



INDIANA DEPARTMENT OF TRANSPORTATION

Driving Indiana's Economic Growth

Design Memorandum No. 17-01 Technical Advisory

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

FROM: /s/Elizabeth W. Phillips
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SUBJECT: Final Tracings Checklist

The Final Tracings Checklist has been revised to correct minor discrepancies between the description abbreviation shown on checklist and the description field auto-populated in ERMS. Documents uploaded prior to this memo need not be resubmitted to correct the description abbreviation.

- Design Computations. The checklist description abbreviation has been revised from “dgncomp” to “dgncomps”.
- Level One Design Criteria Checklist. The checklist description abbreviation has been revised from “LvlChk” to “Lvl1Chk”.
- Proprietary Materials Use Justification. The checklist description abbreviation has been revised from “PropMtrlFrm” to “ProprMtrlFrm”.

In addition to the corrections above, editorial revisions have been made to the Permits narrative to clarify the items that are part of a Rule 5 permit.

Fields have been added or revised to enhance the usefulness of the checklist, particularly for project managers.

- Text fields for Project Type and Location, STIP, RFC Date, Letting Date, and Construction Completion Date have been added.
- The first column of the checklist has been modified from a check box to a text field to allow for notation of the ERMS ID.

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.