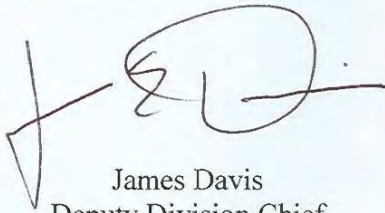
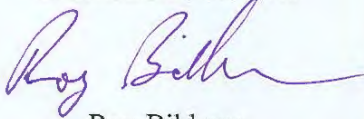


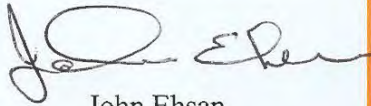
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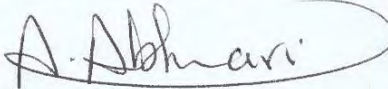
James Davis  
Deputy Division Chief  
Geotechnical Services



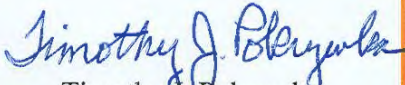
Roy Bibbens  
Office Chief  
Geotechnical Design - North



John Ehsan  
Office Chief  
Geotechnical Design - South 1



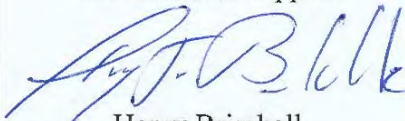
Abbas Abghari  
Office Chief  
Geotechnical Design - South 2



Timothy J. Pokrywka  
Office Chief  
Geotechnical Design - West



Mark Willian  
Office Chief  
Geotechnical Support



Henry Brimhall  
Office Chief  
Drilling Services



## GS PROCEDURE

# REPORT TITLES AND GUIDELINES

**Procedure:** DES/GS 01-2006

**Effective:** January 1, 2006

**Agreement:**

Geotechnical Services staff shall use standard report titles, as outlined in this GS Procedure, and follow the approved report guidelines that are available for these reports.

**Background:**

An inventory taken in 2004 of reports prepared by the six Geotechnical Services (GS) offices indicated that are numerous reports being prepared under a variety of titles that were basically the same report. In addition, some reports, which were of completely different nature, had the same acronym. For example PGR could stand for Preliminary Geotechnical Report or Preliminary Geology Report, which are prepared for different purposes and for different clients. Reports prepared by GS are often identified in documents prepared by groups outside GS, such as the Caltrans Work Breakdown Structure (WBS) or the Highway Design Manual. These documents sometimes also have different titles for the same reports, or have report titles that are not commonly used.

**Report Titles and Guidelines:**

To reduce redundancy and confusion, the following report titles shall be used for the basic types of reports prepared by GS. Report guidelines that have been developed and approved for these reports shall be used. The guidelines are intended to assist GS report preparation, and not as boilerplate (cut and paste) documents.

- District Preliminary Geotechnical Report (DPGR)
- Structure Preliminary Geotechnical Report (SPGR)
- Geotechnical Design Report (GDR)
- Preliminary Foundation Report (PFR)
- Preliminary Seismic Report (PSR)
- Foundation Report (FR)
- Seismic Report (SR)

There are numerous other reports prepared by GS that are not impacted by this procedure.