

GUIDANCE & PROTOCOLS FOR EDITING THE HIGHWAY DESIGN MANUAL (HDM)

A. General Guidance

- A - 1. The Chief of the Office of Standards and Procedures (OS&P), Antonette Clark [(916) 653-0253], is the Chief Editor of the HDM.
- A - 2. The Editor of the HDM, David Cordova, is the single focal point in OS&P for all HDM change efforts until this position is backfilled.
- A - 3. All "official" HDM files are those that are in the possession of the Editor of the HDM.
- A - 4. The "official" files shall be the basis for all HDM change.
- A - 5. A cover sheet entitled: "Proposed Revision Form" (see Attachment), shall be included as a cover sheet with all HDM change requests. The name of a contact person and their phone number must be provided on the cover sheet so that issues can be resolved in a timely manner. District personnel should work with their District Design Liaison prior to completing the Attachment and its supporting documents, and submitting the proposed HDM revision to the Chief of OS&P.
- A - 6. If you have any questions, when submitting or detailing changes to the HDM, contact the Editor of the HDM.
- A - 7. If it appears that the portion(s) of the HDM change you are working on will not be able to meet the delivery dates in the schedule, please contact the Editor of the HDM as soon as possible, in advance of the deadline.
- A - 8. The Chief of OS&P, in responsible charge of and as Chief Editor of the HDM, will combine and circulate HDM additions and deletions, as necessary, into timely scheduled HDM change efforts and provide them for review to the appropriate Divisions in Caltrans, the FHWA, and external partners as appropriate for their comments. During the development of the portion(s) of the HDM you are editing, you may require/desire input from "Others" in Caltrans and/or FHWA; feel free to involve them as you see fit; however, please notify OS&P on the cover sheet (see Attachment) as to who was involved in your development process. Please remember that the Chief of OS&P will be the lead and the Editor of the HDM will still be the single focal point for the proposed change, once the change is incorporated into an in-progress/on-going HDM change.
- A - 9. The Editor of the HDM is responsible for developing the draft and final versions of the HDM Change Transmittal that is ultimately signed by the Chief of the Division of Design and may be contacted to discuss its content.
- A - 10. The Editor of the HDM may be contacted at any time to discuss the status of proposed HDM changes that have been received by OS&P for consideration.

B. Guidelines & Protocols for Communicating Changes to the HDM

- B - 1. The preferred method of communicating change to the HDM is to edit a hardcopy of the existing HDM text or figure in legible, hand written, red ink, using the blank areas on the page and arrows to indicate where the proposed change is to be inserted. For strikeout changes, see Item B - 5.
- B - 2. If changes are typed on a separate sheet of paper, cut and tape the proposed text onto a blank portion on the page and use arrows to indicate where the change should be inserted. Check, as appropriate, to ensure that the remaining text on either side of the insertion makes sense both grammatically and contextually.
- B - 3. If electronic copies of HDM text files are used for editing/communicating new text and tables, they must be in "text-only" format, and single columned. Do not use the two-column format style that is used in the published document.
- B - 4. Electronic copies of HDM figures can be used to highlight changes. However, the edits and new details or text additions and deletions, need to be clearly communicated (see Items B – 5 and - 6).
- B – 5. Deletions of existing text shall be legible and either shown by a single-line strikeout, in red ink, when editing by hand or, if editing electronically, use black text that has been struck out with a single line. The underlying struck-out text, figure, or table shall be able to be seen through the strikeout line.
- B – 6. Additions and changes to the existing figures and tables should be in red ink, while the addition of new figures and tables may be submitted in black, as long as, it is clearly identified where the new figure or table is to be inserted.
- B – 7. For HDM text edits “too large or complex” to effectively submit as a hand written change (i.e. – blocks of paragraphs; an entire Index or Chapter; etc.), type the paragraph(s) on a separate sheet, cut and tape the paragraphs to a blank spot on the page, and, with red arrows, clearly point to where the text is to be inserted. Strikeout existing text (see Item B - 5), as necessary.

