

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
I	1	1	2	8/27/18

SUBJECT: POLICIES FOR ADOPTION, REVISION AND DISTRIBUTION OF STANDARD PLANS

1. **PURPOSE:** The purpose of this directive is to establish a uniform procedure for developing, revising, reviewing, and distributing Standard Plans.
  
2. **DEFINITION:**
  - a. A Standard Plan is defined as an independent design detail (or series of details) that is routinely incorporated into construction plans without revision, unless previously approved by the Chief Engineer. A Standard Plan shall have been signed and sealed by a licensed professional engineer in the State of Louisiana then designated as a Standard Plan and signed by the Chief Engineer. A Standard Plan should not include policy or specifications.
  
  - b. A Special Detail is defined as an independent design detail (or series of details) that is intended to be used in a single set of construction plans and has been signed and sealed by a licensed professional engineer in the State of Louisiana. If a Special Detail is used on multiple projects or is intended to be used routinely on projects with similar site-specific situations, then it shall be submitted for approval as a Standard Plan, as described below.
  
3. **PROCEDURE FOR STANDARD PLANS:** Actions regarding the creation, revision or deletion of Standard Plans will be considered according to the following procedure:
  - a. Request for action - All requests for action should be submitted to the Specifications & Standards Engineer using the Specification Request Form on the Contracts and Specifications page of the DOTD intranet. When revision of an existing Standard Plan is requested, the recommended revisions shall be shown in red. When revisions are so extensive as to preclude this approach, then the proposed new Standard Plan must be redrawn and copies of both the existing and proposed Standard Plan submitted with a list of changes accompanying the request.
  
  - b. Review – The Specifications & Standards Engineer shall contact the appropriate Section Head/Owner of the Standard Plan, for which a request for action was received, for concurrence on the need to take the requested action. The Specifications & Standards Engineer will then distribute copies of the proposed changes to appropriate Review Group members, as determined by the Specifications & Standards Engineer, for their review and comment. A meeting of these Review Group members will be held, if necessary, with the initiator present in order to resolve comments and problems arising from the proposed changes. The Specifications & Standards Engineer will then obtain approval of the Chief Engineer by signature.
  
  - c. FHWA Review - The Specifications & Standards Engineer shall, upon obtaining the Chief Engineer’s approval, forward the Standard Plan and the signed transmittal letter to the Federal Highway Administration for its review and approval.

- d. Approval - Upon completion of the required drafting, the Section Head/Owner will forward the original Standard Plan, signed and sealed by a licensed professional engineer in the State of Louisiana, to the Specifications and Standards Engineer, who will obtain the signature of the Chief Engineer on the plan. Signature by the Chief Engineer authorizes use of the Standard Plan on construction contracts.
- e. Setting Effective Date - Once the Chief Engineer's signature has been obtained, the Section Head/Owner will notify the Specifications and Standards Engineer of the effective date of the Standard Plan so that the Standard Plan Index and the DOTD internet can be updated.
- f. Distribution - The Specifications & Standards Engineer, upon obtaining the Chief Engineer's signature on the Standard Plan, will revise the index and forward one reproducible copy to General Files. The original Standard Plan will be returned to the Section Head/Owner to scan and return a scanned copy of the standard in an editable border to the Specifications and Standards Engineer, via ProjectWise. The Section Head/Owner will then store the Standard Plan, as per the Department's record retention policy.

4. **RESPONSIBILITY FOR STANDARD PLANS:**

- a. Chief Engineer: Proposed additions, deletions, and revisions must be approved by the Chief Engineer. The approval of the Chief Engineer is required on all Standard Plans.
- b. Section Head/Owner: The appropriate Section Head for each standard plan, as determined by the Specifications & Standards Engineer, shall be the owner and shall assign an individual within their Section to maintain each Standard Plan and ensure it reflects the Department's current design, specification and construction policies. All drafting required for initiation and revision will be the responsibility of the Section Head/Owner. When ownership of a Standard Plan changes, the previous and proposed Section/Head owners shall coordinate the information and document transfer necessary.
- c. Review Group: The Standard Plan Review Group will be responsible for the review of all Standard Plans and subsequent recommendations for action to the Specifications & Standards Engineer.

The Review Group will be structured as follows:

Chairman: Contracts & Specifications Engineer

Members:

1. Specifications & Standards Engineer
  2. Project Development Division Chief
  3. Chief, Construction Division
  4. Chief Maintenance Engineer
  5. Materials Engineer Administrator
  6. Road Design Engineer Administrator
  7. Bridge Design Engineer Administrator
  8. Transportation Planning Administrator
  9. DOTD Hydraulics Design Administrator
  10. DOTD Plans Manager
  11. FHWA Division Administrator
  12. Traffic Engineering Division Administrator
  13. Highway Safety Administrator
- d. Specifications and Standards Engineer:
    - i. Shall submit, to the Chief Engineer for approval, all recommendations relative to the creation, revision, or deletion of Standard Plans.
    - ii. Shall distribute each revised or newly implemented Standard Plan within the Department

electronically in ProjectWise.

- iii. Shall make available an electronic version with a “for informational purposes” watermark on the DOTD internet site.
  - iv. Shall provide an electronic version, without the “for informational use” watermark, for use outside of the Department, upon receipt of a public records request and a hold harmless agreement, both of which can be found on the DOTD internet site
  - v. Shall define Standard Plan criteria for sheet content and format, based on current Department practices and recommendations from Review Group.
  - vi. Shall maintain an up-to-date index, on the DOTD Intranet, of all Standard Plans, including title, number, latest revision date, effective date, and the Section with technical responsibility for the maintenance of each plan.
  - vii. Shall maintain an archive of Standard Plans.
5. **OTHER ISSUANCES AFFECTED:** All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.
6. **EFFECTIVE DATE:** This policy will become effective upon signature of the Chief Engineer.



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