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Subject: PDF Policy - Clarified

Upon examination, it has become apparent that the policy and use of pdf files needs to be re-stated. Originally, the concept of having an On-Call Consultant send a pdf file(s) to the Plans Reviewer was that it was to ADOTs' benefit, in priority situations, and was usually meant for no more than a few sheets, on an as-needed basis. Since beginning this process, it has become apparent that some of the On-Call firms have expanded this to making formal and interim submittals of plan sheets and calculation book sheets via pdf. Instead of being a benefit to ADOT, this practice has burdened the resources and manpower of the R/W Plans Section, with printing, collating and organizational tasks that are essentially the On-Call Consultant's responsibility.

Effective immediately, and until further notice, the policy is that pdf submittals of either plan sheets or calculation sheets will only be utilized for priority situations. When making a formal submittal of surveys, r/w plan sheets, and calculation sheets, a delivered hard-copy will be mandatory and will be considered as the official submittal. This will also apply to "interim" submittals as well.

Under normal project situations, the only time that the electronic pdf files of the plansheets and calculation sheets are to be transmitted is at the Acceptance stage of a project, and are to be included on the CD with the other required files.