

TO:	ENGINEERING INSTRUCTION
	NEW YORK STATE DEPARTMENT OF TRANSPORTATION
SUPERSEDED BY EI 94-014 EFFECTIVE 10/20/1994	SUBJECT: PREFIX CODES BASED ON ORIGIN OF SPECIAL SPECIFICATION
	Subject Code: 7.27-1
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	
APPROVED: <i>Malcolm J. Graham</i> Deputy Chief Engineer (Facilities Design Subdivision)	
	Code: <u> EI 75-81 </u> Date: <u> 12/9/75 </u> Supersedes:

Due to the volume and complexity of SPECIAL SPECIFICATIONS being received and reviewed by this office, effective immediately this office will assign item prefix numbers based on the origin of the Specification. This will enable all users to readily recognize the author of any SPECIAL SPECIFICATION should the user require a copy or details about it. Also, this office will be able to list out all the specifications belonging to any user quickly and accurately to aid us in our yearly review of all special items.

The following list of prefix numbers will be used by FINAL PLAN REVIEW BUREAU in assigning SPECIAL SPECIFICATION ITEM NUMBERS:

<u>PREFIX NUMBER</u>	<u>ORIGIN OF SPECIFICATION</u>
01-10	Regions 1-10
11	New York City
12	Waterways Maintenance Subdivision
13	VACANT
14	Traffic and Safety Division
15	Facilities Design Subdivision
16	Structures Design and Construction Subdivision
17	Soil Mechanics Bureau
18	Materials Bureau
19	Engineering Research and Development Bureau
20	Program Testing (Final Plan Review)
21	Office of General Services
22	State Park Commissions
23-24	VACANT
25	Thruway Authority

PREFIX NUMBERS

ORIGIN OF SPECIFICATION

26-27

VACANT

28

East Hudson Parkway Authority

29-99

VACANT

From the table above, if this office assigned a traffic signal as item number 07680.xxxx it would have originated from Region 7. If the same item had been assigned 14680.xxxx, it would have originated from the M. O. Traffic and Safety Division. The prefix code tells a designer who he should contact directly for a copy of the specification or any details he desires about it. Also the "15" prefix items will remain as Main Office inserts while all other prefixed Special Specifications will be the region's or designing agencies responsibility to be included as part of the PS&E package.

The current procedures for specification approval and item number assignment by this office will not change. Only the prefix codes will change, based on the above table. Items which are currently in use with a "15" prefix will be changed to their appropriate origin code as time permits and all users will be notified of those item number changes. Also, these prefix codes are a means of item reference only and will not change our existing policy of non-assignment of item numbers to any specifications which are not necessary.