



## 1-0 ROUTINE SCREENING AND UPDATING OF MEMOS AND MANUALS

Memos and manuals will be reviewed on a regular basis to assure that the materials contained are current. The responsibility for the review will generally lie with the individual whose expertise relates most closely to the contents (such as the Technical Committee Chair or Technical Specialist).

Attachment A lists the contact person responsible for each memo in *Memos to Designers*. The *Memo to Designer* contact person is responsible for answering questions and initiating necessary reviews as changes occur.

Memos generally contain instructions, guidelines and other information that apply as a matter of policy, or serve as an expeditious method of communication with project personnel. Design information may be placed in a memo temporarily and eventually moved into other Bridge Design manuals. Administrative and Procedural Memos will remain in effect until superseded or rescinded.

The following page shows Form DS-MS-0012 "Request for Manual Change" which shall be used by the contact person to initiate the process through the Technical Publications unit. (Copies of the form are available from Technical Publications.) It is important to indicate the effective date for implementation of the change on the request.

*Memo to Designers* 1-2 has more detailed information on the handling of suggestions for revisions and the processing of manual changes.

Richard D. Land  
Bridge Design Branch A

RDL:jlw

Attachment

Shannon H. Post  
Bridge Design Branch B

Michael A. Barbour  
Bridge Design Branch C

Memo converted to metric format.

Supersedes Memo to Designers 1-0 dated November 1992.

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**REQUEST FOR MANUAL CHANGE**  
 DS-MS-0012 (REV 3/98)

Instructions: 1. Initiator fill out form completely.  
 2. Send completed form to Judi Wong, Technical Publications.

INITIATOR(S)	PHONE	DATE
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- Bridge Design Aids   
  Bridge Design Details   
  Bridge Design Practice   
  Bridge Design Specifications  
 Memo to Designers   
  Other \_\_\_\_\_

Section/Page(s) \_\_\_\_\_

Related Change(s) \_\_\_\_\_

Type of Change:   
 New   
 Update   
 Deletion

Effective date of change is normally from this date forward. Please check if there are special implementation requirements:

- Change Unchecked Details   
 Change all Plans not PS&E'd  
 Change All PS&E (Special Implementation)   
 Change Construction (Special Implementation)

1. Prepare for Comments

- Normal Circulation (Names in **BOLDFACE**)   
 Circulate to Checked Names

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> <b>ALTMAN, S.</b>      | <input type="checkbox"/> <b>FUJIMOTO, J.</b>   | <input type="checkbox"/> Marquez, A. M.         | <input type="checkbox"/> <b>SHEPARD, R. W.</b>      |
| <input type="checkbox"/> Anderson, R. C.        | <input type="checkbox"/> <b>GORONEA, J.</b>    | <input type="checkbox"/> Moese, J. C.           | <input type="checkbox"/> <b>SOMMARMA, R. P.</b>     |
| <input type="checkbox"/> Askelson, P.           | <input type="checkbox"/> <b>HA, M.</b>         | <input type="checkbox"/> MORI, B.               | <input type="checkbox"/> <b>STORLJE, L. N.</b>      |
| <input type="checkbox"/> <b>BARBOUR, M. A.</b>  | <input type="checkbox"/> <b>HARRINGTON, T.</b> | <input type="checkbox"/> POST, S. H.            | <input type="checkbox"/> Stott, R.                  |
| <input type="checkbox"/> <b>BARLOW, R. F.</b>   | <input type="checkbox"/> <b>HOFFMAN, F.</b>    | <input type="checkbox"/> <b>POST, T. J.</b>     | <input type="checkbox"/> <b>TRAVIS, R. E.</b>       |
| <input type="checkbox"/> Brown, C. (Ski)        | <input type="checkbox"/> Horn, M. W.           | <input type="checkbox"/> <b>ROGERSON, R. A.</b> | <input type="checkbox"/> Valls, D.                  |
| <input type="checkbox"/> Cotter, P. W.          | <input type="checkbox"/> <b>JENSEN, T. P.</b>  | <input type="checkbox"/> Root, N. F.            | <input type="checkbox"/> Wammer, P.                 |
| <input type="checkbox"/> Danke, G.              | <input type="checkbox"/> Lacalle, R.           | <input type="checkbox"/> Rut, T. M.             | <input type="checkbox"/> <b>WIMAN, S. D.</b>        |
| <input type="checkbox"/> <b>DAVISSON, E. R.</b> | <input type="checkbox"/> <b>LAND, R. D.</b>    | <input type="checkbox"/> <b>SAUBER, J. G.</b>   | <input type="checkbox"/> <b>WONG, J. (TechPubs)</b> |
| <input type="checkbox"/> <b>DOWNING, J. E.</b>  | <input type="checkbox"/> Leahy, T.             | <input type="checkbox"/> Scherensch, D. L.      | <input type="checkbox"/> Woody, J.                  |
| <input type="checkbox"/> Faisetti, R.           | <input type="checkbox"/> <b>MADANI, M.</b>     | <input type="checkbox"/> <b>SEABERG, E. R.</b>  | <input type="checkbox"/> <b>ZELINSKI, R. J.</b>     |
| <input type="checkbox"/> <b>FOSTER, J. L.</b>   |  |   |   |

