

Changes to the Engineering Directives and Standards Manual (EDSM)

Standard Operating Procedures

Date updated: 2/18/2019

The following are procedures for updating an EDSM:

1. Employee identifies the need for an EDSM to be updated
2. Employee discusses the update with the EDSM owner (see "Master List of EDSMs" spreadsheet for owner and affected Section information)
3. Owner evaluates and decides whether or not to move forward with the change
4. Owner checks with other sections affected by proposed EDSM change to make sure they're in agreement
5. EDSM document is prepared with the suggested changes. (A Word version of the EDSM may be found in the EDSM folder on the Chief's SharePoint site (DOTD Intranet- SharePoint- Engineering- EDSM Documents)
6. Cover letter is circulated for appropriate signatures (owner and all affected Section Heads)
7. Proposed new EDSM is submitted to the Chief Engineer for signature
 - a. Place documents in a folder with a routing slip (EDSM owner to Deputy Chief Engineer, Chief Engineer, and back to the Deputy Chief Engineer):
 - i. Cover letter showing sign off on the changes by the owner and affected parties
 - ii. Current version of the EDSM
 - iii. Version of the EDSM showing track-changes with the revisions
 - iv. EDSM with the revisions accepted
 - b. Email a Word Version of the proposed EDSM to the Chief Engineer's Administrative Assistant**
8. Chief signs the proposed EDSM
9. Chief Engineer's Administrative Assistant scans a B/W copy of the signed revised EDSM and cover letter
10. Chief Engineer's Administrative Assistant electronically sends a B/W PDF of the revised EDSM and cover letter to the IT contact to upload on the Intranet/Internet and cc: Deputy Chief Engr.
11. Chief Engineer's Administrative Assistant puts B/W PDF version of the cover letter and revised EDSM in the queue for loading into Content Manager
12. Chief Engineer's Administrative Assistant loads B/W Word version of the revised EDSM onto the Chief's SharePoint site
13. Chief Engineer's Administrative Assistant gives the original, revised EDSM paper documents to the Deputy Chief Engineer for email notification and File.
14. Deputy Engineer Administrator emails the District Administrators, Section Heads, ADAs of Engineering and ADAs of Operations that change has been completed
15. See examples of cover letter and EDSM format on the SharePoint site names in item 5 above
 - a. Use Calibri (Body) Font and Font Size 11
16. Prior versions of EDSMs are being stored in Content Manager for ease of research. If you have older versions that are not already in Content Manager, scan and email those to the Chief Engineer's Administrative Assistant for uploading.