting the guidance. • Ensure that an appropriate organizational review has occurred. • Ensure that the (new, revised, or rescinded) guidance has been coordinated with and reviewed by the TS Guidance Coordinator prior to approval signature. • Review the final guidance document before signing. • If guidance is being rescinded, ensure that appropriate procedure for rescinding is followed and that those impacted are notified. • Ensure guidance does not duplicate or contradict guidance from another TS Section. • Ensure master guidance (housed in the office originating the guidance) is current <u>and comments are documented</u>. • Be informed of all guidance documents working through the Section and ensure that ODOT retention schedules of existing guidance are maintained. • Ensure that scheduled updates and/or life cycle ending dates are managed and that guidance remains current and up-to-date. • Ensure that a list of reviewers is compiled and that this list and reviewer comments are retained by Originator's office. • Ensure that the Section Coordinator is clear on their responsibilities on behalf of the section. |
| TS Guidance Coordinator/ Branch Operations | <p>The TS Guidance Coordinator is responsible for the overall integrity of the branch guidance system and is the focal point for overall coordination across Technical Services.</p> <ul style="list-style-type: none"> • Consults with Section Coordinator and Originator during document preparation, as requested. • Reviews ALL draft and final guidance and provides feedback on format and document QA. • Follows Technical Services Guidance Procedures for review and QA. Performs a QA review just prior to final signature, and before the Originator distributes the guidance. • Ensures that the guidance is identified and labeled appropriately. • Reviews for consistency with the Chief Engineer's vision and goals for TS. • Tracks and reports statistics on ALL draft and final guidance documents within Technical Services. |

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| | <ul style="list-style-type: none"> • Maintains links to all current TS guidance on the TS internet website and to the site containing information on the status of rescinded guidance. Adds links for new or revised guidance to the TS website and appropriately link to relevant manuals and other reference materials. • Notifies Originator(s) and Approver(s) if current guidance has been in effect for 2 or more years to ensure guidance is still current and up-to-date. • If guidance is to be rescinded, ensures appropriate procedure to rescind is followed. • Periodically, checks Section web page to confirm that new guidance has been added or rescinded guidance has been moved to the rescinded portion of the Section’s website. • Sends pending and finalized guidance list to the Section Manager and Section Coordinator monthly for validation of status update. |
| <p>Section Coordinator</p> | <p>The Section Coordinator is the one point of contact for all guidance processing for their Section. The Section Coordinator</p> <ul style="list-style-type: none"> • Is the liaison between the TS Guidance Coordinator and the Originator for processing guidance documents for their Section. • Assigns final number for their Section’s guidance. • Reviews all guidance documents prior to sending to the TS Guidance Coordinator for draft and final review. • Coordinate with the TS Guidance Coordinator for preliminary QA audit. • Forward guidance to TS Guidance Coordinator for final QA audit review prior to obtaining the Approver’s signature. • Ensures dates, formatting, spacing, and footer are correct. • Tracks statistics on all guidance documents within their section. • Works with Originator to ensure appropriate internal and external communications of all final guidance documents is conducted for their Section including using the Consultant List-Serve. • Forward the link to the TS Guidance Coordinator for posting to the TS Guidance web page. • Maintains an electronic Word document of all guidance originating from their section for easy retrieval and modifying guidance documents ensuring the current version is being used. • Maintains a complete, up-to-date, hard copy set of all of their Section’s technical guidance, in the event of a catastrophic event that could render ODOT’s electronic systems useless. • Coordinates with the Section’s web master to ensure all guidance is promptly posted on the Section’s web page. (See Formatting Documents and Web Page for recommended posting). |

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| | <ul style="list-style-type: none"> • Send a final electronic word document to the TS Guidance Coordinator. • Ensure that the TS Guidance Coordinator is notified as section guidance is drafted or finalized. |
| Tech Center | Each Region Technical Center is expected to maintain a complete, up-to-date, hard copy set of all technical guidance , in the event of a catastrophic event that could render ODOT's electronic systems useless. |

ACTION REQUIRED

Section Managers will review this Directive with their management team and with non-management staff involved in developing guidance.

SPECIAL INSTRUCTIONS

May be used immediately – no restrictions.

