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Landscape Architecture PS & E Guide

SECTION 13

Appendix

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Appendix

Acronyms Used By Caltrans

AA	Advertise and Award/Affected Agency
AADD	Authority to Advertise District Delegation
AADT	Average Annual Daily Traffic
AAOE	Authority to Advertise Office Engineer
AASHTO	American Association of State Highway Transportation Officials
AC	Asphalt Concrete
ACHP	Advisory Council on Historic Preservation (Federal)
ACR	Allocation Change Request/Assembly Concurrent Resolution
ADA	Americans with Disabilities Act (Federal)
ADL	Aerial Deposited Lead
ADT	Average Daily Traffic
A&E	Architectural and Engineering
AIS	Appearance Information Sheet
AMCRP	Annual Maintenance Compliance Review Plan
ANAC	Approaching Noise Abatement Criteria
APCD	Air Pollution Control District
APE	Area of Potential Effects
AQMD	Air Quality Management District
ASC	Accounting Service Center (Caltrans HQ)
ASTM	American Society for Testing and Materials
BCDC	(San Francisco) Bay Conservation and Development Commission (State: Districts 4 & 10)
BEES	Basic Engineering Estimating System
BMP's	Best Management Plans/Best Management Practices
BR	Bridge Restoration and Replacement Program (Federal)
BPM	Begin Post Mile
CA	Certification Acceptance
CAAA	Clean Air Act Amendments (Federal)
CADD	Computer-Aided Design and Drafting
CAH	Controlled Access Highway

CALNET	California Integrated Telecommunications Network
Cal/OSHA	California Occupational Safety and Health Administration
CAM	Cooperative Agreement Manual
CAR	Cooperative Agreement Report
CASA	California Association of Sanitation Agencies
CCC	California Coastal Commission (State)
CCO	Contract Change Order
CCR	California Code of Regulations
CCSB	Construction Contract Standards Branch
C-D	Collector-Distributor
CDF	California Department of Forestry (State)
C-E	Construction Evaluated
CE	1. Categorical Exclusion (Federal) 2. Categorical Exemption (State)
CEC	Caltrans Encroachment Committee (Obsolete)
CEQA	California Environmental Quality Act (State)
CFR	Code of Federal Regulations
CHD	County Health Department
CHP	California Department of Highway Patrol (State)
CIWMB	California Integrated Waste Management Board (State)
CMA	Congestion Management Agency
CMAQ	Congestion Mitigation and Air Quality Program (Federal)
CMP	Congestion Management Program
CO	County
COG	Council of Governments
COZZP	Construction Zone Enforcement Enhancement Program
CPESC	Certified Professional in Erosion and Sediment Control
CSWPPP	Conceptual Storm Water Pollution Prevention Plan
CPH	California Permit Handbook
CPM	Critical Path Method
CRP	Community Relations Plan

CRR	Commuter Rail Program (State)
CPSD	Capital Projects Skills Development
CSP	Capital Scheduling Plan
CSS	Context Sensitive Solutions
CT	Caltrans
CTC	California Transportation Commission (State)
CTIPS	California Transportation Improvement Program System
CTP	California Transportation Plan
CWA	Clear Water Act
DAF	Damage Assessment Form (Federal)
DBA	Decibel-A Scale
DBE	Disadvantaged Business Enterprise
DBR	Discretionary BR (Federal)
DC	Draft Contract
DCR	Draft Contract Ready
DD	District Director
DDC	District Division Chief
DED	Draft Environmental Document
DEIR	Draft Environmental Impact Report (CEQA)
DEIS	Draft Environmental Impact Statement (NEPA)
DES	Division Engineering Services
DES-OE	Division Engineering Services - Office Engineer
DES-PCR	Division of Engineering Services Project Change Request
DFG	Department of Fish and Game (State)
DGS	Department of General Services
DHS	Department of Health Services
DHV	Design Hourly Volume
DI	Delay Index
DIB	Design Information Bulletin
DIS	Design Intent Statement
DLAE	District Local Assistance Engineer
DOD	Department of Defense (Federal)
DOE	District Office Engineer
DOS	Division of Structures of the ESC (Caltrans HQ)
DOT	Department of Transportation (Federal)
DPR	Draft Project Report
DR	District Response
DRB	Dispute Resolution Board
DRIS	Draft Relocation Impact Study/Statement

