

TRANSMITTAL MEMORANDUM 11-01

To: Division of Structural Design Staff
Design Consultants

From: Mark E. Hite
Director
Division of Structural Design

Date: October 11, 2011

Subject: Shop Plan Submission and Distribution

Because of changes in the way the Kentucky Transportation Cabinet processes plans, the Division of Structural Design (DOSD) will implement the following changes in the submission and distribution of shop plans.

Beginning with this memo, fabricators shall submit all required shop plans, by e-mail, to the DOSD's Shop Plan Coordinator or their design consultant for review. These submissions shall depict the shop plans, in .pdf format, as either 11" x 17" or 36" x 22" sheets. Designers will make review comments on these electronic submissions as needed and return them to the fabricator. Upon reconciliation of the designer's comments, files shall be returned to the designer. Each sheet will be electronically stamped by the designer and plans will be forwarded to the DOSD's Shop Plan Coordinator for distribution. **Only plans submitted directly to the Shop Plan Coordinator will be distributed and only plans electronically stamped "DISTRIBUTED BY THE DIVISION OF STRUCTURAL DESIGN" are to be used for fabrication.**

While this process does not require the submission of paper copies, DOSD reserves the right to require such copies on a case by case basis.

Other than the changes outlined in this memorandum, all other sections of Chapter SD-607 of the Division of Structural Design Guidance Manual shall apply.

MH/ks/rp