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TO: Director, Preliminary Plan Review Bureau SUPERSEDED BY EI 78-017 EFFECTIVE 3/16/1978	ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
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APPROVED:  <u>R. N. Simberg, Asst. Deputy Chief Engineer</u>	

During the construction of such building type facilities as comfort stations, it is often necessary to draw upon the expertise of OGS to ensure proper approval of such items as special materials, and catalog cuts. As discussed at the recent Construction Engineer's Meeting, the following procedure should be utilized to provide the most efficient and expeditious paperwork flow.

- I - As soon as the names and addresses of the subcontractor and suppliers who will be furnishing items requiring OGS approval can be determined, they should be furnished by the Region directly to: Leonard C. Gates, Chief, Bureau of Area Coordination
 Office of General Services
 Tower Bldg. - 34th Floor
 Albany, NY 12223
- II - Requests for approvals of catalog cuts should be submitted by the Contractor to the EIC. The EIC may then submit such requests directly to the above OGS address.
- III - OGS approvals will be sent directly to the Engineer who will transmit them to the Contractor with copies to the Regional Office as required.

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PROJECT	
JAN 3 1974	
CIRC.	HARRIS
FILE	DESIGN

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