

Memorandum

*Serious drought.
Help save water!*

To: STRUCTURE POLICY BOARD
Deputy Division Chiefs
Division of Engineering Services

Date: January 26, 2015

File:


From: DOLORES VALLS
Interim State Bridge Engineer
Deputy Division Chief
Structure Policy and Innovation
Division of Engineering Services

Subject: **UPDATE TO MEMOS TO DESIGNERS 1-0**

Effective immediately, MTD 1-0 "Development, Approval, Maintenance, and Termination of Memos to Designers" supersedes MTD 1-0 dated March 1998. The content has been updated to reflect growth of the organization, increased number of stakeholders, and the need for improved quality assurance. The title has been changed and the Attachment has been purged.

The previous MTD 1-0 had more general application to bridge and structure-related guidance. The new MTD 1-0 pertains only to Memos to Designers. The list of responsible owners has been moved to the Intranet along with other documents necessary for approval:

- MTD Record of Quality and Time Management
- Flowchart of steps to review, get approvals, and publish
- MTD Comment Matrix
- End-of-Life-Cycle Form

This MTD does not directly pertain to projects currently under development, construction, or to existing structures.

For questions or concerns please contact Sue Hida, Office of State Bridge Engineer Support at (916) 227-8738.

c: Chief - Division of Design
Chief - Division of Local Assistance
Chief - Structure Maintenance and Investigation
Chief - Division of Engineering Services
Manual Editor - Structure Policy and Innovation