CONTACT INFORMATION

Title: Branch Operations Manager
Branch: Technical Services
Phone: (503) 986-3652
E-mail: Ingrid.E.Saltvold@odot.state.or.us

ATTACHMENT A

Steps to Format the Heading and Footer for Technical Directives, Bulletins, and Advisories

Each type of guidance has its own, unique numbering system. When guidance is to be signed by the Section Manager, assigning the official document number is the responsibility of the Originator/Section Coordinator. When guidance is to be signed by the TS Manager/Chief Engineer, the Originator must coordinate the official document number through the TS Guidance Coordinator. The guidance number is assigned at the time the document is ready to be finalized. There is no number assignment during the draft process.

All draft documents will include a “DRAFT” watermark across each page. When being finalized, the “DRAFT” watermark is removed and a document Final Number is assigned (see below for procedures). Once finalized and before final signature by Approver, the Originator/Section Coordinator forwards the final draft to the TS Guidance Coordinator for review and feedback. Once review and feedback is complete, Originator/Section Coordinator obtains Approver’s signature for formal adoption.

HEADING FOR TECHNICAL DIRECTIVES AND BULLETINS

While the information in the heading for Directives, Bulletins, and Advisories is essentially the same, the look of each is unique and must be customized as part of the development of the guidance using the appropriate template.

- (a) **Type of Guidance:** All guidance will include the words “Oregon Department of Transportation” and “Technical Services.” The Originator tailors the heading to include the name of the Section producing the guidance, followed by the type of the guidance – Directive, Bulletin or Advisory (e.g., Construction Bulletin or Right of Way Advisory).
- (b) **Subject:** The subject must be titled specifically enough to communicate the content of the document. If updating a manual, indicate this in the Subject box.
- (c) **Final Number:**
 - If the guidance is still in draft form, no number is entered in this box. Follow the Footer directions below for information pertaining to draft guidance.
 - Once a draft is in final form, and before being signed by the Approver, the Originator assigns a Final Number. When the guidance is to be signed by the TS Manager/Chief Engineer, the Originator must coordinate the official document number with the TS Guidance Coordinator. All final guidance document numbers have the following 4 fields:
 - 1) **Section/Discipline Code:** Each Section has its own discipline code.

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| » AM =Access Management | » OPS =Branch Operations |
| » BR =Bridge | » CO =Construction |
| » GE =Geo-Environmental | » TR =Traffic |
| » RD =Roadway | » RW =Right of Way |
| » TSB =code for guidance that has TS or Highway-wide impact, crosses multiple disciplines, or is intended for wide distribution to internal and external users. | |

- 2) **Year:** The last two digits of the current year in which the final document is signed.
- 3) **Document Code:** A number from 01-99 is assigned to indicate how many pieces of guidance have been generated from a particular Section for the year in which the document is signed. The document code number field begins with 01 at the beginning of each year and will continue with consecutive numbers throughout that year. The current document will be assigned the next available consecutive number. (Example: In 2006, Construction has issued one advisory (01), two bulletins (02 and 03), and one directive (04). The number for the next guidance in 2006 will be "05.")
- 4) **Type:** The type of guidance being offered – a **(D)**irective, **(B)**ulletin, or an **(A)**dvisory in parentheses.

Samples:

GE06-04(B) indicates a Geo-Environmental (GE) Bulletin (B). This guidance was implemented in 2006 (06) and is the 4th (04) piece of guidance (Directive, Bulletin, or Advisory) from the Geo-Environmental Section for 2006.

RW04-74(A) indicates a Right of Way (RW) Advisory (A). This guidance was implemented in 2004 (04) and was the 74th (74) piece of guidance (Directive, Bulletin, or Advisory) from the Right of Way Section for 2004.

