

JET - NYC REP?

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| TO: SUPERSEDED BY EI 82-028 PREL. EFFECTIVE 6/8/1982 FACETS Director. NOV 1 1978 Plan Review Bureau | | ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION | |
| CIRC. DESIGN FILE | | SUBJECT: PS & E SUBMISSIONS (Need for Full Size Plans) Subject Code: 7.26-1 | |
| Distribution: | | Code: <u>EI 78-57</u> Date: <u>10/27/78</u> Supersedes: | |
| <input checked="" type="checkbox"/> Mail Room 488 BLDG. | | <input type="checkbox"/> Regions <input type="checkbox"/> Special | |
| APPROVED: <i>M. T...</i> DIRECTOR, Final Plan Review Bureau | | | |

PRELIMINARY PLAN REVIEW BUREAU
 NOV 1 1978

Recently we have received PS & E submissions involving "permanent type construction" (Railroad rehabs, sidewalk & curbing projects, etc.) on 8½" x 11" material. However, our procedures are set up to only microfilm full size plan sheets (22" x 36"); thus we end up without a permanent record of projects submitted on 8½" x 11" material. In order to set a policy which will provide permanent records, all designers shall submit all plans involving "permanent type construction" on full size plan sheets.

There are instances where the use of 8½" x 11" material is encouraged. These are projects which do not involve "permanent type construction", such as:

1. Demolition
2. Bridge painting
3. Highway striping
4. Test wells
5. Soils drilling (preliminary engineering)
6. Ice jam removal (emergency)

Please be guided accordingly on future PS & E submissions.