CALIFORNIA
DEPARTMENT OF TRANSPORTATION

manual change transmittal

TITLE	APPROVED BY	Date Issued:
PROJECT DEVELOPMENT PROCEDURES MANUAL	JANICE BENTON, Chief	Sept. 28, 2018 Page 1 of 1
SUBJECT AREA SHOPP Safety Improvement Project Update	ISSUING UNIT DIVISION OF DESIGN	
SUPERCEDES Portions of Chapters 9 and 12 APPENDICIES A, L and S Template for Long Lead SHOPP projects	DISTRIBUTION **ON-LINE**	

The official version of the Project Development Procedures Manual (PDPM) is the electronic version found on the California Department of Transportation (Caltrans), Division of Design Website: http://www.dot.ca.gov/design/manuals/pdpm.html.

Changes were needed in response to the CTC State Highway Operations and Protection Program (SHOPP) Guidelines implemented in an earlier Caltrans policy memo identifying the interim project initiation report (PIR) as the report format for SHOPP project initiation. Therefore, the PIR is the template to be used for all SHOPP safety improvement projects. Other changes include: clarification in the projects-funded-by-others definition and project delivery guidance, use of the damage assessment form (DAF), transfer and reference to the SHOPP Long Lead Project guidance and template to the interim PIR guidance, and reference/link to the new version of the Transportation Planning Scoping Information Sheet (TPSIS).

Some of the references found in the PDPM have hyperlinks that connect to Caltrans intranet pages which are not displayable to the general public. Until such time that the specific reference becomes available on the internet, the user will have to contact their district liaison, Caltrans project manager, or the appropriate Headquarters division to inquire about the availability of the reference.

PDPM Holders are encouraged to use the most recent manual version available on-line at the above website. Should a manual holder choose to maintain a paper copy, the holder is responsible for keeping their paper copy up to date and current. If you received this manual change transmittal by some method other than the electronic notification service for project development procedure updates and would like to become a recipient, please visit: <http://www.dot.ca.gov/design/manuals/pdpmlist.html>.