Additional Circulation: \_\_\_\_\_

2. Limited Review: \_\_\_\_\_

3. No Review Necessary

4. Prepare for Signatures and Publication

5. Std. Plan Sht/Bridge Std Detail Sht. Involved: \_\_\_\_\_

Remarks for Change Letter: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Additional Instructions or Comments: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## MEMO RESPONSIBILITY (CONTACT PERSON)

- Responsible for keeping Memo & Attachments up-to-date
- Responsible for responding to questions involving Memo

### Memo to Designers

#### Section 1 – General (Policy and Procedure)

MTD 1-0	Bridge Design Branch A Supervisor
MTD 1-1	Bridge Design Branch B Supervisor
MTD 1-2	Bridge Design Branch A Supervisor
MTD 1-3	Bridge Design Branch B Supervisor
MTD 1-4	Bridge Design Branch A Supervisor
MTD 1-5	Bridge Design Branch B Supervisor
MTD 1-6	Bridge Design Branch C Supervisor
MTD 1-7	Bridge Design Branch C Supervisor
MTD 1-8	Bridge Design Branch B Supervisor
MTD 1-11	Technical Specialist – Widening
MTD 1-13	Detailing Committee Chair
MTD 1-14	Bridge Design Branch B Supervisor
MTD 1-15	Specifications & Estimates Branch Supervisor
MTD 1-20	Detailing Committee Chair
MTD 1-21	OPPM&S – Agreements Section Senior
MTD 1-22	Bridge Design Branch A Supervisor
MTD 1-23	Bridge Design Branch B Supervisor
MTD 1-29	Bridge Design Branch B Supervisor
MTD 1-32	Specifications & Estimates Branch Supervisor
MTD 1-35	Bridge Design Branch A Supervisor
MTD 1-36	Bridge Design Branch B Supervisor
MTD 1-37	Bridge Design Branch B Supervisor
MTD 1-38	Bridge Design Branch B Supervisor
MTD 1-39	Bridge Design Branch C Supervisor
MTD 1-40	Detailing Committee Chair
MTD 1-45	Transportation Architecture Branch Supervisor



## Section 2 – Plan Preparation

MTD 2-1      Detailing Committee Chair  
MTD 2-2      Detailing Committee Chair  
MTD 2-11     Maintenance Support Branch Supervisor  
MTD 2-25     Bridge Design Branch C Supervisor

## Section 3 – Piles

MTD 3-0      Bridge Design Branch A Supervisor  
MTD 3-1      Substructure Committee Chair  
MTD 3-4      Substructure Committee Chair  
MTD 3-6      Substructure Committee Chair

## Section 4 – Footings

MTD 4-1      Substructure Committee Chair  
MTD 4-2      Substructure Committee Chair

## Section 5 – Abutments & Retaining Walls

MTD 5-1      Substructure Committee Chair  
MTD 5-2      Substructure Committee Chair  
MTD 5-3      Approach Slab Committee Chair  
MTD 5-7      Technical Specialist – Earth Retaining Systems  
MTD 5-8      Technical Specialist – Earth Retaining Systems  
MTD 5-10     Bridge Design Branch A Supervisor  
MTD 5-12     Technical Specialist – Earth Retaining Systems  
MTD 5-14     Technical Specialist – Earth Retaining Systems  
MTD 5-16     Technical Specialist – Earth Retaining Systems  
MTD 5-17     Technical Specialist – Earth Retaining Systems  
MTD 5-18     Technical Specialist – Earth Retaining Systems

## Section 6 – Bents and Piers

MTD 6-1      Seismic Technology Section Senior  
MTD 6-5      Seismic Technology Section Senior

## Section 7 – Bearing & Expansion Devices

MTD 7-1      Technical Specialist – Joints Seals and Bearings  
MTD 7-10     Technical Specialist – Joints Seals and Bearings



### Section 8 – Deck Slabs

MTD 8-2 Deck Protection Committee Chair  
MTD 8-5 Deck Protection Committee Chair  
MTD 8-6 Bridge Design Branch B Supervisor  
MTD 8-7 Bridge Design Branch B Supervisor

### Section 9 – Existing Bridges

MTD 9-1 Bridge Design Branch B Supervisor  
MTD 9-2 OSM&I – Bridge Ratings Section Senior  
MTD 9-3 Technical Specialist – Widening  
MTD 9-4 Loads Committee Chair  
MTD 9-5 Bridge Design Branch C Supervisor  
MTD 9-6 OSM&I – Bridge Ratings Section Senior  
MTD 9-7 Technical Specialist – Bridge Strengthening