- (d) **Effective Date:** Enter the date the guidance becomes effective. This is the date that the newly approved bulletin goes into effect. The date is shown as “MM/DD/YYYY”. All years should include the entire year to avoid any confusion.
- (e) **Validation Date:** This date is used for existing guidance documents only. The date is shown as “MM/DD/YYYY”. All Technical Services guidance documents are to be reviewed every two years. The guidance document is updated, if necessary, at that time. Any time a guidance document is either reviewed with no changes or updated with information that does not change the meaning in the content of the document. i.e., formatting, correcting spelling, etc., a validation date is entered. Whenever a validation date is entered an approval signature is required as well.
- (f) **Supersedes or Rescinds:** Fill in as “New” if guidance is new. If rescinding or superseding previous guidance, delete supersedes or rescinds, whichever applies and show the date of the rescinded or superseded guidance. If a new number is being assigned, record the guidance document number being rescinded. Delete “Supersedes” or “Rescinds,” or add “New,” whichever applies.
- (g) **Topic/Program:** The name of the topic or program of the guidance (i.e., ITS, QA/QC, Hazmat, etc.) General topics are determined by the Section.
- (h) **Approved Signature:** When information to be communicated has program level impact, crosses multiple disciplines, and/or informs technical staff about TS or Highway matters, it is prepared and signed by the Chief Engineer. When guidance pertains to the work of a single discipline and is within the delegated decision-making authority of a specific Section Manager, he/she signs it.
- (i) **Web Link(s):** Lists electronic links to the final guidance document and any related guidance, if appropriate. Always include the TS web link:

www.oregon.gov/ODOT/HWY/TECHSERV/ where links and information for all of Technical Services guidance is listed.

HEADING FOR TECHNICAL ADVISORIES

- (a) **Heading:** Include name of Section producing the Advisory (i.e., Roadway Engineering Advisory).
- (b) **Topic:** The topic of the guidance (i.e., Administrative Fees for Highway Approach Applications).
- (c) **Number:** Use same system as for Directives and Bulletins.
- (d) **Supersedes or Rescinds:** Use the same system as for Directives and Bulletins.
- (e) **Approved Signature:** Same as for Directives and Bulletins.
- (f) **Effective Date:** This is the date that the newly approved advisory goes into effect. It is shown as MM/DD/YYYY.
- (g) **Validation Date:** This date is used for existing guidance documents only. The date is shown as “MM/DD/YYYY”. All Technical Services guidance documents are to be reviewed every two years. The guidance document is reviewed and updated, if necessary, at that time. Any time a guidance document is either reviewed with no changes or updated with information that does not change the meaning in the content of the document. i.e., formatting, correcting spelling, etc., a validation date is entered. Whenever a validation date is entered an approval signature is required as well.

FOOTER FOR ALL TECHNICAL GUIDANCE

Please note: The information in the Draft footer changes for the Final footer.

DRAFT Footer

- All Draft footers include the “Date of Review or N/A” with Leadership Team sign off.
- The name of the **subject** of the guidance document.
- The date the draft document is created. Date is shown as **MM/DD/YYYY**.
- The page number shown as **Page # of #**.

Sample Draft Footer:

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| Date of Review or N/A | Technical Guidance Practices |
| PDLT _____; PBLT _____; MLT _____; TLT _____; | 03/27/2006 |
| AMLT _____; BLT _____; CLT _____; CMLT _____; | Page 1 of 13 |
| ELT _____; G-HLT _____; HLT _____; RLT _____; | |
| RWLT _____; SSLT _____; TOLT _____ | |

Legend:

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| PDLT – Project Delivery Leadership Team | ELT – Environmental Leadership Team |
| PBLT – Planning Business Line Team | G-HLT – Geo-Hydro Leadership Team |
| MLT – Maintenance Leadership Team | HLT – Highway Leadership Team |
| TLT – Technical Leadership Team | RLT – Roadway Leadership Team |
| AMLT – Area Manager Leadership Team | RWLT – Right of Way Leadership Team |
| BLT – Bridge Leadership Team | SSLT – State Survey Leadership Team |
| CLT – Construction Leadership Team | TOLT – Traffic Operations Leadership Team |
| CMLT – Contracting Management Leadership Team | |

FINAL Footer

- The “Date of Review or N/A” with Leadership Team sign off is deleted.
- The name of the **subject** of the guidance document is changed to the **Final Number** of the guidance document.
- The Draft document date is changed to the **Effective Date** of the guidance document. Date is shown as **MM/DD/YYYY**.
- The page number shown as **Page # of #**.