DSA	Division of State Architect, Department of General Services (State)
DSMP	District System Management Plan
DTM	Digital Terrain Model
DU	Design Unit
DVBE	Disabled Veterans Business Enterprise
EA	Expenditure Authorization/Environmental Assessment (NEPA)
EAG	Encroachment Advisory Group
EB	Eastbound
ED	Environmental document
EDP	Electronic Data Processing
EEM	Environmental Enhancement and Mitigation (State)
EH	Environmental Handbook
EIR	Environmental Impact Report (CEQA)
EIS	Environmental Impact Statement (NEPA)
EPA	Environmental Protection Agency (Federal)
EPM	End Post Mile
ER	Emergency Relief Program (Federal)
ESAL	Equivalent Single-Axle Loads
ESC	Engineering Service Center (Caltrans HQ)
ETW	Edge of Traveled Way
FA	Fire Agency
FAA	Federal Aviation Administration (Federal)
FAPG	Federal-aid Program Guide (Federal)
FAS	Federal-aid Secondary (obsolete)
FAU	Federal-aid Urban (obsolete)
FCA	Fire Control Agency
FCR	Flexible Congestion Relief Program (State)
FED	Final environmental document
FEIR	Final Environmental Impact Report (CEQA)
FEIS	Final Environmental Impact Statement (NEPA)
FEMA	Federal Emergency Management Agency (Federal)
F&E System	Freeway and Expressway System
FHWA	Federal Highway Administration
FONSI	Finding of No Significant Impact (NEPA)
FPP	Final Plan Preparation
FPPP	Facility Pollution Prevention Plan
FRIS	Final Relocation Impact Study/Statement
FSTIP	Federal State Transportation Improvement Program
FTA	Federal Transit Administration (Federal)

FTIP	Federal Transportation Improvement Program
F.Y.	Fiscal Year
G-11	(A CTC resolution)
GES	(Identification Code Prefix for Training Classes)
GIS	Geographic Information System
GS	(Department of) General Services (State)
GSRD	Gross Solids Removal Device
HDM	Highway Design Manual
HES	Hazard Elimination Safety Program (Federal)
HIA	Highway Improvement Agreement
HOV	High-Occupancy Vehicle
HM	Highway Maintenance (Code)
HP	Highway Planting
HP&R	Highway Planting and Restoration
HPSR	Historic Properties Survey Report
HQ	Caltrans Headquarters
HW	Hazardous Waste
HWMP	Hazardous Waste Management Plan
IA	Independence Assurance
IC	Interstate Completion Program (Federal)
IC/ID	Illicit Connection/Illegal Discharge
IFA	involved federal agency
IGR	Intergovernmental Review
IM	Interstate Maintenance Program (Federal)
IMMS	Integrated Maintenance Management System
IRR	Intercity Rail Program (State)
IRRS	Interregional Road System (State)
IRS	Interregional Road System Program (State)
IS	Initial Study (CEQA)
ISA	Initial Site Assessment
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991 (Federal)
ITMS	Intermodal Transportation Management System
IWMB	Integrated Waste Management Board
KP	Kilometer Post
LA	1. Local Agency 2. Landscape Architect
LAAPS	Local Agency Automated Pay System
LAQMD	Local Air Quality Management District
LAP	Landscape Architecture Program
LCC	Local Coastal Commission