### Section 10 – Reinforced Concrete Box Girders

### Section 11 – Precast and/or Prestressed

MTD 11-1 Prestressed Concrete Committee Chair  
MTD 11-3 Prestressed Concrete Committee Chair  
MTD 11-8 Prestressed Concrete Committee Chair  
MTD 11-9 Prestressed Concrete Committee Chair  
MTD 11-18 Prestressed Concrete Committee Chair  
MTD 11-21 Prestressed Concrete Committee Chair  
MTD 11-23 Prestressed Concrete Committee Chair  
MTD 11-28 Prestressed Concrete Committee Chair  
MTD 11-30 Prestressed Concrete Committee Chair  
MTD 11-31 Prestressed Concrete Committee Chair  
MTD 11-34 Prestressed Concrete Committee Chair

### Section 12 – Structural Steel

MTD 12-1 Structural Steel Committee Chair  
MTD 12-11 Structural Steel Committee Chair  
MTD 12-15 Structural Steel Committee Chair  
MTD 12-17 Structural Steel Committee Chair  
MTD 12-28 Structural Steel Committee Chair



### Section 13 – Pedestrian Structures

- MTD 13-1 Transportation Architecture Branch Supervisor
- MTD 13-2 Transportation Architecture Branch Supervisor

### Section 14 – Railings & Barriers

- MTD 14-3 Technical Specialist – Soundwalls, Railings and Barriers
- MTD 14-4 Technical Specialist – Soundwalls, Railings and Barriers
- MTD 14-6 Technical Specialist – Soundwalls, Railings and Barriers
- MTD 14-8 Technical Specialist – Soundwalls, Railings and Barriers
- MTD 14-10 Technical Specialist – Soundwalls, Railings and Barriers
- MTD 14-14 Technical Specialist – Soundwalls, Railings and Barriers
- MTD 14-19 Technical Specialist – Soundwalls, Railings and Barriers

### Section 15 – Structural Analysis

- MTD 15-2 Reinforced Concrete Committee Chair
- MTD 15-15 Loads Committee Chair
- MTD 15-16 Loads Committee Chair
- MTD 15-17 Loads Committee Chair
- MTD 15-18 Loads Committee Chair
- MTD 15-20 Loads Committee Chair

### Section 16 – Deflections

- MTD 16-3 Structural Steel Committee Chair
- MTD 16-4 Structural Steel Committee Chair



### Section 17 – Railroads

MTD 17-100	Technical Specialist – Railroad
MTD 17-101	Technical Specialist – Railroad
MTD 17-102	Technical Specialist – Railroad
MTD 17-105	Technical Specialist – Railroad
MTD 17-106	Technical Specialist – Railroad
MTD 17-110	Technical Specialist – Railroad
MTD 17-115	Technical Specialist – Railroad
MTD 17-120	Technical Specialist – Railroad
MTD 17-121	Technical Specialist – Railroad
MTD 17-125	Technical Specialist – Railroad
MTD 17-130	Technical Specialist – Railroad
MTD 17-135	Technical Specialist – Railroad
MTD 17-140	Technical Specialist – Railroad

### Section 18 – Drainage & Utilities

MTD 18-1	Technical Specialist – Drainage
MTD 18-2	Utilities Committee Chair
MTD 18-3	Utilities Committee Chair

### Section 19 – Estimating

### Section 20 – Seismic

MTD 20-1	Earthquake Committee Chair
MTD 20-2	Seismic Technology Section Senior
MTD 20-3	Seismic Technology Section Senior
MTD 20-4	Seismic Technology Section Senior
MTD 20-5	Loads Committee Chair
MTD 20-7	Seismic Technology Section Senior
MTD 20-9	Earthquake Committee Chair
MTD 20-11	Earthquake Committee Chair



### Section 21 – Miscellaneous

MTD 21-11 Technical Specialist – Signs, Signals and Lighting Structures  
MTD 21-12 Technical Specialist – Signs, Signals and Lighting Structures  
MTD 21-13 Technical Specialist – Signs, Signals and Lighting Structures  
MTD 21-19 Office of Structure Construction, Falsework Engineer  
MTD 21-35 Reinforced Concrete Committee Chair  
MTD 21-47 Reinforced Concrete Committee Chair  
MTD 21-52 Bridge Design Branch B Supervisor

### Section 22 – Sound Walls

MTD 22-1 Technical Specialist – Soundwalls, Railings and Barriers  
MTD 22-5 Technical Specialist – Soundwalls, Railings and Barriers  
MTD 22-10 Technical Specialist – Soundwalls, Railings and Barriers  
MTD 22-20 Technical Specialist – Soundwalls, Railings and Barriers  
MTD 22-25 Technical Specialist – Soundwalls, Railings and Barriers  
MTD 22-30 Technical Specialist – Soundwalls, Railings and Barriers  
MTD 22-35 Technical Specialist – Soundwalls, Railings and Barriers  
MTD 22-50 Technical Specialist – Soundwalls, Railings and Barriers  
MTD 22-55 Technical Specialist – Soundwalls, Railings and Barriers

### Section 23 – Underground Structures

MTD 23-1 Technical Specialist – Underground Structure