


Oregon Department of Transportation  POLICY	NUMBER DES 05-02	SUPERSEDES 08/07/03
	EFFECTIVE DATE 07/16/10	PAGE NUMBER 01 OF 03
	VALIDATION DATE 07/22/2016	
	REFERENCE ORS 671.310 to 671.459, 671.992, 671.995, 672.002 to 672.325, 672.505 to 672.705, 672.991; OAR 804-001 to 804-050, 809-001 to 809-060, 820-001 to 820-040	
SUBJECT REQUIREMENTS FOR LICENSED ENGINEERS, LAND SURVEYORS, GEOLOGISTS, LANDSCAPE ARCHITECTS, AND PHOTOGRAMMETRISTS	APPROVED SIGNATURE Signature on File in Business Services	

PURPOSE

The purpose of this policy is to establish the requirements for licensed professionals under employment or contract with the Oregon Department of Transportation (Department) to seal work products in accordance with Oregon law and Department policy and procedures. This policy makes clear the Department's commitment to comply with applicable state laws and administrative rules. This policy provides the framework for development of procedures that implement and respond to changes in laws, rules, legal opinions, and internal organizational structure and clarify expectations for internal staff, external partners, and stakeholders.

SCOPE

This policy applies to work performed for the Department by licensed engineers, land surveyors, geologists, landscape architects, and photogrammetrists under the following Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR):

- ORS 671: Architect; Landscape Professions and Business
- ORS 672: Professional Engineers; Land Surveyors, Photogrammetrists; Geologists
- OAR 804: Landscape Architect Board
- OAR 809: Board of Geologist Examiners
- OAR 820: Board of Examiners for Engineering and Land Surveying

BACKGROUND

ORS 672.002 to 672.325, 672.991 and OAR 820.001 to 820.040 establish legal requirements for Professional Engineers, Professional Land Surveyors, and Professional Photogrammetrists. The Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) is charged by law to carry out statutes and adopt administrative rules governing the practice of these professions.

ORS 672.505 to 672.705, 672.991 and OAR 809.001 to 809.060 establish the legal requirements for Registered Geologists and Certified Engineering Geologists. The Oregon State Board of Geologist Examiners (OSBGE) is charged by law to carry out statutes and adopt administrative rules governing the practice of these professions.

ORS 671.310 to 671.459, 671.992, 671.995 and OAR 804.001 to 804.050 establish the legal requirements for Registered Landscape Architects. The Oregon State Landscape Architect Board (OSLAB) is charged by law to carry out statutes and adopt administrative rules governing the practice of these professions.

POLICY

The Department shall hire and contract for qualified professionals licensed in the state of Oregon to perform work under the responsible charge of licensed professionals in accordance with Oregon statutes, administrative rules, and the legal opinions of respective Oregon licensing boards.

Work products required to be sealed by licensed professionals under Oregon statutes, rules, and the licensing board rulings/legal opinions and pursuant to Department technical guidance shall be prepared by, or under the responsible charge of, qualified licensed professionals. The Department's Chief Engineer shall issue and maintain technical guidance that lists specific work products that require the seal of a qualified professional covered by this policy.

Each licensed professional who seals a work product shall be the Professional of Record (POR) for the work product bearing the seal. A change or modification to a work product that requires a POR's seal must be approved by the POR or an authorized licensed professional who will be responsible for the change. Changes not requiring approval of a licensed professional are not covered under this policy.

GUIDELINES

<u>RESPONSIBILITY</u>	<u>ACTION</u>
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Chief Highway Engineer	Communicate and distribute policy to all staff, consultants, and contractors. Establish procedures and provide guidance and training needed to implement this policy. Monitor implementation of policy and procedures and take action to correct non-compliance or make improvements. Revise policy, procedures, and directives as needed to remain compliant with Oregon statutes, rules, and the legal interpretations of licensing boards.
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Division, Region, Section, Unit Managers	Make sure this policy is distributed to and discussed with employees. Distribute and communicate related procedures, guidelines, and revisions to this policy to employees, consultants, and contractors. Establish quality control/assurance procedures as needed to ensure implementation. Recommend changes to Chief Highway Engineer that would improve efficiency or effectiveness of this policy and related
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<u>RESPONSIBILITY</u>	<u>ACTION</u>
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Employees	Comply with this policy and related procedures and guidelines. Recommend changes to manager or supervisor that would improve efficiency or effectiveness of this policy and related procedures.
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Related information can be found at:
<http://www.oregon.gov/ODOT/HWY/TECHSERV/pages/index.aspx>.