



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 16-29 **Technical Advisory**

July 20, 2016

TO: All Design, Operations, and District Personnel, and Consultants

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SUBJECT: Final Tracings Checklist

The Final Tracings checklist has been revised as follows.

- Quality Assurance (QA) Form. The QA form was inadvertently deleted from the checklist and has been restored.
- Bridge Load Rating Memo. The ERMS Document Type for the Bridge Load Rating Memo has been revised from "Other" to "Load Rating". The document type should be used for contracts with an RFC date on or after September 1, 2016. It may be used prior to this date.
- Bundling Information Page. The PSE Checklist Bundling Information Page described in Design Memo 16-24 has been added to the checklist.
- The file naming convention description abbreviation has been added for each item. Please note that the native file name of a document loaded into ERMS must match the name entered into the Title field. Adhering to this practice allows the Department's technical writers to readily identify documents when compiling the contract information book.

The Final Tracings Checklist is available from the Department's Editable Documents webpage at <http://www.in.gov/dot/div/contracts/design/dmforms/>, under Design Submittal.