LEDPA	Least Environmentally Damaging, Practicable Alternative
Leq	Equivalent Sound Level
LOC	Locally Funded State Highway Projects
LOS	level of service
LS	Lump Sum
LTC	Local Transportation Commission
MDL	maximum daily load
MEP	Maximum Extent Practicable
METS	Office of Materials Engineering and Testing Services, of the ESC (Caltrans HQ)
MHHW	Mean Highest High Water
MIS	Major Investment Study
MISST	Maintenance Inspection & Slope Stabilization Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organizations
MS4	Municipal Separate Storm Sewer System
MSA	Management Systems Activities
MTMC	Military Traffic Management Command (Federal)
NAAQS	National Ambient Air Quality Standards
NAC	Noise Abatement Criteria
NB	Northbound
NBSSR	Noise Barrier Scope Summary Report
ND	Negative Declaration (CEQA)
NEPA	National Environmental Policy Act (Federal) 1969
NOC	Notice of Construction
NPDES	National Pollutant Discharge Elimination System (State Permit)
NH	National Highway System Program (Federal)
NHS	National Highway System
NOD	Notice of Determination (CEQA)
NOI	Notice of Intent (NEPA)
NOP	Notice of Preparation (CEQA)
NOV	Notice of Violation
NPDES	National Pollutant Discharge Elimination System
NPL	National Priorities List
NRDC	National Resources Defense Council
NSP	New Standard Plan
NSSP	New Standard Special Provision

OA	Obligation Authority (Federal)
OC	Overcrossing
OH	Overhead
OHC	Other Highway Construction Program (State)
OJT	On-the-job Training
OE (DES-OE)	Office Engineer, Division of Engineering Services-Office Engineer (Caltrans HQ)
OES	Office of Emergency Services
OPR	Office of Planning and Research (State)
OSD	Office of Structure Design, of the ESC (Caltrans HQ)
OSF	Office of Structure Foundations, of the ESC (Caltrans HQ)
OSLA	Office of State Landscape Architecture (Caltrans HQ) (obsolete)
OSM&I	Office of Structures Maintenance and Investigations, of the ESC (Caltrans HQ)
PAR	1. Project Approval Report (obsolete) 2. Project Authorization Request (obsolete)
PC	Personal Computer
PCA	Pest Control Advisor
PCB	polychlorinated biphenyls
PCC	Portland Cement Concrete
PCE	Project Coordination Engineer
PCP	Penptachorophenol
PCR	Project Change Request
PD	Project Development
PDPM	Project Development Procedures Manual
PDT	Project Development Team
PDWTM	Project Development Workflow Tasks Manual
PE	Project Engineer
PEE	Preliminary Environmental Evaluation
PEER	Permit Engineering Evaluation Report
PHF	Project History File
PID	Project Initiation Document
PIF	Public Interest Finding
PIR	Project Information Report
PISA	Project Information Systems and Analysis
P.M.	Post Mile (obsolete)
PM	Project Manager
PMCS	Project Management Control System
PMP	Project Management Program (Caltrans HQ)
PMPM	Project Management Procedures Manual
PMS	Pavement Management System

POTW	Publicly owned treatment works
PPDG	Project Planning and Design Guide
PPNO	Planning Program Number
P & PPR	Permit and Port Planning Regulations
PR	Project Report
PRC	Public Resources Code
PS&E	Plans, Specifications, and Estimate
PSR	Project Study Report
PSSR	Project Scope Summary Report
PSTIP	Proposed State Transportation Improvement Program
PUC	Public Utilities Commission (State)
PUMS	PYPSCAN Unit II Monitoring System
PY	Person Year
PYPSCAN	Person Year and Project Schedule and Cost Analysis
QA	Quality Assurance
QC	Quality Control
RAD	Remedial Action Design
RAP	1. Relocation Assistance Program 2. Remedial Action Plan
RAS	Rehabilitation and Safety Program (State)
RCE	Registered Civil Engineer
RCR	Route Concept Report
RE	Resident Engineer
RDWs	Waste Discharge Requirements
RFP	Request For Proposal
RFQ	Request For Qualifications
RI	Remedial Investigation
RICS	Remote Irrigation Control System
RIS	Relinquishment Information Sheet
ROD	Record of Decision (NEPA)
RON	Resolution of Necessity
ROWM	Right of Way Manual
RR	Railroad
RRR	Resurfacing, Restoration, Rehabilitation (3R)
RRRR	Resurfacing, Restoration, Rehabilitation, Reconstruction (4R)
RSP	Revised Standard Plan
RSTP	Regional Surface Transportation Program (Federal)
RTIP	Regional Transportation Improvement Program
RTL	Ready-To-List
RTP	Regional Transportation Plan

