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# Preface

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## Contents

Appendices A-Q contain the preparation guidelines and report outlines or forms for the various reports that serve as either project initiation documents or project approval documents, or both. These documents are referenced in Parts 2 and 3 of the manual.

## DLP Document Format

Some of the documents in these appendices are designed and administered by the Caltrans' Design and Local Program (DLP). DLP takes responsibility for seeing that the *Project Development Procedures Manual* (PDPM) contains a current copy and guidelines for these documents. A full-size reproduction of the document has been squeezed onto the PDPM page, leaving just enough room to print the standard PDPM document information at the bottom of the page. Most of the DLP documents are recognizable by their page header, which contains the title of the document.

## Format for Other Documents

The other documents in these appendices were created and are administered by other organizations in Caltrans. While DLP may have written guidelines for some of these documents, DLP does not maintain current, computerized files for them; it is recommended that the administering organization be contacted for questions regarding currency or availability of such documents.

## Caltrans Metric Symbol



The Caltrans Metric Symbol was developed to assist in quick identification of metric products produced during Caltrans' period of conversion to the metric system. The metric symbol should be placed in a prominent place on the title sheet or front cover of all technical reports that utilize metric units. The use of the metric symbol will be dropped after September 30, 2000, when the conversion is scheduled for completion. The symbol is available in various computer formats from Headquarters and District Office Engineers.

The Department will also transition from a post mile reference system to a Kilometer reference system. To obtain the new Kilometer Post (KP), simply

multiply the post mile by 1.6093. All existing equations and prefixes must be retained as well as the convention of restarting at county boundaries. During the transition period, technical reports should include both post miles and Kilometer Posts for quick reference to databases which may store one or the other reference systems.