Sample Final Footer:

| |
|---|
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|---|

FINALIZING A DIRECTIVE, BULLETIN, OR ADVISORY

After the Directive, Bulletin, or Advisory has been reviewed by the TS Guidance Coordinator and all approved comments have been incorporated into the document by the Originator, it is ready to be finalized.

In the Heading:

- Remove the “DRAFT” watermark.
- Assign a final number to the guidance (see **(c) Final Number**, page 12).
- Place final number in the Final Number Box.
- Enter the date the guidance becomes effective in the “Effective Date” box.

In the footer:

- Remove the “Date of Review or N/A” with Leadership Team sign off.
- Replace the subject of the guidance document with the final number
- Change the date to the date the guidance is signed. This date may or may not be the same as the effective date in the heading. The effective date is the date that the newly approved guidance document goes into effect. It is shown as MM/DD/YYYY.
- Number the pages of the final document as Page # of #.

ATTACHMENT B

Content Areas

Directive and Bulletin content areas defined: (See Attachment A for information on headings and footers.)

- **Purpose:** Brief description of why this guidance is being produced.
- **Guidance:** Brief statement describing the guidance being offered and whether it is new, supersedes, or rescinds previous related guidance. This information also notes changes in guidance document tracking numbers.
- **Definitions:** Explain terms in the document that may not be familiar to users.
- **Background/Reference:** Provide information to help the user understand the context, need, or justification for the guidance (i.e., potential benefits).
- **Explanation:** Provide details to assist users in carrying out the guidance offered.
- **Responsibilities:** Identify key parties involved in carrying out the guidance and their responsibilities in moving it forward.
- **Action Required:** Outline steps for users to incorporate guidance into their daily work.
- **Special Instructions:** Cover additional information the user must be aware of when implementing the guidance (i.e., effective date, updates a manual, reason for rescission, etc.). Special instructions must be clear about the implementation date, so that ODOT staff and consultants can reasonably incorporate the guidance and contracts can be updated in a timely manner. Special instructions should also indicate whether this guidance is cross-referenced with guidance from another Section; duration of the guidance (if known), and other pertinent information to promote success in the use of the document.
- **Contact Information:** Title, Section, phone number, and e-mail address of contact person or the Branch/Section's general mail box.

Advisory content areas defined: (See Attachment A for information on headings and footers.)

- **Heading:** Boilerplate. (Refer to Attachment A for details.)
- **Topic:** Brief statement describing subject of the guidance.
- **Advisory Information:** Provide information, clarification, tools, tips, techniques, or technical best practices to enhance technical decision making. Also provide links to Directives, Bulletins, or Manuals where appropriate.
- **Target Audience:** Brief listing of those to whom this advisory information is directed.
- **Contact Information:** Same as for Directives and Bulletins.

ATTACHMENT C

Steps for Preparing the Guidance Comment Form

GUIDANCE COMMENT FORM

A [Guidance Comment Form](#) has been developed to facilitate the documentation of the draft guidance review. See **Review Process**, page 5 of Technical Guidance Practices for information on conducting reviews.

A [Guidance Comment Form](#) template is provided on the [TS Intranet Guidance Web page](#). If a section wishes to create its own template, it may do so. However, at a minimum the following information must be collected and retained according to the previously outlined retention schedule.

- (a) **Section or Unit Name:** The Section or Unit that has produced the guidance to be reviewed.
- (b) **Type of Guidance:** Check the appropriate box indicating Directive, Bulletin, or Advisory.
- (c) **Subject:** the Subject of the guidance being reviewed.
- (d) **Topic/Program:** The topic or program area of the guidance.
- (e) **Date Sent:** The date the Guidance Comment Form is being sent out for review.
- (f) **Comments Due:** The date comments are due back to the sender.
- (g) **Initiated By/Contact:** The name of the contact person for the Guidance Comment Form.
- (h) **Phone:** The phone number of the contact person for the Guidance Comment Form.
- (i) **Please return to:** The name of the person the Guidance Comment Form is to be returned to.
- (j) **Date:** The date that the comments are to be returned by. The date is shown as MM/DD/YYYY. All years should include the entire year to avoid any confusion.