RTPA	Regional Transportation Planning Agency
RU	Responsible Unit
R/W	Right of Way
RWQCB	Regional Water Quality Control Board (State)
SAM	State Administrative Manual
SAP	Sampling and Analysis Plan
SAVE	Society of American Value Engineers
SB	Southbound
SCR	Senate Concurrent Resolution
SDR	Site Damage Report
SER	Standard Environmental Reference
SFPC	Special Funded Project Coordinator
SFY	State Fiscal Year
S&H Code	Streets and Highways Code (State)
SHELL	State Highway Extra Legal Load
SHOPP	State Highway Operation and Protection Program (formerly HSOPP)
SHPO	State Historic Preservation Officer (State)
SI	Safety Index /Site Investigation
SIP	State Implementation Plan
SLC	State Lands Commission (State)
SLTPP	State/Local Transportation Partnership Program (State)
SMARA	Surface Mining and Reclamation Act (State)
SOE	Structure Office Engineer
SPCC	Spill Prevention Control and Countermeasure
SR	Senate Resolution
SRE	Scenic Resource Evaluation
SRRA	Safety Roadside Rest Area
SRTP	Short Range Transit Plan
SSP	Standard Special Provision
STIP	State Transportation Improvement Program
STP	Surface Transportation Program (Federal – formerly FAU or FAS)
STRAIN	Structures Replacement And Improvement Needs
SW	Soundwall Program (State)
SWAT	Storm Water Advisory Team
SWDR	Storm Water Data Report
SWMP	Storm Water Management Plan
SWPPP	Storm Water Pollution Prevention Plan
SWRCB	California State Water Resources Control Board

TASAS	Traffic Accident Surveillance Analysis System
TCI	Transit Capital Improvement Program (State)
TCS	Transportation Corridor Study
TEA	Transportation Enhancement Activities Program (Federal)
TERO	Tribal Employment Rights Ordinance
TI	Traffic Index
TIP	Transportation Improvement Program
TMDL	Total Maximum Daily Load
TMP	Transportation Management Plan
TRAMS	Transportation Accounting Management System
TRB	Transportation Research Board
TRO	Time-Related Overhead
TSDP	Transportation System Development Program
TSIP	Transportation System Information Program (Caltrans HQ)
TSM	Traffic Systems Management
TSMP	Traffic Systems Management Plan
U.S.	United States
UC	Undercrossing
UNPAR	Un-Project Authorization Request
URR	Urban Rail Transit Program (State)
USA	Underground Service Alert
USACE	United States Army Corps of Engineers
USC	United States Code (Federal)
USCE	United States (Army) Corps of Engineers (Federal)
USCG	United States Coast Guard (Federal)
USGS	United States Geologic Survey (Federal)
VA	Value Analysis
VE	Value Engineering (obsolete)
VIA	Visual Impact Assessment
WASHTO	Western Association of State Highway Transportation Officials
WB	Westbound
WBE	Women's Business Enterprise
WBS	Workload Breakdown Structure
WPC	Water Pollution Control
WPCP	Water Pollution Control Plan / Water Pollution Control Program
XPM	(eXpert Project Manager ™, a scheduling database)

Safety Awareness for Designers Performing Field Work

Working on and near State highways is serious business. Statistics show that approximately one of every eight drivers is impaired in some form. Safety awareness must receive the same level of attention given to gathering information and inspecting facilities in the field.

This simplified list of safe field practices should be reviewed regularly and discussed in detail with anyone who is new to the highway environment.

Before you go .....

- It is critical that all employees take the time to review and become familiar with the information, located on the Intranet at: http://admin.dot.ca.gov/hr/HEALTHSAFETY/Safety/safetymanual_toc.shtml.
- Conduct pre-field trip discussions with all participants to review potential hazards, general safety guidelines and necessary personal protective equipment.
- If the project is in construction, call prior to visiting the job site.
- Bring a "safety bag" with a list of local medical facilities and a first aid kit.

