Project Information	Required?	Description
KEY NUMBER or BUNDLE NUMBER=	Required if there is one	Enter the project key or bundle number.
COUNTY=	Required	Enter the name(s) of the county where the project is located.
STRUCTURE NO./NAME=	Requested*	Enter Bridge structure number and name if files relate to a Major Bridge Maintenance project or have no key number.
SECTION=	If Known	Enter the section name for the project as shown in the STIP or the Project Name as shown in the Project Tracking Tool.
HIGHWAY NAME=	If Known	The name as known on the State Highway System. The **Cross Reference Table of Highway Route Number to State Highway Number** lists the highway names, routes and numbers. The **State Highway System map** shows highway and route numbers for the state and **Portland metro area**.
HIGHWAY NUMBER=	Requested*	The highway number uses the **Cross Reference Table of Highway Route Number to State Highway Number**.
ROUTE=	Requested*	The route name (e.g. ORE99, US101, etc.).
MILE POINT START=	Requested*	The mile point at the start of the project.
MILE POINT END=	Requested*	The mile point at the end of the project.
PHASE=	Required	Project phases are listed below.
FOLDER_NAME=	Required	The name of the folder or ZIP file that contains the files. (e.g. Bundle232, Bundle232.zip).
SUBMITTER NAME=	Required	Your name.
SUBMITTER PHONE=	Required	Your phone number.
V NUMBER=	If Known	This is the number on the upper right corner of the plans.
CONTRACT NUMBER=	If Known	The contract number.

Additional notes may be placed below the form.
*If there is no Key Number, provide the Mile Points and either Route Number or Highway Number.

The project "PHASE" is delineated by discipline. This should not be confused with engineering phases that have similar titles. The project "PHASE" may be one of the following:

Project "PHASE"	Description
Agreements	.
As_Constructed	.
Contract_Admin	.
Contract_Plans	Drafters typically use this phase.
Construction	Files received from a Construction PM office or files from the designer during project construction.
Design	Designers typically use this phase.
Environmental	.
Permits	.
Prospectus	.
RWEngineering	.
Scoping	.

Specifications	.
Structures	.
Survey	.