What to wear ....

- Always wear your lap belt and shoulder harness when you are in the vehicle; even when parked.
- Always wear a lime green (preferred) or orange safety vest with reflective stripes, hard hat and safety glasses when working on foot within the right of way of any State highway.
- Wear serviceable shoes, long pants, long sleeve shirt and ID badges.
- Sunscreen.

Once you're there ....

- Park off the highway whenever possible. Use access gates.
- Unless absolutely necessary, stay off the roadway and shoulder. Use your vehicle as a barrier between you and traffic, when possible. Walk behind guard rails or other barriers, when possible.
- Try to face on-coming traffic as you work, and keep your eyes and ears open for traffic. If you must concentrate on your work, bring along a person to act as a look-out or to keep the vehicle in position as a barrier. Agree upon an emergency response to errant vehicles.
- Watch your footing. Be aware that groundcover can cover up holes and dangerous objects. Stay off steep slopes where footing is unstable.
- Discontinue work before dusk or when fog or adverse weather reduces driver visibility and do not work if roadway is wet or icy.

Be careful what you touch ....

- Soil adjacent to most highways contains low levels of aerially deposited lead originating from leaded gasoline, and soil under steel structures frequently contains lead as a result of leaded paint. Lead enters the body through inhalation or ingestion and is not readily absorbed through the skin. Even low levels of lead can pose serious health problems and it is of particular concern for children and women of child-bearing age. Avoid working when there is substantial air borne dust. Wash your hands and face after exposure and particularly before you eat or drink. Wash footwear of dirt and mud, and avoid contaminating the office or your home. Wash contaminated clothing and keep it separate from other clothing until it is washed.
- Do not touch material you suspect may be toxic or hazardous. This includes powders, chemicals, odoriferous substances, suspicious packages, chemical drums or containers, weapons, syringes or hypodermic needles, dead animals, and broken glass. Immediately notify Caltrans or the police of the location of weapons or suspected toxic or hazardous substances.
- Be careful to avoid poison oak. If you've been exposed, wash with specially formulated poison oak soap and cold water or with specially formulated poison oak cleanser as soon as possible.
- Be careful to avoid snakes.
- Avoid homeless encampments. Report encampments to Maintenance.

What Governs Over What

From the May 2006 standard Specifications

5-1.04 Coordination and Interpretation of Plans, Standard Specifications, and Special Provisions
These Standard Specifications, the Standard Plans, project plans, special provisions, contract change orders and all supplementary documents are essential parts of the contract, and a requirement occurring in one is as binding as though occurring in all. They are intended to be complementary, and to describe and provide for a complete work.

Project plans shall govern over Standard Plans; Standard Plans and project plans shall govern over these Standard Specifications; and the special provisions shall govern over both these Standard Specifications and the plans.

Should it appear that the work to be done or any of the matters relative thereto are not sufficiently detailed or explained in these specifications, the special provisions or the plans, the Contractor shall apply to the Engineer for such further explanations as may be necessary and shall conform to them as part of the contract. In the event of any doubt or question arising respecting the true meaning of these specifications, the special provisions or the plans, reference shall be made to the Engineer, whose decision thereon shall be final.

In the event of any discrepancy between any drawing and the figures written thereon, the figures shall be taken as correct. Detail drawings shall prevail over general drawings.

What Governs Over What (Highest to Lowest)
Special provisions
Project plans
Standard Plans
Standard Specifications

From the 2006 Standard Special Provisions
S1-101_E_A08-17-07
Page 1 of 1

USE WITH 2006 STANDARDS.
This provision will be inserted in the boilerplate during the MERGE.
The work embraced herein shall conform to the provisions in the Standard Specifications dated May 2006 and the Standard Plans dated May 2006 of the Department of Transportation insofar as the same may apply and these special provisions.

Highway Design Manual Index

Items in red have been added for your convenience and are not listed in the HDM

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